

SOLICITATION NUMBER: 72068023R10001

ISSUANCE DATE: November 03, 2022

CLOSING DATE/TIME: November 25, 2022, at
12:00 noon Cotonou Local Time

**SUBJECT: Solicitation for a Cooperating Country/Third Country National Personal
Service Contractor (CCN/TCN PSC) USAID Development Program Specialist**

(Local Compensation Plan)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,



**James Berscheit
Regional Supervisory Executive Officer
West Africa**

I. GENERAL INFORMATION

1. SOLICITATION NO: 72068023R10001

2. ISSUANCE DATE: November 03, 2022

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: November 25, 2022, at 12:00 noon Cotonou Local Time

4. POINT OF CONTACT: Clemencia Acacha Bonou at cacacha@usaid.gov and Jean-Luc Tinongbe at jtinongbe@usaid.gov

5. POSITION TITLE: USAID Development Program Specialist

6. MARKET VALUE: FCFA 18,024,666 – FCFA 33,345,636 equivalent to **FSN-11**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Benin
Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: Five-year renewable contract. The estimated start date for this position is March 2023 or sooner. The position will be reviewed annually and renewed contingent on satisfactory performance, continued need for services, and availability of funds.

8. PLACE OF PERFORMANCE: Cotonou, Benin with possible travel as stated in the Statement of Work.

9. ELIGIBLE OFFEROR: : All interested candidates eligible to work in Benin. Cooperating Country National (CCN) is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country (Benin).

10. SECURITY LEVEL REQUIRED: Employment Authorization

11. STATEMENT OF DUTIES

a) General Statement of Purpose of the Contract

The Senior Development Program Specialist works in the USAID/Benin Office of Program Coordination (OPC) and reports to the Program Officer or his/her delegate and when necessary, acts as the Program Office Director. S/he is responsible for a variety of USAID Program Office functions, with a focus on strategic planning; project and activity development; operational planning; program coordination and support; program documentation and reporting; monitoring, evaluation, and learning; and budget. S/he plays an important quality assurance role, advising technical teams on Agency and Mission policies, procedures, and guidelines related to program

planning and management. S/he will serve as a technical advisor on the Government of Benin, donor coordination, and development assistance issues in Benin. S/he is responsible for providing OPC oversight on an intermittent basis during the absence of the Program Officer. S/he will also be assigned other specific tasks that are critical to the planning, management, implementation, and tracking of the USAID/Benin portfolio.

The Office of Program Coordination serves as the principal advisor to the USAID Country Representative and technical teams on: (a) strategic planning, programming, and budgeting; (b) project and activity development; (c) monitoring evaluation, collaboration, and learning of USAID/Benin's portfolio; (d) outreach and communications; and (e) limited program implementation of cross-cutting activities such as gender integration throughout the portfolio. OPC provides leadership and support on special issues and initiatives related to Administration priorities and design to all technical and staff offices. In addition, and in close coordination with the Regional Program Office, OPC also keeps a pulse of major development trends in the West Africa region to inform new programming needs and reinforce learning.

b) Statement of Duties to be performed

Strategic Planning, Project and Activity Planning, Analysis, Process Coordination (35%)

1. Serve in a lead role for the design and modification of USAID/Benin strategy, projects, and activities. Ensure that the strategy, project, and activity design processes comply with Agency and Mission policies, guidelines, and priorities. Working with relevant subject matter experts, lead and draft key analyses such as gender, environment, and climate change. Conduct stakeholder consultations and key informant interviews to inform the design process of strategies, projects, and activities. Take a lead role in drafting and editing the strategic framework and liaising with Washington and Embassy counterparts on clearance and approval processes. Contributes and supports the development of new project and activity documents, including initial conceptualization, assignment and management of design tasks, drafting of key sections of design documents, monitoring progress on the design effort, leading design meetings, and editing/packaging the final documents for Mission review.
2. Lead technical teams on project (when applicable) and activity design guiding them in the preparation of logic models, program descriptions, statements of work, independent government cost estimates, and other procurement documents. Facilitates co-creation workshops as needed. Draft and edit critical sections of all planning and programming related documents aligning them with Agency standards and initiatives. In collaboration with technical teams, the Office of Acquisition and Assistance, and the Financial Management Office ensure that activity design, procurement planning, and other pre-obligation processes are on schedule and met.
3. In close collaboration with OPC's Resource Planning Specialist and USAID/Benin staff, coordinate the preparation and submission of processes and documentation pertaining to the annual Operational Plan (OP), Congressional Budget Justification (CBJ), Congressional Notification (CN), and Mission Resource Request (MRR). For these documents: review, edit, and compile draft performance and planning narratives and data tables to ensure quality control and compliance with Agency guidance. Enter information into the central database. Ensure that USAID/Benin meets established deadlines for submitting these reporting documents and ad hoc requests.

4. Coordinate and draft responses to unsolicited applications and other general requests for information. Ensure that appropriate USAID/Benin staff review and comment on proposals and provide requested information.

Performance Monitoring, Evaluation, and Learning (MEL), and Reporting (35%)

1. Lead USAID/Benin Mission-level MEL activities and coordinate with MEL counterparts in the technical offices to provide guidance to staff and ensure Agency rules, principles and standards are followed for all MEL related issues. Guide and support the development of project and activity MEL plans to ensure Agency compliance and adoption of best practices.
Develop and maintain the Mission level Performance Management Plan to ensure measurement of achievement of strategy objectives, sector and initiative strategies, and interagency or other overarching strategic objectives. Ensure the PMP is updated regularly by tracking indicators, validating data, and analyzing information.
2. Facilitate the methodology and development of portfolio reviews, mid-course stocktaking, and other adaptation and learning activities. Work with technical teams and support offices to identify issues and contribute to issues papers for portfolio reviews and mid-course stocktaking. Prepare official records of these portfolio reviews, including a matrix to track action items. Follow up on action items between portfolio reviews to ensure that actions are completed in accordance with agreed timetables.
3. Assist technical staff to conduct Data Quality Assessments (DQAs). Advise technical staff on the determination of data use and reporting in order to better manage the portfolio and report on successes, as well as understand and correct limitations. Ensure DQAs are conducted per Agency guidance.
4. Provide guidance and assistance in developing evaluation designs to include best practices of quantitative and qualitative data collection. Provide guidance to evaluators on Agency evaluation policies and best practices. Develop and maintain a reporting system to track the progress of assessments and evaluations, including actions emanating from them. Follow-up on evaluation actions to ensure completion. Ensure that evaluation recommendations and evidence-based results are used in new procurements, designs, and to inform decision-making processes. Ensure USAID/Benin's relevant documents are uploaded to the Development Experience Clearinghouse (DEC). May serve as the contracting officer representative (COR) on evaluation awards.
5. Lead USAID/Benin's Collaboration, Learning, and Adaptation (MEL/CLA) initiatives to include leading special learning events, improved collaboration within the Mission, and developing an overall culture of adaptation. Lead the Mission wide MEL/CLA group and collaborate with the West Africa Regional Mission's counterparts.
6. Conduct site visits with technical staff to monitor activity implementation and achievement of targets. Contribute to site reports documenting observations and areas of correction.
7. Lead/coordinate the preparation (assist on guidance and timeline, gather and review inputs, handle clearance process) and submission (data entry, submission, and comments follow-up) processes of the annual Performance Plan and Report (PPR).
8. Coordinate other ad hoc reporting requests (to include from Washington, the US Embassy Cotonou, Government of Benin, and donor community) to ensure timely and accurate information is provided.

Leadership, Advisory Services, and Government Relations (20%)

1. Provide OPC oversight including technical and performance management leadership during the absence of the Program Officer.
2. Serve as a general development advisor providing key insights on Agency initiatives including localization, private-public partnerships, donor coordination, host country government relationships and initiatives, implementing partner issues, as well as local and regional development assistance information.
3. Plays a decisive role in the successful implementation and oversight of USAID/Benin programs by providing superior guidance, advice, design support, and information to all technical and support office teams as well as to US Embassy Benin, USAID/West Africa, and Washington counterparts.
4. Build and strengthen relationships with key high-level host government counterparts in the Ministries of Foreign Affairs, of Development, of Finance, etc. to encourage optimal coordination, harmonization and alignment of USAID strategy and portfolio development with host country strategic development goals.
5. Represent, including making oral presentation, the USAID/Benin portfolio to key counterparts and partners when requested.
6. Participation in Technical Evaluation Committees as needed.

Program Budget (10%)

1. Track Mission budget planning levels, earmarks, and allocations as to amounts and sources making certain that the information conforms to that possessed by USAID/Benin and USAID/AFR/DP.
2. Draft and ensure accuracy of pre-obligation checklists and Action Memos, Development Objective Assistance Agreements (DOAG), and regular Implementation Letters. Lead the Senior Obligation Alignment Review (SOAR) process when needed.
3. Review documentation used during Quarterly Financial Reviews (QFR) and flag issues for discussion relevant to Agency financial management best practices. Assist with QFR process improvements when needed.

c) Supervisory Relationship

The incumbent will work under the supervision of the Program Officer or his/her delegate. The Program Officer provides overall objectives, daily oversight and reviews completed reports and other assignments. Incumbent is expected to use self-initiative and sound judgment in planning and carrying out assignments and functions with a considerable degree of latitude and independence.

Supervision Control

The employee will not exercise supervision over other staff except on an intermittent basis when the Program Officer is not available.

12. PHYSICAL DEMANDS:

The work requested for this position does not involve undue physical demands.

II. MINIMAL QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

a) Education:

Minimum of master's degree in economics, political science, government, sociology/rural sociology, public administration, international development, business administration/management, development studies, social studies, statistics, monitoring and evaluation, research methodology, and/or social sciences is required.

b) Work Experience:

At least seven years of progressively responsible work experience in coordination of policy/systems/regulations. Working experience in program planning/administration, monitoring and evaluation or reporting, or any other related work is required. Experience working with an international affairs agency directly, or internationally funded development organization, or Government of Benin department, or an international business is required.

c) Language Proficiency:

Level IV (fluent) in written and spoken English and French is required.

d) Job Knowledge:

The incumbent should have an understanding of the nature of development program goals and be familiar with U.S. foreign policy. Candidates will be expected to show past experience in performing successfully at high levels, with minimal supervision. Sound knowledge of the main technical and substantive issues related to program/project/activity development with a focus on health, economic growth, gender equity, and democracy and/or governance in sub-Saharan Africa and understanding of African social, cultural and political contexts is required. The incumbent must have broad knowledge of development and political issues in Benin as well as a solid understanding of the Government of Benin - its organization, respective roles, and processes. The incumbent must have a solid understanding of monitoring, evaluation, and learning systems, regulations, and objectives. The incumbent should be familiar with data collection and the assessment of data quality, including best practices and ways to improve the process and utilize the findings.

e) Skills and Abilities:

The incumbent must have demonstrated ability in dealing effectively and diplomatically with a variety of customers. The incumbent must be able to cultivate and maintain positive working relationships with a range of actors, including senior and working level staff throughout USAID/Benin, other Agency contacts, the US Embassy community, the Government of Benin, development partners, donors, and other stakeholders. Excellent coordination and organizational skills within a multicultural work environment is required.

The incumbent should have the ability to work independently with very limited supervision and achieve expected and agreed upon results. The ability to manage multiple tasks simultaneously and work effectively under pressure. The incumbent will handle many different overlapping tasks and projects characterized by shifting priorities. The incumbent must therefore apply the highest analytical skills and judgment to determine the best solution from the range of possible

alternatives. The incumbent should be able to demonstrate that they are able to advise teams and develop consensus on an organization's best practices and complex policies.

Superior written and oral communication skills required to perform successfully in this position. The incumbent should be comfortable developing and delivering outreach strategies and presentations.

Skills to analyze and resolve a wide range of problems arising in strategy design as well as project, activity, and program monitoring and evaluation are necessary.

Additional abilities and skills include intermediate to advanced level mastery of Microsoft Word, Excel and PowerPoint, the Google suite, of products as well as an ability to use and maintain databases. .

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>

Depth and relevance of qualifications will be primarily assessed by a review of candidates' applications. After candidates' applications have been reviewed, only those which give evidence of meeting the minimum requirements for education, prior work experience and language will receive further consideration. A Technical Evaluation Committee (TEC) will identify a shortlist of candidates who will be invited to English testing, a written test, and/or an interview. After reviewing all results, the TEC will make a determination of candidates who have the requisite qualifications and experience to successfully fill the position.

Evaluation will be based on the following:

Minimum Qualifications:

Education: Master's degree: relevant majors may include, but are not limited to, economics, political science, government, sociology/rural sociology, public administration, international development, business administration/management, development studies, social studies, statistics, monitoring and evaluation, research methodology, and/or social sciences.

Prior Work Experience: At least seven years of progressively responsible work experience in coordination of policy/systems/regulations. Working experience in program planning/administration, monitoring and evaluation or reporting, or any other related work is required. Experience working with an international affairs agency directly, or internationally-funded development organization, or Government of Benin department, or an international business is required.

Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV (fluent) in written and spoken English and French is required.

Evaluation Factors after meeting minimum qualifications:

Job Knowledge: (40 pts) The incumbent should have an understanding of the nature of development program goals and be familiar with U.S. foreign policy. Candidates will be expected to show past experience in performing successfully at high levels, with minimal supervision. Sound knowledge of the main technical and substantive issues related to program/project/activity development with a focus on health, economic growth, gender equity, and democracy and/or governance in sub-Saharan Africa and understanding of African social, cultural and political contexts is required. The incumbent must have broad knowledge of development and political issues in Benin as well as a solid understanding of the Government of Benin - its organization, respective roles, and processes. The incumbent must have a solid understanding of monitoring, evaluation, and learning systems, regulations, and objectives. The incumbent should be familiar with data collection and the assessment of data quality, including best practices and ways to improve the process and utilize the findings.

Skills and Abilities: (60 pts) The incumbent must have demonstrated ability in dealing effectively and diplomatically with a variety of customers. The incumbent must be able to cultivate and maintain positive working relationships with a range of actors, including senior and working level staff throughout USAID/Benin, other Agency contacts, the US Embassy community, the Government of Benin, development partners, donors, and other stakeholders. Excellent coordination and organizational skills within a multicultural work environment is required.

The incumbent should have the ability to work independently with very limited supervision and achieve expected and agreed upon results. The ability to manage multiple tasks simultaneously and work effectively under pressure. The incumbent will handle many different overlapping tasks and projects by shifting priorities. The incumbent must therefore apply the highest analytical skills and characterized judgment to determine the best solution from the range of possible alternatives. The incumbent should be able to demonstrate that they are able to advise teams and develop consensus on an organization's best practices and complex policies.

Superior written and oral communication skills required to perform successfully in this position. The incumbent should be comfortable developing and delivering outreach strategies and presentations.

Skills to analyze and resolve a wide range of problems arising in strategy design as well as project, activity, and program monitoring and evaluation are necessary.

Additional abilities and skills include intermediate to advanced level mastery of Microsoft Word, Excel and PowerPoint, the Google suite of products as well as an ability to use and maintain databases.

Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted by Human Resources only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application Letter.

IV. SUBMITTING AN OFFER

1) Eligible Offerors are required to complete and submit the following documents, or their applications will not be considered for this position:

- a) Signed U.S. government AID 309-2 form (Offeror Information for Personal Services Contracts with Individuals) which is available at the following link: https://www.usaid.gov/sites/default/files/documents/FormAID_309-2_for-PSC-individual_.doc

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 309-2 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 309-2 is the **base salary paid**, excluding benefits and allowances such as housing, travel, educational support, etc.

If you encounter problems downloading the form, please contact us at cotonouhr@usaid.gov and copy Clemencia Acacha at cacacha@usaid.gov and Jean-Luc Tinongbe at jtinongbe@usaid.gov.

- b) A cover letter in which you discuss only the relevant portion of your experience which qualified you for the Job we are offering in this solicitation.
- c) A current curriculum vitae (CV), in English. The CV (Resume) must contain sufficient relevant information to evaluate the application in accordance with the criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required.

Submission of a resume alone IS NOT a complete application. This position requires the completion of the forms and supplemental materials/information as described in this section. Candidates who fail to provide the required documentation will result in rejection of their applications from further consideration. Applicants should retain for their record copies of all enclosures that accompany their applications. **Application should be in English.**

- d) Applications must include the names and contact information (telephone and email) for at least three professional references (who are not family members or relatives). The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one should be the current immediate supervisor or have been an immediate supervisor.

USAID may seek additional contacts for reference check as appropriate or determined necessary. Candidates who do not wish to have current employers contacted must state this in the application; however, such employers would be contacted for references, if candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. These candidates may be invited to return to USAID for additional interviews (as needed). Please do not include any award or certificate received in your application at this point; you may refer or cite them you will be asked to provide them at a later stage of the process.

e) Relevant educational certificate (s), and resident permit (as needed);

- 2) Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 4**.
- 3) Offeror submission must clearly reference the solicitation number on all offeror submitted documents.

Note that only electronic submissions are accepted. Please do not send hard copies. Electronic submissions should be sent to: cotonouhr@usaid.gov, and copy Clemencia Acacha at cacacha@usaid.gov, and Jean-Luc Tinongbe at jtinongbe@usaid.gov. Please quote the solicitation number and position title of this solicitation in the subject line of your e-mail application. Submissions must be made via e-mail and MUST be PDF format. Applicants are required to provide their full mailing address and contact information (telephone and e-mail).

V. LIST OF REQUIRED FORMS FOR PSC HIRES

1. The Contracting Officer (CO) will provide instructions to the about how to complete the following forms, after an Offeror is selected for a contract award.:
 - Medical History and Examination Form (Department of State Forms)
 - Background Investigation Form
2. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

VI. BENEFITS/ALLOWANCES

As a matter of policy and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
 - Health Insurance
 - Annual Salary Increase (If applicable)
 - Annual Leave and Sick leave
 - Local and American Holidays
 - Annual Bonus

- Social Security Contributions

2. ALLOWANCES:

- Miscellaneous Benefits Allowance
- Education Allowance (as applicable)

VII. TAXES

Per our local Compensation Plan, LE Staff is responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR), Appendix J, “Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including contract clause “General Provisions,” available at: <https://www.usaid.gov/ads/policy/300/aidar>
2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms;> Pricing by line item is to be determined upon contract award, as describe below:

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC-CCN - Product Service Code: R497 - Accounting Info:	1	LOT	\$ _TBD_____	\$ _TBD at Award after negotiation s with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs;>
4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for**

Employees of the Executive Branch,”¹ available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

5. **PSC Ombudsman:** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.