



# USAID | SENEGAL

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72068522R10011

**ISSUANCE DATE:** July 19, 2022

**CLOSING DATE/TIME:** August 15, 2022 – 11:59 pm (GMT)

**SUBJECT:** Solicitation for a USAID Project Management Specialist (Agriculture)  
Cooperating Country National Personal Services Contract (CCN/PSC)  
(Senegal 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** 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,

Rodney Stubina, PhD  
A/Supervisory Regional Executive Officer  
USAID/Senegal

**I. GENERAL INFORMATION**

1. **SOLICITATION NUMBER:** 72068522R10011
2. **ISSUANCE DATE:** July 19, 2022
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** August 15, 2022 – 11:59 pm (GMT)
4. **POINT OF CONTACT:** Recruitment team, email at [Usaiddakar-hr@usaid.gov](mailto:Usaiddakar-hr@usaid.gov)
5. **POSITION TITLE:** USAID Project Management Specialist (Agriculture)
6. **MARKET VALUE:** From FCFA 29,275,409 to FCFA 45,537,845 equivalent to grade FSN-11 (no relocation benefits; see page 8 for benefits). In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Senegal. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds, the need for services and performance. The base period will be for one year, estimated to start on o/a October 1, 2022. Based on Agency need, the contracting Officer may exercise an additional option period for four years for the dates estimated as follows:

Base Period:	o/a October 1, 2022 to September 30, 2023
Option Period 1:	o/a October 1, 2023 to September 30, 2027

8. **PLACE OF PERFORMANCE:** US Embassy/USAID compound in Senegal, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** USAID policy is that a Cooperating Country National (CCN), meaning an individual who is a cooperating country (Senegal) citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country (including citizens of ECOWAS member states) may apply. A CCN is preferred over a local-hire Third Country National (TCN) in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. A local-hire TCN must only be used when qualified CCNs are not available. Therefore, CCN applications will be screened first. If qualified CCNs are not available, USAID will consider applicants from TCNs.
10. **SECURITY LEVEL REQUIRED:** Facility Access

**11. STATEMENT OF DUTIES****BASIC FUNCTION OF POSITION**

The USAID Development Assistance Specialist (Agriculture) position is part of the Economic Growth (EG) Office within USAID/Senegal. The incumbent's primary responsibility will be providing expertise on preparing, planning, reviewing, and monitoring the implementation of the USAID Feed the Future (FTF) Strategy and Government of Senegal (GOS) National Agriculture Investment Plan for Food Security and Nutrition. The purpose of this position is to (a) assist the Mission to strengthen civil society, government and private sector capacity for better implementation of assistance programs to improve agriculture and Natural Resources Management (NRM) in Senegal; (b) provide advice and counsel to USAID and GOS on necessary interventions in the FTF regions; (c) maintain up to date data

and analysis of agricultural and rural development issues in key Feed the Future focus areas; (d) promote partnerships and joint ventures in the agricultural and rural development sectors between local partners, others donors and USAID programs and (e) assist the Mission in the implementation and monitoring of development assistance in agriculture, climate, and Natural Resources Management programs. The incumbent will establish a network with business associations, producers' organizations, others donor programs and GOS agencies involved in the agriculture and rural development sectors.

USAID's Feed the Future strategy for transformational development in Senegal seeks to boost economic growth by improving the enabling environment to attract more investment, increase competitiveness and the volume of trade, and creating wealth through better management of Senegal's agricultural and natural resources. The main function of this position is to provide leadership to the Mission and GOS to achieve the strategic vision of the FTF Strategy in the agriculture sector. The incumbent will take an active, results-oriented role in building capacity development leadership for implementation Feed the Future strategy through the USAID/Forward framework. The incumbent will coordinate closely with members of the EG Office dealing in climate change, natural resource management, water and sanitation, trade and investment, policy, and private sector development.

The incumbent will provide advice and counsel to the EG Office Director, EG Deputy Office Director, other EGO team members and other Mission Office Directors and technical experts.

The job holder is required to perform work-related travel.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **A. Advises Mission and GOS on Agriculture and Natural Resources Management Issues (30%)**

1. Provide advice and assist local partners on developing programs and contracts for agriculture and rural development related activities in support of USAID Feed the Future and GOS National Agriculture Investment Plan for Food Security and Nutrition. In this context, liaise with other mission staff and partners to ensure USAID agriculture programs and implementing mechanisms used by partners are realistic and follow USAID regulations.
2. Researches and develops thorough analyses of opportunities and constraints to improve agriculture and NRM. Follows closely current political, social, and economic trends in Senegal and provides analysis on how these trends effect the development and implementation of the Mission's agriculture programs. This includes preparing analytical reports on agricultural trends.
3. Maintains close contact with GOS and other actors active in agriculture and NRM. Gathers both published and raw data on agriculture from a wide variety of sources both nationally and internationally. Maintains up to date, accurate information on trends, opportunities, international businesses active in the agriculture sector in Senegal, and key international and regional players in the sector.
4. Provides expert advice to USAID, GOS and local governments on best agriculture practices, Senegalese agriculture, climate, and NRM policies and related international agreements or conventions. Provides analysis and proposes policy reforms to the mission and partners including effective means to promote policy changes.
5. Provides expert advice on the development, procurement, and monitoring of public partnerships within the mission's agriculture activities and to the GOS.

## **B. Manages of Agriculture and Natural Resources Management Activities (50%)**

1. Supervise the implementation of agriculture and NRM programs and activities with the goal of ensuring that program design and implementation will achieve planned results and USAID goals. The position includes the design of development programs to meet Mission strategic objectives. This includes preparing statements of work or program descriptions, requests for proposals/applications, Acquisition and Assistance requests, decision memos, Congressional Notifications, inter-agency agreement letters, etc.
2. Follow the development of a performance management plan for agriculture and other NRM-related activities and contribute to data collection and synthesis and reporting. Ensure project and/or sectoral assessments are carried out and participate in developing statements of work, field trips, data analysis, and dissemination.
3. Acts as an Agreement/Contracting Officer Representative (A/COR) for one or more USAID agriculture projects.
4. Ensure program implementation achieves planned results, document developmental impacts and resolve any implementation issues in an efficient and professional manner.
5. Participate actively in the USG procurement process, including program advocacy, design, communication with USAID and USG stakeholders, to gather consensus and develop alliances in effective foreign assistance programming.
6. Perform Monitoring & Evaluation function: The agriculture specialist will be responsible for performance monitoring, and regular evaluations of USAID-managed activities. This includes review of quarterly and annual program and financial reports from program partners; review the reports paying particular attention to the data pertaining to:
  - activity performance indicators as identified within the Performance Management Plan (PMP) and Operational Plan;
  - program objectives achievement, methodology and lessons learned paying particular attention to inputs, output and expected outcomes including economic, social, cultural, and technical factors; and
  - financial indicators (e.g., expenditures, burn rate/pipeline analysis and congruity of expenditures against activities) and the need for incremental funding.
7. Work closely with the USAID Senegal's Office of Financial Management to review and assess monthly accruals and disbursements, and track funding pipelines to ensure compliance with the Automated Directives System (ADS) guidelines.
8. Maintains active dialogue with other donor programs, local organizations, and various GOS offices on agriculture and NRM, building contacts to facilitate dissemination of information and coordination of activities.
9. Identifies and facilitate public/private partnerships and/or global development alliances that improve agriculture development.

## **C. Coordinates Mission Agriculture and NRM Activities with GOS, Private sector, Civil Society Organizations and other Donor supported Projects (20%)**

1. Maintains contacts with a variety USAID/Dakar staff to keep abreast of current developments and successful interventions. Liaises and actively supports various government institutions working on food security and natural resources management.

2. Ensures USAID agriculture, climate change, and NRM activities are coordinated with, and integrated, into GOS strategies. This will include helping local governments to strengthen coordination systems.
3. Responds to periodic requests from partners, USAID/Washington, the GOS and other donors on USAID's agriculture and NRM programs, activities, and results.
4. Actively cultivates and maintains professional relationships, partnerships and joint ventures with partners, traders, donors, and the GOS to improve agriculture and NRM. Develops and maintains an extensive range of contacts with representatives of the Senegalese public and private sector in agriculture and NRM.

**Supervision Received:** The incumbent works under the supervision of the Agriculture Team Leader of the Economic Growth Office. He is expected to carry out assigned duties with minimal technical supervision.

**Supervision Exercised:** Position is non-supervisory.

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Completion of a master's degree in agriculture, rural development, international development, natural resources management is required.
- b. **Prior Work Experience:** Minimum of Six (6) years of prior work experience in the agriculture or NRM sectors required. Experience working with local communities and farmer's associations or development alliances, information dissemination or communication of agriculture issues is required.
- c. **Post Entry Training:** Training in USAID private sector engagement, programming, procedures, and AOR/COR certification is required.
- d. **Language Proficiency:** Refined oral presentation and writing skills in French and English that allow employee to make effective presentations and development relationships with partners. Speaking skills in one or more local languages such as Wolof is required. Level IV proficiency in spoken and written English and French is required for this position.
- e. **Job Knowledge:** Thorough knowledge of the development theory and the programming in agriculture and NRM. Comprehensive knowledge of agriculture programs, agricultural trade and food policies framework of the GOS. Broad knowledge of the current political, social, economic factors influencing Senegalese agriculture sector. Excellent understanding of the complexity of Senegal organizational structure, bureaucracy, and the ongoing reform processes. Familiarity with approaches and goals of development organizations and other partners. Must understand the changing direction of the agriculture sector in Senegal.
- f. **Skills and Abilities:** Capacity for critical analysis of current agriculture issues and initiative in carrying out assigned tasks and strong interpersonal qualities are essential. Originality of ideas and creative thinking highly desired. Plans, organizes, and executes complex agricultural related activities. Prepares precise, accurate reports using rigorous analytical and interpretive skills. Establishes and maintains professional and effective contacts with GOS counterparts, other donor technical staff and implementing partner Chief-of-Party.

### 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>.

#### Selection Process

After the closing date for receipt of application, a Selection Committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Incomplete applications from applicants will not be scored. Candidates will be tested on English writing skills and relevant technical skills. As part of the selection process, only shortlisted applicants will be invited to participate in an oral interview. Required reference checks will be conducted only for shortlisted applicants who meet the specified requirements. The applicant's references must be able to provide substantive information about his/her performance and abilities.

#### Evaluation Summary

Prior work experience: 20 points

Education: 10 points

Job Knowledge: 25 points

Abilities and Skills: 20 points

Language Skills: 15 points

Technical Writing Test: 10 points

Total Possible Points: 100 points

*USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.*

### IV. SUBMITTING AN OFFER

To ensure consideration of applications for the intended position, Offers must be received by the closing date and time specified in Section I, item 3 and submitted electronically to: [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov) with **the following email subject line: [name of applicant] Solicitation 72068522R10011 Agriculture Specialist.**

Qualified applicants are required to submit the following five (6) items in separate email attachments in one email submission:

1. **Cover letter:** The cover letter should contain an overview of the applicant's qualifications and **must state how the applicant meets the technical evaluation criteria: 1) minimum education, language proficiency, years of prior work experience requirements, and 2) knowledge, skills and ability, listed above in the section entitled Evaluation and Selection Factors.** The filename should be:

Cover letter [name of applicant] Solicitation 72068522R10011.

2. **Current résumé/curriculum vitae (CV).** The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated technical evaluation criteria, listed above. The title of the file should be: Resume/CV [name of applicant] Solicitation 72068522R10011.
3. Applicants are required to provide **no less than five (5) references** who are not family members or relatives. References should include not less than three (3) from current or former supervisors (from both paid or volunteer work) who can provide information regarding applicant job knowledge and professional work experience. Applicants must provide accurate e-mail addresses for all references. The filename should be: References [name of applicant] Solicitation 72068522R10011.
4. Offeror Information for Personal Services Contracts **form AID 309-2** which can be found at <https://www.usaid.gov/forms/aid-309-2> or [https://sn.usembassy.gov/wp-content/uploads/sites/209/AID\\_FORM\\_309-2.pdf](https://sn.usembassy.gov/wp-content/uploads/sites/209/AID_FORM_309-2.pdf) . Offerors are required to **complete and sign the form**.
5. Copies of relevant **academic degrees/diplomas, certificates** should be submitted in a single searchable PDF file. The filename must be: Supporting documents [name of applicant] Solicitation 72068522R10011.
6. Copy of the National Identity Card.

Offers must be received by **August 15, 2022** and submitted to [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov).

**ALL DOCUMENTS MUST BE SUBMITTED IN ENGLISH except for supporting documents.**

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete all the pre-award forms and clearances necessary (medical and security).

## **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with Mission policy and Local labor laws in Senegal.

Benefits: Annual bonus; Anniversary bonus; Medical insurance, and Supplementary pension plan

Allowances: Transportation; Meal; Miscellaneous; and Seniority

## **VII. TAXES**

In accordance with Mission policy and Senegalese local labor laws.

## **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/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf) .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
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,**” 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](mailto:PSCOmbudsman@usaid.gov).

**Please note that only shortlisted applicants will be contacted to participate in the oral interview process.**