



USAID | NIGERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062019R10005

ISSUANCE DATE: February 21, 2019

CLOSING DATE/TIME: March 7, 2019

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) USAID Project Management Specialist (Agribusiness and Enterprise Development)

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,
Contracting Officer

U.S. Agency for International Development
C/O American Embassy,
Plot 1075 Diplomatic Drive,
Central Business District, Abuja
P.M.B. 519, Garki, Abuja.

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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72062019R10005
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3. **ISSUANCE DATE:** February 21, 2019
4. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 7, 2019
5. **POSITION TITLE:** USAID Project Management Specialist (Agribusiness and Enterprise Development)
6. **MARKET VALUE:** **N11,335,349.00 – N17,089,363.00 equivalent to FSN-10; 40 Hours per week.** In accordance with **AIDAR Appendix J** and the Local Compensation Plan of United States Mission, Nigeria (Effective July 8, 2018).
Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Five (5) years renewable
8. **PLACE OF PERFORMANCE:** Abuja, Nigeria
9. **SECURITY LEVEL REQUIRED:** Sensitive But Unclassified (SBU)

10. STATEMENT OF DUTIES**BASIC FUNCTION OF THE POSITION:**

The USAID Project Management Specialist (Agribusiness and Enterprise Development) position is located in USAID/Nigeria, EGE Office. The Specialist perform duties related to Agribusiness and Enterprise Development issues, which includes work with the relevant ministries and municipalities, other Government of Nigeria (GoN) entities, the private sector, and others. The Specialist will also work in other Mission areas related to private sector engagement. The majority of the time will be spent in Abuja, with regional travel performed as necessary.

MAJOR DUTIES AND RESPONSIBILITIES:**a. Program/Project Development, Management, and Oversight – 40%**

The Specialist participates with EGE Team members, USAID/Washington experts, and others in the design of appropriate programs/projects and other interventions in Nigeria, with consideration of in-country political, legal, regulatory, and economic environmental factors. Prepares and justify program/project recommendations, Scopes of Work, GLAAS requisitions, and other required documentation, and shepherds recommendations through to approval.

Serves as Contracting Officer's Representative (COR) for one or more proposed major EGE programs/projects (through contracts), managing an annual combined program budget of over US\$3.5M annually. Develops and maintains an extensive range of high-level contacts with agricultural and private-sector development partners, influential GON officials, international donors, cooperating agencies, contractors, Implementing Partners (IPs) and their local partners, and other key program stakeholders.

Provide guidance to Implementing Partners (IPs). Reviews and approves contractor work plans, and approves hiring of key personnel. Provides technical direction to IPs concerning complex issues, and provides administrative approval for payments and advances. Works with IPs to establish benchmarks, goals, and objectives, and receives and reviews periodic and ad hoc reports to ensure that benchmarks, goals, and objectives are being met. Conducts scheduled and non-scheduled IP site visits to monitor activities, identify and assist in resolving problems, provide guidance on USAID policies and procedures, and to answer questions. Prepare trip reports on site visits, listing findings and recommendations, and supplementing written reports with oral briefings to the Office Director, Private Sector Team Lead, the Feed-The-Future Team Lead, and to the Mission Director, as required. Maintains program/project oversight through to final closeout and IP evaluation.

Coordinate EGE programs within USAID and the USG, and with other donors. Serve as a member of USAID Strategic Objective Teams and, as appropriate, participates in and/or leads Technical Evaluation Committees.

b. Private Sector Engagement and Trade Specialist – 40%

Lead the development of public-private partnership initiatives and activities by exploring, implementing, and advocating for opportunities to engage the private sector, and creating and improving economic opportunities across the health, power, education, agriculture, and water, sanitation and hygiene sectors in Nigeria. The Specialist will work with the Private Sector Team Lead to form USAID Global Development Alliances when appropriate.

Provide technical expertise on public-private partnership issues, such as the development of strategies for outreach to the private sector. The Specialist will also maintain and strengthen private sector relationships (including Nigerian diaspora) across the health, power, education, agriculture, and water, sanitation and hygiene sectors.

The Specialist will work with the Private Sector Team Lead to oversee and develop loan guarantees and other financial mechanisms to unlock access to finance in Nigeria across the health, power, education, agriculture, and water, sanitation and hygiene sectors. The Specialist will strengthen relationships with Nigerian financial institutions to support access to finance for SMEs.

Serve as a Mission resource for trade and investment in support of the agriculture sector. The Specialist will work with the Private Sector Team Lead, and the USAID West Africa Mission to respond to AGOA (African Growth and Opportunity Act) inquiries from the Government of Nigeria, private sector, and U.S. Government interagency. The Specialist will work with the

Contracting Officer's Representative (COR) for the USAID Feed-the-Future West Africa Trade and Investment Hub Activity.

c. Program/Project Administration – 20%

Drafts statements of work (SOWs) for carrying out studies, including program evaluations and needs assessments. Personally participates in selected program evaluations and needs assessments, often contributing as author or co-author.

Monitors components of EGE assistance activities in order to provide recommendations to activity managers; serves as team member on selected Mission Teams impacting the EGE sector; drafts and/or finalizes activity-related correspondence for signature by superiors; contributes to annual and semiannual performance reviews; drafts technical papers for new activities, or for changes to on-going programs/projects/activities; etc.

Prepares input for annual Operational Plans (OPs), and tracks performance against indicators. Evaluates fully implemented activities, focusing on impact, lessons learned, and problem areas and how these problems have been or may have been overcome. Assist in preparing annual assessments of host-country progress toward achievement of agriculture and enterprise development goals.

10. AREA OF CONSIDERATION: Nigerians and all individuals eligible to work in Nigeria with a valid Work permit.

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. **Education:** A University Degree in Agriculture, Economics, Finance, Marketing, Business Administration, or International Development is required.

b. **Prior Work Experience:** Minimum of Five years of progressively responsible experience related to agriculture, enterprise development, and financial industry in Nigeria, or in a closely related area and prior direct project management and technical knowledge in the fields of agriculture and enterprise development is required.

c. **Language Proficiency:** Level IV English language (high proficiency in verbal and written expression) is required.

d. **Job Knowledge:** A thorough knowledge of the concepts, principles, techniques, and practices of agriculture and enterprise development and agricultural reform is required. The Specialist must have a thorough knowledge of the economic status of, and current events in, Nigeria and in the region; and of political and developmental realities, prospects, and priorities for agriculture and enterprise development in Nigeria.

f. **Skills and Abilities:** Demonstrated capacity for perceptive analysis and ability to write logically and speak effectively are required. Ability to establish and maintain contacts with senior-level officials of the GoN, local government, other public and private institutions and firms, PVOs/NGOs, and the donor community. Ability to explain and defend USAID project management policies, objectives, and procedures. Must possess the ability to plan, develop, manage, and evaluate important programs/projects.

III. EVALUATION AND SELECTION FACTORS

Applications will be required to have the minimum qualifications expressed in Section II. Qualified applicants possessing skills above the minimum requirements will be assessed based on the following factors:

1. Education (10 points)
2. Prior Work Experience (20 points)
3. Job Knowledge (30 points)
4. Language Proficiency (10 points)
5. Skills and abilities (30 points)

Per this scoring rubric, Prior Work Experience, Job Knowledge, Skills and Abilities are the most important factors. Applications will initially be screened for conformity with minimum requirements and a short list of applicants developed.

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

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications.

IV. PRESENTING AN OFFER

Offerors are requested to submit application package to: abujahrepa@usaid.gov

1. Eligible Offerors are required to complete and submit the offer form DS-174 (Application for US Federal Employment); or a current resume or curriculum vitae that provides the same information as a DS-174.

Any documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, NYSC certificate/exemption etc.).

A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised. Please reference the job title and announcement number on the application letter.

Limit all electronic (e-mail) submission to one entry/email not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures.

E-mails received without the appropriate subject line and incomplete applications will not be considered.

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 IV**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. RSO Security Questionnaire
3. BI Guide Questionnaire
4. THOR Enrollment Intake Form

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS:
 - a. Health Insurance
 - b. Annual Salary Increase (if applicable)
 - c. Annual and Sick leave
 - d. Annual Bonus
2. ALLOWANCES (as applicable):
 - a. Transportation Allowance
 - b. Meal Allowance
 - c. Miscellaneous Allowance
 - d. Housing Allowance

VII. TAXES

The Mission emphasize to its employees of the fact that they are obliged to observe Nigerian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Nigerian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

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

USAID regulations and policies governing CCN 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 .
2. 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> .
3. **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> .