



USAID | NIGERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062020R10001

ISSUANCE DATE: November 05, 2019

CLOSING DATE/TIME: November 19, 2019

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC) Project Management Specialist (Education)**

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

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72062020R10001
- 2. ISSUANCE DATE:** November 05, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** November 19, 2019
- 4. POSITION TITLE:** Project Management Specialist (Education)
- 5. MARKET VALUE:** **N15,052,605 – N22,670,299** equivalent to **FSN-11; 40 Hours per week** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of United States Mission, Nigeria (Effective October 27, 2019). Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** Five (5) years renewable
- 7. PLACE OF PERFORMANCE:** Abuja, Nigeria with possible travel as stated in the Statement of Work.
- 8. SECURITY LEVEL REQUIRED:** Sensitive But Unclassified (SBU)
- 9. STATEMENT OF DUTIES**

BASIC FUNCTION OF THE POSITION:

The incumbent will serve as a Contracting Officer Representative (COR), Agreement Officer Representative (AOR) and/or Activity Manager, upon USAID certification, for selected instruments within the education portfolio that align to components of USAID/Nigeria’s Country Development Cooperation Strategy. The incumbent will provide expertise across a broad range of technical functions including mitigating conflict in the education sector, education policy, curriculum implementation, combating school-based violence, basic literacy and numeracy acquisition, school-based management, education in emergencies, special needs education, and youth development. Adaptability and flexibility toward changing responsibilities is required with the emergence of new USAID strategies and evolving priorities. Travel is required.

MAJOR DUTIES AND RESPONSIBILITIES:

1. PROGRAM/PROJECT LEADERSHIP AND MANAGEMENT (40%)

Perform the full range of program management functions from activity startup to closure including but not limited to ensuring grantees/contractors meet the full objectives of their project descriptions or scopes of work, advising and participating in ongoing evaluations of performance and ensuring program compliance with all USAID policies. The incumbent must ensure technical content and activity objectives are consistent with the strategic priorities of the USAID Mission and the Government of Nigeria (GON), with an unwavering commitment to continuous learning and adaptability. As part of her/his A/COR responsibilities, s/he conducts site visits as an official

representative of USAID/Nigeria to monitor implementation and progress, identifies delays or difficulties requiring resolution, engages counterparts internally and externally to identify executable resolutions and ensures follow through on requisite actions for seamless program delivery. Examples of common intervention points include ensuring activity compliance with Office of Acquisition and Assistance requirements, adherence to protocols of engagement with government actors, and responsive management solutions for nuanced social, political or cultural concerns that impact program implementation. S/he also ensures that all official approvals are obtained from GON partners as required, as well as provides financial oversight of assigned implementation activities, including assessment of monthly liquidation reports, authorizing and monitoring disbursements, quarterly pipeline reviews, analysis of annual funding requirements, preparation and analysis of budgets, etc.

The incumbent provides technical leadership during in-briefs and out-briefs for short-term technical assistance on activities as well as actively liaises with donor counterparts and non-USAID activity leads, where needed, to leverage resources and lessons learned, facilitate synergies and avoid duplication. S/he may also serve as an Activity Manager for education activities, as necessary.

2. PROGRAM POLICY AND ANALYSIS & REPORTING (20%)

The incumbent provides direction and support in the planning, development, and evaluation of policies contributing toward the education component of the Mission's portfolio. S/he will be involved in annual Mission portfolio reviews as well as ad-hoc proposal reviews submitted to the Mission or Washington for field concurrence.

The incumbent ensures that the indicators for measuring the impact of education activities are accurately tracked and are used to revise strategy as necessary. Coordinates with the Education Office Director, the Deputy Office Director, and other Program Managers to ensure thoroughness and consistency of data submitted on activities for the annual report, portfolio reviews, etc. Tracks political and policy developments, legislative changes, and technical developments in the field that affect USAID's activities and/or objectives regarding primary education, advises the Education Office Director and other Program Managers, and makes recommendations on appropriate USAID positions.

Briefs local and visiting senior USAID officials and US Embassy staff, as required, on the implementation of assigned activities in relation to host-country programs and priorities.

3. ACTIVITY DEVELOPMENT AND DESIGN (20%)

Conceptualizes and articulates evidence-based activity design or delivery components in accordance with the education sector strategy, the Nigerian political economy, the institutional capabilities of potential USAID recipients, resource availability and funding sources. Conducts research, as necessary, on the social and economic factors affecting the education system in Nigeria for input into design development. S/he contributes to the development of conceptual frameworks and formulates plans for required implementation documentation.

Contributes technical expertise and creative ideas to other technical teams in the Mission developing new interventions to support the social and economic development of Nigeria.

Explores ways and strategies for integrating education into those interventions, identifying synergies and leveraging resources among those teams for maximum impact and results.

4. EDUCATION TEAM ADMINISTRATIVE WORK AND EXTERNAL ENGAGEMENT (20%)

S/he is responsible for the management of assigned technical and administrative aspects of USAID/Nigeria's education program. Drafts reports, correspondence, cables, GLAAS actions, scopes of work, implementation letters, acquisition and assistance plans and accruals in collaboration with the Program Office and the Office of Financial Management, and any other documents necessary for the implementation of assigned activities. Negotiates the clearance and approval of documents required for proper implementation of activities. S/he is also responsible for contributing ideas/strategies and participating in the Education team meetings.

S/he will also serve in liaison roles for USAID with Nigerian officials at the Universal Basic Education Commission, National Commission for Colleges of Education, Federal Ministry of Education, State Ministries of Education and State Universal Basic Education Boards. Collaborates with other development partners including the World Bank, DFID, United Nations agencies, the African Development Bank, and other bilateral donors.

Coordinates various actions related to engagement with senior GON officials, local and international organizations, donor community partners and civil society groups. S/he explains USAID procedures, responsibilities, objectives and restrictions. These may include various federal and state officials, Ministers, Permanent Secretaries, Directors and Deputy Directors in the Federal and State level Ministry of Education, Universal Basic Education Commission and State Universal Basic Education Boards, State Agency for Mass Education and related education parastatals, colleagues in other donor organizations, NGO and civil society groups, etc. The incumbent organizes the participation of these officials in special meetings and events, especially with high-level visitors or Embassy representatives. S/he acts as liaison with senior leaders in Nigerian NGOs and the civil society community to cultivate and maintain support for the USAID education sector program.

Represents the Education team in conferences, workshops, donor coordination subgroup/committee meetings, local staff committee meetings, project design and briefing meetings and other meetings deemed appropriate. Develops necessary materials for presentations by the Education Office Director and other Program Managers, as well as other USAID/Nigeria senior staff.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

SUPERVISION RELATIONSHIP: The incumbent will be supervised by the Officer Director but liaises daily with other Education Program Managers and members of the team to ensure synergies.

SUPERVISORY CONTROLS: None

10. AREA OF CONSIDERATION: Nigerians Only

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

12. POINT OF CONTACT: All applications should be sent to abujahr@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education:** Minimum of a bachelor's degree in education, education management, or related field is required.
- b. Prior Work Experience:** Minimum of five years of progressively responsible experience in program implementation of large donor-funded activities within the education sector in Nigeria, including in-depth experience in the collection, analysis, dissemination and presentation of information related to progress in achieving sector objectives and recommend actions and detailed understanding of the structure and procedures inherent to the Nigerian government is required.
- c. Post Entry Training:** Introduction to the Program Cycle; Project Design and Management; Contracting Officers Representative/ Agreement Officers Representative (COR/AOR) training; Education sector related training. Timing of courses is subject to availability of funds.
- d. Language Proficiency:** Excellent Level IV (fluency) speaking, writing and editing skills in English are required. Oral Level III (working ability) in a local Nigerian language (e.g., Hausa, Igbo, Yoruba) is required.
- e. Job Knowledge:** 1) In depth knowledge of the major issues affecting education in all geographic regions in Nigeria, including technical, social and cultural aspects; 2) knowledge of specific issues facing education in Northern Nigeria, such mitigating conflict in the education sector, education policy, curriculum implementation, combating school-based violence, basic literacy and numeracy acquisition, school based management, education in emergencies, special needs education, and youth development; and, 3) familiarity with topics related to education reform, religious institutions, girls' access to education, use of language of the environment and mother-tongue instruction, education financing, and systems strengthening.
- f. Skills and Abilities:** Demonstrable skills in prudent decision-making, project management and implementation oversight of education activities in Nigeria. Ability to process and critically analyze information quickly from a wide variety of sources is expected. Advanced ability to adapt in a fast paced and evolving environment as well as sound competencies in problem-solving and organization. Excellent oral and written communication, interpersonal and teamwork skills, especially in multi-cultural settings. Proficiency in MS Office applications such as Word, Excel, and PowerPoint is required.

III. EVALUATION AND SELECTION 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: abujahr@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.

All documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, NYSC certificate/exemption etc.) **MUST** be attached to the application.

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 I, item 12**.
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 CCNPSC 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. **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>