



## Regional Acquisition and Assistance Office

Issuance Date: April 11, 2009  
Questions due: April 23, 2009 @1600hrs [Pretoria Time]  
Closing Date and Time: May 11, 2009 @ 1600 hrs [Pretoria Time]  
Solicitation Number: 674-09-035

**SUBJECT: SOLICITATION FOR USPSC REGIONAL ENVIRONMENTAL  
PROGRAM MANAGER**

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (Optional Form 612) from qualified U.S. citizens or U.S. Permanent Residents (non-U.S. citizens lawfully admitted for permanent residency) interested in providing Personal Services Contract (PSC) services as described in the attached solicitation.

Submittals shall be in accordance with the attached information at the place and time specified. Consideration and selection will be based on a panel evaluation of the applications vis-à-vis the Evaluative Factors. Applicants are required to sign the certification at the end of the OF-612. Applications that are received without a signature will not be considered for the position. Applicants shall also submit their resumes/curriculum vitae and a brief appendix to the OF-612 to demonstrate how prior experience and/or education and training address the Evaluative Factors.

All applications shall be submitted by e-mail, so as to reach USAID by the closing date and time specified in the solicitation. An application received after the closing date and time will not be considered eligible for evaluation or award, unless there is acceptable evidence to establish that it was received by the Government installation prior to the time and date specified in the solicitation pursuant to FAR Part 15.

Applicants should retain for their records copies of all enclosures which accompany their applications. Applicants who submit their application by e-mail without an electronic signature must send a fax or scanned copy of the signature page in order for their application to be considered for this position.

Any questions regarding this solicitation shall be sent to the following individuals no later than 1600hrs [Pretoria Time], April 23, 2009:

Kent Howard  
Regional Contracting Officer  
e-mail: [kjhoward@usaid.gov](mailto:kjhoward@usaid.gov)  
Fax No. +27-12-460-3177

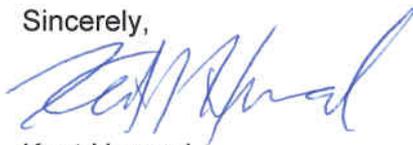
and

Hossana Agedew  
Regional Acquisition & Assistance Specialist  
E-mail: [hagedew@usaid.gov](mailto:hagedew@usaid.gov)  
Fax No. +27-12-460-3177

All submissions must be clearly marked with the solicitation number "674-09-035" and must be sent to the following e-mail addresses: [kjhoward@usaid.gov](mailto:kjhoward@usaid.gov) and [hagedew@usaid.gov](mailto:hagedew@usaid.gov) .

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

Sincerely,



Kent Howard  
Regional Contracting Officer

1. **SOLICITATION NUMBER:** 674-09-035
2. **ISSUANCE DATE:** April 11, 2009
3. **CLOSING DATE/TIME:** May 11, 2009; 1600hrs [Pretoria Time]
4. **POSITION TITLE:** Regional Environment Program Manager
5. **MARKET VALUE:** GS-14 (ranging from \$83,445 to \$108,483 per annum.) Final compensation will be based on candidate's salary and work history, experience and educational background.
6. **PERIOD OF PERFORMANCE:** Two years from date of appointment, with a preferable start date of June 1, 2009. Option to extend will depend upon the continuing need for the services, availability of funds and satisfactory performance.
7. **PLACE OF PERFORMANCE:** Gaborone, Botswana
8. **AREA OF CONSIDERATION:** U.S. Citizen or U.S. Permanent Resident (non-U.S. citizen lawfully admitted for permanent residency) only
9. **EVALUATION FACTORS:** Grading will be done on a 100-point Scale - - Education (20%), Experience (45%), and Skills and Abilities (35%)
10. **SECURITY ACCESS:** Employment Authorization initially. Clearance may be upgraded to Secret.
11. **STATEMENT OF WORK/POSITION DESCRIPTION**

**A. *Background and Introduction:***

Water scarcity in Southern Africa is a growing issue with increasing population growth and associated growing demands for domestic, farm, fishing and industrial consumption, and for hydro-electric power, resulting in increased stress on finite and often limited water resources. The problem is further exacerbated by the common (and perhaps increasing) occurrence of protracted droughts and extreme geographical variations in rainfall, soil moisture, river inflows, and floods. Further, 70% of the watersheds in the Southern Africa region are shared between two or more countries. International cooperation and rational allocation of resources among competing needs (including biodiversity and ecosystems) are considered crucial to economic growth, food security and conflict mitigation

To address water scarcity and insecurity, countries are turning to inter-basin transfers of water. Disagreements on how best to use water resources in certain river basins are increasing. Water availability and security are challenged by lifestyles of rural populations that increase

stresses on the natural environment without due regard for its protection. This results in unsustainable land use practices in areas of hydrological significance that increase water stress and limit livelihood options. Therefore, the improved management of transboundary water resources has become critical to ensuring sustainable improvements in livelihoods within a context of protection of the natural resources and biodiversity conservation.

The U.S. government, through the USAID/Southern Africa Regional Mission based in Pretoria supports the Southern Africa Development Community (SADC) Vision and its 2003 Protocol under an agreement signed in April 2006. The Protocol provides regional standards for transboundary water resources management and calls for the creation of regional institutions to promote sustainable, equitable and environmentally sound management of shared water ecosystems.

The 2006 agreement supported the ongoing USAID-OKACOM (Okavango River Basin Water Commission) Integrated River Basin Management (IRBM) Project that began in 2004 and is scheduled to conclude by September 2009. The Southern Africa Regional Environment Program (SAREP) is a follow-on and an expansion of the Integrated River Basin Management (IRBM) project and is expected to build on successes to date in partnership with OKACOM, SADC and other agencies. It will focus on assistance to improve regional cooperation in management of shared river basins with the goals to conserve and protect biological diversity and improve access to water supply and sanitation. SAREP will support an approach that is consistent with the SADC Water Vision statement - equitable and sustainable utilization of water for social and environmental justice, regional integration and economic benefit for present and future generations – and that effectively integrates regional, programmatic, and management objectives.

The Southern Africa Regional Environmental Program Manager (REPM) is assigned to the USAID/Southern Africa (USAID/SA) Mission in Pretoria, South Africa and reports to the Regional Environmental Advisor or his or her designee. Though this position resides in Gaborone, Botswana, it is established to manage the implementation of this program within the entire Southern Africa region, under the auspices of USAID/Southern Africa in Pretoria. The SAREP will contain components for water and sanitation, biodiversity conservation and HIV/AIDS interventions, and is planned as a three-year activity of approximately \$15,000,000, although extensions of time and funding are possible.

## ***B. BASIC FUNCTION OF POSITION***

The role of the REPM is to ensure effective design and implementation of USAID-funded regional environmental and water activities. The REPM will also act as the Contracting Officer's Technical Representative (COTR) for the regional SAREP.

The REPM has responsibilities in two areas:

1. Project development of specific program activities and project management of activity implementation. The majority of the implementation activities will be carried out by an organization that will be selected within the next 3-5 months.
2. Liaison with SADC and other donors in regard to the regional SAREP programs.

The position will receive support services from one Foreign Service National administrative assistant in the Regional General Development Office at USAID/Southern Africa in Pretoria.

### ***Specific Tasks***

**Task 1.** Project development of activities and project management of activity implementation **(80%)**

The incumbent shall manage activity designs, evaluations, technical reviews, and monitoring. For these tasks the incumbent shall:

- Assess programmatic issues and ensure compliance with the terms and conditions of the procurement mechanism(s) for the regional SAREP program;
- Prepare and update the procurement planning documents for the SAREP;
- Prepare any procurement documents that may be required for the program, such as task orders, activity approval documents, amplified program descriptions, action memoranda, government cost estimates and requests for contracting officer action;
- Monitor and report on the SAREP program which includes preparing reporting documents to the Regional General Development Office for the annual reporting process, pipeline reports, portfolio implementation review documents and analysis, and any special requests for information regarding the program from USAID/SA, or USAID/Washington offices;
- Participate in periodic meetings in Pretoria regarding regional program management;
- Manage activity implementation of the SAREP; and
- Liaise with U.S. Embassies in Botswana, Angola and Namibia, and with USAID/Angola and USAID/Namibia and any other relevant United States Government offices to inform them of SAREP activities.

**Task 2.** Liaising with SADC and regional donors on SAREP **(15%)**

It is expected that the incumbent will have opportunities and responsibilities to:

- Attend and report on regional meetings, conferences, and workshops on relevant environmental issues and
- Monitor and report on other environmental activities of SADC, other donors and NGOs.

**Task 3.** Internal USAID administrative and support tasks **(5%)**

### **C. MAJOR DUTIES AND KEY RESPONSIBILITIES**

As Southern Africa Regional Environmental Program Manager, the incumbent will be required to travel periodically on temporary duty or to attend relevant events occurring in the Southern Africa region, particularly in Namibia, Angola and within Botswana. In addition the REPM shall:

- Maintain a professional collaborative and/or team working relationship with technical and analytical branches of other USAID bureaus, missions, offices and staff dealing with natural resource management (NRM) policies within the Southern Africa region;
- Fulfill principal USAID/SA liaison function with external governmental and non-governmental development partners, stakeholders, clients and customers dealing with water and sanitation, biodiversity, and NRM in general;

- Provide substantive support and input for the drafting of relevant water and sanitation, biodiversity, climate change and NRM sections of the Mission's strategy, Annual and Bi-Annual Reports, Congressional Budget Justification, and required Congressional Notifications;
- Conduct post-award orientation with new partner(s) in collaboration with the Contracting Officer (CO), the General Development Officer (GDO) and the Regional Environmental Advisor (REA);
- Provide implementing partner(s) with information on program and project objectives and will help mobilize inputs and support implementing partner's start-up efforts, including providing logistics, as specified in the award documents;
- Ensure that all pre-obligation legal, policy, financial, and regulatory requirements are met in a timely manner;
- In collaboration with the REA, approve project implementation and work plan(s) as appropriate;
- In collaboration with USAID/SA REA and the GDO, provide technical direction to the contractor(s) when needed;
- Monitor quality, quantity and timeliness of contractor's deliverables, and initiate corrective action to resolve deficiencies in the implementer's work;
- Receive and review implementing partner's progress, performance, and financial reports. The incumbent shall verify and approve vouchers from implementing partner(s);
- Propose and plan for project evaluations, in collaboration with the GDO and the REA;
- Keep Contracting Officer, GDO and the REA informed of all developments, and notify them of possible fraud, conflict of interest, and other legal problems;
- Maintain records, logs, and reports that document actions taken by USAID/SA and the contractor during implementation of this program;
- Propose award modifications for CO consideration, in collaboration with the REA and the GDO;
- Participate in USAID/SA portfolio reviews and performance/technical and financial audits;
- Collect, use and share customer feedback; and
- Perform program/projects close-out tasks.

## 12. EVALUATION CRITERIA:

### **Education, Knowledge, Skills and Abilities and Past Performance**

Selection will be based on obtaining high scores on the evaluation criteria below (out of a possible 100 points).

In an attachment to their application, applicants shall address each of the below evaluation factors and sub-factors, describing specifically and accurately their relevant education/training and experience. Applicants shall highlight how they meet the job requirements and make special note of relevant significant awards and achievements. Failure to address the evaluation factors and sub-factors and how their qualifications meet the requirements of the position will result in an applicant not receiving credit for all pertinent education, training, and experience.

Evaluation factors will be used to establish a preliminary rating of candidates. Highly rated candidates may be asked to submit written responses to a series of questions to further evaluate their written communication skills. **Only highly rated candidates will be interviewed and reference checks for these individuals will be conducted, after which time final ratings will be established.**

### Evaluation Factors

1. Education (20%)

- The incumbent should have a Masters Degree in a field related to natural resource management, water resource quality and conservation, environmental engineering, or forestry.

2. Knowledge/Experience (45%)

- The incumbent should have a comprehensive understanding of technical and policy issues surrounding community-based natural resource management and water use and conservation in Africa. Knowledge of municipal water and/or community water programs is highly desirable.
- The incumbent should have seven years of directly relevant prior experience in program management and design of water or natural resource management or environmental or water engineering programs. Experience with biodiversity programs is highly desirable. Professional experience working on community-based natural resource management is required. Prior work experience in implementing complex, field-oriented monitoring and evaluation systems including extensive experience in international development is highly advantageous.
- The incumbent should demonstrate capacity to manage for results and implement policies and procedures in accordance with established regulations. Experience with donor coordination and familiarity with Sub-Saharan African countries is advantageous. The incumbent should have proven ability to work with U.S. Government agencies, interest groups, contractors and grantees, and host country African officials. Field-based understanding of the types of programs undertaken by USAID in Sub-Saharan Africa especially related work experience in Lusophone countries with conditions similar to those in Southern Africa is highly desirable.

3. Skills and Abilities (35%)

- Demonstrated strong English writing and analytical skills under tight deadlines is required. Demonstrated writing ability and experience in preparing technical designs, concept papers, and result reports is absolutely required.
- Strong interpersonal skills and a demonstrated ability to work effectively in teams.

- Proven ability to work collaboratively with a wide range of professional counterparts, partners and customers at all levels, including those from host country governmental and non-government organizations, farmers and community-based organizations, USAID Missions, other U. S. Government agencies, and other donors.
- Mastery of conceptual analysis, written and oral expression, and effective organizational and program management skills. Ability to quickly and effectively prepare documents and presentations for a variety of audiences, specialists and non-specialists alike are attributes that are highly advantageous for this position.
- Experience using a variety of information management tools such as word processing and spreadsheet applications both for analysis and communication are absolutely required.
- Willingness to travel in the Southern Africa region.

### **13. INSTRUCTIONS TO APPLICANTS:**

#### **A. List of REQUIRED Forms for PSCs**

1. Optional Form 612 is available at the USAID web site, on [www.usaid.gov/forms](http://www.usaid.gov/forms). Applicants are required to sign the certification at the end of the OF-612. Applications that are received without a signature will not be considered for the position. Applicants who submit their application by e-mail without an electronic signature must send a fax or scanned copy of the signature page in order for their application to be considered for this position. Applicants shall submit resume/curriculum vitae and write a brief appendix to the OF-612 to demonstrate how prior experience and/or education and training address the Evaluation Factors and Sub-Factors listed above.

The following forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job. A pre-requisite for employment is a medical clearance and completed background investigation that reflects one's qualification for employment authorization or a Secret security clearance.

2. Medical History and Examination (DS-1843).
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
4. Questionnaire for Non-Sensitive Positions (SF-85).
5. Finger Print Card (FD-258).

#### **B. Qualified Individuals should note that:**

1. Applications must be received by the closing date and time at the address specified in the cover letter or they will not be considered eligible for evaluation or award, unless the Contracting Officer determines that the documents were mishandled by the receiving agency or there is acceptable evidence to establish that it was received by the Government installation prior to the time and date specified in the solicitation. Applicants are directed to Federal Acquisition Regulation, Part 15.208 "Submission, modification, revision, and withdrawal of proposals" for further information.

2. To ensure consideration of applications for the intended position, applicants shall reference the solicitation number on the application, and as the subject line in any cover letter, as well as using the address/delivery point specified in this solicitation.

**C. References:** Three (3) to five (5) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about an applicant's past performance and abilities. USAID reserves the right to obtain information on an applicant's past performance and abilities from any source. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter. The interviewing committee will delay such a reference check pending communication with the applicant. Reference checks will be made only for applicants considered highly rated.

**14. POSITION ELEMENTS:**

**Medical and Security Clearances:**

The individual shall be required to obtain a Department of State Medical Clearance and a USG Security Clearance. Prior to contract award, the incumbent is required to obtain an employment authorization which may be upgraded to a Secret clearance at a later stage.

**Supervision Received:**

The position is supervised by the Regional Environmental Advisor, under the overall responsibility of the Supervisory General Development Officer, both of whom are posted in Pretoria. Thus, the position, located in Gaborone, requires a great degree of independent judgment and the ability to take responsibility for, and to work in, a complex project environment without day-to-day supervision. Assignments are made via annual work objectives, email and telephone exchanges, and coordination meetings not less than monthly in the first year and in no event less than bi-monthly after that.

**Supervision over Others:**

None. The individual is regarded as a professional member of the Regional General Development Office at USAID/SA.

**Available Guidelines:**

USAID Automated Directive Systems, particularly Series 200 and 300  
Chapter 22 Code of Federal Regulations part 216.

**Exercise of Judgment:**

As indicated above in the Section, "Supervision Received", a high degree of independent judgment will be required on a daily basis. The position will prepare program management documents and analyses, manage program implementation, and make recommendations to USAID/Southern Africa, without supervision. The position will also determine when consultation and coordination is required with local, regional, or national governments, other donors, and NGOs.

**Authority to make Commitments/Obligations:**

The incumbent has no authority to make financial commitments.

**Nature, Level and Purpose of Contacts:**

The incumbent serves as Program Manager and technical resource person for the SAREP. The incumbent shall work with national and regional authorities to strengthen capacities in environmental program design, implementation, assessment, monitoring, and evaluation in Southern Africa.

The incumbent establishes contact with influential persons in Southern Africa national, regional and international organizations (UNDP, etc.), NGOs and the private sector, in order to gain insight on environmental policies and issues and how they may affect, or be influenced by, SAREP. The incumbent shall use these contacts to identify opportunities for collaboration and coordination of interventions. The REPM provides recommendations to the Regional Environmental Advisor and the Supervisory General Development Officer concerning the continuation or revision of USAID activities under SAREP.

**Period of Performance:**

The incumbent shall provide the services described above for an initial two years with the possibility of extensions. The option to extend will depend upon the continuing need for the services, availability of funds and satisfactory performance.

**Benefits & Allowances:**

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.]

***Benefits:***

- FICA Contribution
- Contribution toward Health & life insurance
- Pay Comparability Adjustment
- Eligibility for Worker's Compensation
- Annual & Sick Leave
- Access to Embassy medical facilities, commissary and pouch mail service as per post policy

***Allowances (If Applicable)<sup>1</sup>:***

- (1) Temporary Lodging Allowance (Section 120)
- (2) Living Quarters Allowance (Section 130)
- (3) Post Allowance (Section 220)
- (4) Supplemental Post Allowance (Section 230)
- (5) Post Differential (Chapter 500)
- (6) Payments during Evacuation/Authorized Departure (Section 600) and
- (7) Danger Pay (Section 650)
- (8) Education Allowance (Section 270)
- (9) Separate Maintenance Allowance (Section 260)
- (10) Education Travel (Section 280)

<sup>1</sup> Standardized Regulations (Government Civilians Foreign Areas).

**Federal Taxes:**

USPSCs are required to pay Federal Income Taxes, FICA, and Medicare.

**Acquisition and Assistance Policy Directives (AAPD) and Contract Information Bulletins (CIB) Pertaining to PSCs:**

Please refer to the web site below to find the AAPDs and CIBS that apply to this contract. At the home page, please click on Personal Services Contracts.

[http://www.usaid.gov/business/business\\_opportunities/cib/subject.html](http://www.usaid.gov/business/business_opportunities/cib/subject.html)

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**[END OF SOLICITATION NO. 674-09-035]**