



USAID | MALI

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: January 16, 2009

CLOSING DATE: February 06, 2009 at 17:00 GMT

Ladies/Gentlemen:

SUBJECT: Solicitation for a U.S. or Third Country National Personal Service Contractor No. 688-P-09-010 Food for Peace Officer, (Bamako, Mali)

The United States Government, represented by the United States Agency for International Development Mali, is seeking applications from qualified individuals interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation.

Submission shall be in accordance with this solicitation and at the place and time specified. In order to be considered for the position a candidate must meet the minimum qualifications listed in the solicitation. The Food for Peace Officer position will be located in Bamako, Mali.

Applications will be hand carried or submitted by fax, email, DHL or FEDEX air courier by the closing date to:

Via courier:

Executive Officer
U.S. Agency for International Development
B.P. 34
Bamako, Mali

Via Email:

kaditraore@usaid.gov or ccoulibaly@usaid.gov

Via Fax:

(223) 2022-39-33

To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter. Applications must be received by the closing date and time specified in the cover letter.

Any attachments provided via email shall be Microsoft Word or PDF and not zipped. Note that attachments to email must not exceed 2 MB. Late applications will be not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1. USAID Mali anticipates awarding one (1) Personal Service Contract as a result of this solicitation.

Please note that this does not constitute any guarantee that a PSC will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application.

Sincerely,
Alexander D. Newton
Mission Director



**USAID Mali Food For Peace Officer
(U.S. PSC or TCN)**

Personal Services Contractor, GS-13/14 Equivalent

1. **Solicitation Number:** 688-P-09-010-00
2. **Issuance date:** January 16, 2009
3. **Closing date and time specified for receipt of applications at USAID Mali:** February 06, 2009
4. **Position title:** USAID Mali Food For Peace Officer
5. **Market value:** GS 13 (\$68,625-\$89,217) or GS- 14 (\$81,093 - \$105,420) are the market value for this position.
Final compensation will be negotiated within the listed market value based upon the candidate's past salary history, work experience and educational background.
6. **Organization Location of Position:** USAID/Mali, Bamako, Mali
7. **Direct Supervisor:** Accelerated Economic Growth (AEG) Team Leader
8. **Supervisory Control:** Incumbent reports directly to the AEG Team Leader.
9. **Period of Performance:** Immediate upon receipt of security/medical clearances.
(The Personal Services Contract will be for 12 months with option to extend.)
10. **Place of Performance:** Bamako, Mali
11. **Security Access:** To Be Determined
12. **Area of Consideration:** U.S. National or Third Country Nationals

POSITION DESCRIPTION

1. BACKGROUND

U.S. Agency for International Development's Office of Food for Peace (FFP) provides grants for food assistance to private voluntary organizations (PVOs) and the UN World Food Program (WFP) under Title II of Public Law 480. In fiscal year 2007, FFP provided 2.1 million metric tons of commodities, worth over \$1.8 billion, to over 40 million people in 64 countries. FFP provides both emergency food aid (which aims to address food aid needs arising from natural disasters, such as floods or droughts, and complex emergencies often characterized by insecurity and population displacement) and non-emergency food aid (which aims to address the underlying causes of chronic food insecurity).

Mali, ranked 173rd out of 177 countries on the 2007 UNDP Human Development Index, is one of the poorest countries in the world. With 72% of the population living with less than two dollars a day, a life-expectancy at birth of 53 years, and a high prevalence of underweight children under the age of five (33%), Mali falls well within the vulnerability criteria used by USAID to identify Title II priority countries. A majority of rural households suffer from food insecurity, where people do not have physical and economic access to sufficient food to meet their dietary needs for a productive and healthy life at all times. One result is a high prevalence of chronic malnutrition in children under five (38%) and a high prevalence of anemia in pregnant women (73%). This causes high national child mortality (129‰) and maternal mortality rates (582/100,000). Most rural households are **chronically food insecure** aggravated by **low resiliency** to seasonal and exceptional shocks, including recurrent droughts, floods and/or pests that disrupt crop and livestock production and sporadic rebel attacks destabilizing the north of the country.

In FY 2008, Mali received \$2 million in Title II food assistance. In FY 2009, it is anticipated that there will be 2 multi-year non-emergency programs managed by PVOs, valued at \$10 million on an annual basis.

Title II food aid grants are signed by the Director of FFP, and the FFP/Washington Country Backstop Officer is usually the Cognizant Technical Officer (CTO) who is responsible for the technical oversight of the grants. The USAID Mali Mission has overall responsibility for assistance programs in the country working closely with the Embassy. The FFP Officer will work as a full team member of the economic growth team, focusing on food security and food assistance programs.

To help monitor, and evaluate the effectiveness and efficiency of the assistance provided by the Title II Food aid program in Mali, USAID Mali requires the services of a FFP Officer hired through a Personal Services Contract. The position is based in Bamako, but the FFP Officer is expected to spend approximately (40) percent of his/her time traveling throughout the country to monitor program activities and assess food aid needs.

2. GENERAL RESPONSIBILITIES

The FFP Officer will ensure effective management of FFP resources in Mali. His/her primary responsibility is to monitor Title II-funded non-emergency food aid programs, and report on their implementation to FFP/Washington and the Mission.

3. SPECIFIC DUTIES

The FFP Officer will undertake the following duties:

1. In collaboration with and as part of the economic growth team, serve as point of contact for all issues pertaining to Title II food aid in Mali USAID/Washington, the regional FFP Office, other parts of the U.S. government, PVOs, international organizations, host nation governmental ministries and agencies, and others in the country.
2. Monitor and report on implementation of ongoing Title II programs, including progress and problems encountered by grantees, as well as commodity management, including following up with cooperating sponsors on the status of loss claims. Work with the economic growth team to integrate the Title II programs into the economic growth portfolio to help leverage resources and enhance food security for Mali.
3. Provide information and guidance to Title II assistance award recipients on Title II regulations, policies and procedures.
4. Report on all food security issues, to include changes in the food security situation and food aid requirements, government policies and actions affecting food aid programs, government food aid programs, and donor pledges and programs.
5. In collaboration with and as part of the economic growth team, coordinate with the larger Country Team (consisting of the USAID Mission, U.S. Embassy, DOD, CDC, and/or other USG staff in-country), host government, PVOs, international organizations, donors, and others to address issues impacting Title II food aid.
6. Undertake and report on assessments to inform Title II food aid funding decisions or modifications to ongoing programs.
7. Work with PVOs on preparation of annual workplans and program modifications, and with WFP on new appeals or revisions to existing ones.
8. When delegated authority to do so by the FFP Director, serve as CTO for Title II programs (when delegated by the FFP Director).
9. Undertake other tasks, as assigned.

The basic duties and responsibilities do not change between the GS 13 and GS 14 levels. An employee meeting the qualifications for GS 14 and hired at that level, however, is expected to exercise a higher level of autonomy and require less technical support from the Mission, FFP/Washington and the Regional FFP Office.

Individuals hired at the GS-13 level who, during the course of the contract meet the GS-14 minimum requirements, can be considered for promotion based on performance.

4. SUPERVISORY RELATIONSHIP: The FFP Officer will be supervised on a day-to-day basis by the Office Chief, Office of Accelerated Economic Growth but is expected to be in regular contact with FFP/Washington, as well as the regional FFP Office, and report any information to them on issues pertaining to ongoing Title II programs.

5. **SUPERVISORY CONTROLS:** The incumbent is expected to take initiative and act independently with little direction, but will have no authority to make financial commitments on behalf of the U.S. government unless such authority is specifically delegated.

6. **MINIMUM QUALIFICATIONS FOR HIRING AT THE GS-13 LEVEL**

- Bachelor's degree plus at least four (4) years of progressively responsible experience in international development or relief (one of which must be related to food aid);

OR

- Master's degree with significant study in a pertinent field (including, but not limited to international relations, agriculture, economics, public health,) plus at least three (3) years of progressively responsible experience in international development or relief (one of which must be related to food aid);
- Experience working on development or relief issues in the field.
- French language skills at a documented or demonstrated level equivalent to the FSI rating of 3/2.
- Basic computer skills, to include knowledge of Microsoft Word and Excel, e-mail, and the internet.
- Demonstrated ability to write in English.
- Ability to obtain a SECRET level security clearance;
- Ability to obtain a Department of State medical clearance for Mali.

MINIMUM QUALIFICATIONS FOR HIRING AT THE GS-14 LEVEL

- Bachelor's degree plus at least eight (8) years of progressively responsible experience in international development or relief (two of which must be related to food aid);

OR

- Master's degree with significant study in a pertinent field (including, but not limited to international relations, agriculture, economics, public health,) plus at least six (6) years of progressively responsible experience in international development or relief (two of which must be related to food aid);
- At least two (2) years of experience working on development or relief issues in the field.
- French language skills at a documented or demonstrated level equivalent to the FSI rating of 3/2.
- Basic computer skills, to include knowledge of Microsoft Word and Excel, e-mail, and the internet.

- Ability to obtain a SECRET level security clearance;
- Ability to obtain a Department of State medical clearance for Mali.

Applicants not meeting minimum qualifications will not be evaluated further.

7. QUALITY RANKING FACTORS

Applicants who meet the minimum qualifications and selective factors will be further evaluated based on the Quality Ranking Factors (QRF) listed below. Applicants are strongly encouraged to address each of the factors on a separate sheet describing specifically and accurately what experience, training, and/or education that are relevant to each factor. Be sure to include your name, social security number, and the announcement number at the top of each additional page.

A. Professional Experience – 50 pts

- (i) Knowledge and experience with international development and relief
- (ii) Knowledge and experience with Title II food aid programs
- (iii) Technical expertise in a food aid related field, such as nutrition, agronomy, economics, or public health

B. Program Management – 30 Points

- (i) Ability to manage programs, to include programmatic and financial issues
- (ii) Ability to monitor and evaluate programs, to include programmatic and financial issues
- (iii) Ability to review, evaluate and apply complex policies and regulations

C. Interpersonal and Communication Skills – 20 Points

- (i) Ability to provide rapid, concise, accurate reporting, both verbally and in writing
- (ii) Ability to work effectively as a team member and in diverse cultures.

8. INSTRUCTIONS TO APPLICANTS

Interested applicants must submit: (i) his/her most current curriculum vitae (CV) or resume; (ii) signed SF 171 or OF 612; and (iii) three (3) to five (5) references, who are not family members or relatives, with working telephone and email contacts, (iv) a written statement certifying the date and length of time for which the candidate is available for the position; and (v) a written statement that addresses the Quality Ranking Factors in this solicitation. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/WA reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. **(The SF 171 or OF 612 must be signed and those submitted unsigned will be rejected.)**

Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

The U.S. Government Standard Form 171 or Optional Form 612 (available at the USAID website, http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://fillform.gsa.gov> , or at Federal offices).

Applications must be received by the closing date and time at the address specified in the cover letter.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

The individual shall be required to obtain a medical clearance and a security clearance. Applicant must also be available and capable of travel in West Africa region.

9. TERMS OF APPOINTMENT AND COMPENSATION

Subject to the availability of funds, this will be a one year contract with option to extend. Since there's an immediate need to fill in this position, [incumbent is expected to arrive at post as soon as medical and security clearances are received.](#)

The position has been classified at a U. S. Government GS-13 level. The actual salary of the successful candidate will be negotiated within that range depending on qualifications and previous earning history.

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with the AIDAR Appendix D & J which can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

10. CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCS

CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit to determine which CIBS apply to this contract.

11. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances: (NOTE: An individual defined as a Resident Hire employee may only be eligible for those benefits listed under item A below.)

1) BENEFITS:

- Employee's 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

2). ALLOWANCES (If Applicable):

- (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) Educational Allowance (Section 270)*
- (9) Separate Maintenance Allowance (Section 260)*
- (10) Educational Travel (Section 280)*

* Standardized Regulations (Government Civilians Foreign Areas).

AAPD 06-10 – PSC MEDICAL PAYMENT RESPONSIBILITY

AAPD No. 06-10 is hereby incorporated as Attachment 1 to the solicitation.

FEDERAL TAXES

USPSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

3) Security & Medical Clearances

The Contractor will be required to obtain a medical clearance prior to service overseas. Also, a temporary employment authorization security clearance must be initiated prior to travel to post of duty. AAPD No. 06-10 is hereby incorporated as Attachment 1 to the solicitation.

4) List of Required Forms for a Security Clearance

- (A) Standard Form 171 or Optional Form 612
- ** (B) Medical History and Examination (DS Form 1843)
- ** (C) Questionnaire for Sensitive Positions (for National Security (SF-86) or
- ** (D) Questionnaire for Non-Sensitive Positions (SF-85)
- ** (E) Finger print Card (FD-258) (available from requirements office)
- ** (F) AID 610-14 (Authority for Release of Information)
- ** (G) AID 6-85 (Foreign Residence Data)
- ** (H) Fair Credit Reporting Act of 1970, As Amended
- ** (I) Notice Required by the Privacy Act of 1974

Note: ** The forms listed B thru I shall only be completed upon the advice of the contracting officer that an applicant is the successful candidate for the job.

13. HOW TO APPLY

Qualified candidates are requested to submit a U.S. Government Optional Form 612 (OF-612) with Resume or CV. The OF 612 is available at the USAID website, http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc or internet <http://www.usajobs.opm.gov/forms.asp> and intranet <http://fillform.gsa.gov> or at Federal offices.

Applications will be hand carried or submitted by fax, email, DHL or FEDEX air courier by the closing date to:

Via courier:

Executive Officer
U.S. Agency for International Development
B.P. 34
Bamako, Mali

Via Email:

kaditraore@usaid.gov or ccoulibaly@usaid.gov

Via Fax:

(223) 2022-39-33

To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter. Applications must be received by the closing date and time specified in the cover letter.

14. CLOSING DATE

Applications must be in the USAID Mali Executive Office no later than **February 06, 2009**.