



USAID | EAST AFRICA

FROM THE AMERICAN PEOPLE

April 28, 2009

SOLICITATION NUMBER: 623-EA-09-022
ISSUANCE DATE: April 28, 2009
RFA CLOSING DATE/TIME: May, 20, 2009, 4.00PM Nairobi, Kenya Time

**Subject: SOLICITATION FOR PERSONAL SERVICES CONTRACTOR (USPSC/TCN)
FOOD FOR PEACE OFFICER IN THE DEMOCRATIC REPUBLIC OF CONGO**

The United States Government, represented by the U.S. Agency for International Development (USAID), requests an application from qualified U.S. Citizens and third country Nationals interested in providing PSC services as described in the attached solicitation. Submittals shall be in accordance with the attached information at the place and time specified in this document.

Kindly submit:

1. Your most current curriculum vitae or resume.
2. Signed form OF-612, Optional Application for Federal Employment. (See attached)
3. Contractor Employee Biographical Data Sheet (AID 1420-17). (See attached)
4. Three references, who are not family members or relatives, with telephone and email contacts.
5. Cover letter stating period of availability for work in DRC.

The CV/resume must contain sufficient relevant information to evaluate the application. The references must be able to provide substantive information about your past performance and abilities. USAID/EA reserves the right to obtain from previous employers relevant information concerning the past performance and may consider such information in its evaluation.

If you are selected for this position you must be available to start work o/a Mid-July of 2009. This availability shall be indicated in your cover letter. Please submit your application by e-mail, at: lgilpin@usaid.gov, and a copy to mawambugu@usaid.gov by the closing date and time.

Form OF 612 and Contractor Employee Biographical Data Sheet (AID 1420-17) must be signed and if submitted unsigned it will be rejected. Scan copies are accepted by e-mail

Please provide your current full mailing address with telephone, facsimile numbers and email address in the application.

USAID/East Africa anticipates awarding one (1) Personal Services Contract as a result of this solicitation. This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any costs incurred in the preparation and submission of the application.

Sincerely,



Lauralea Gilpin
Regional Contracting Officer

Attachment: Solicitation Statement of work with detailed selection criteria

Attachments:

1. AID 1420-17
2. OF-612.
3. Statement of Work

STATEMENT OF WORK POSITION DESCRIPTION

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 2.6 million metric tons of commodities, worth over \$2.6 billion, to people in 49 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).

The Democratic Republic of the Congo (DRC) faces a host of complex food security issues requiring Title II food aid. In FY 2008, DRC received \$81 million in Title II food assistance, of which \$10 million was non-emergency food aid and \$71 million, was for emergency programs. In FY 2009, it is anticipated that there will be three multi-year non-emergency programs managed by PVOs, valued at over \$16 million. They will address food security, agricultural recovery, health and water. Emergency food aid will continue due to the ongoing war and instability in the East.

Title II food aid grants are signed by the Director of FFP, and the FFP/Washington Country Backstop Officer is usually the Contracting Officer's Technical Representative (COTR) who is responsible for the technical oversight of the grants. The USAID Mission has overall responsibility for assistance programs in the country.

To help determine the need for and improve, monitor, and evaluate the effectiveness and efficiency of the assistance provided under the Title II food aid program in the DRC, USAID Kinshasa requires the services of a FFP Officer hired through a Personal Services Contract. The position is based in Kinshasa as a part of the Economic Growth team, but the FFP Officer is expected to spend approximately thirty (30) percent of his/her time traveling to monitor program activities and assess food aid needs.

GENERAL RESPONSIBILITIES

The FFP Officer will ensure effective management of FFP resources in the DRC. His/her primary responsibilities are to analyze food needs, monitor Title II-funded development and emergency food aid programs, and report on their implementation to FFP/Washington and the Mission.

SPECIFIC DUTIES

The FFP Officer will undertake the following duties for Title II food aid, working primarily on non-emergency programs:

1. Serve as point of contact for all issues pertaining to Title II food aid in the DRC for USAID/DRC and Embassy/Kinshasa, 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.
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. Coordinate with the Country Team (consisting of the USAID Mission, U.S. Embassy, 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 work plans and program modifications, and with WFP on new appeals or revisions to existing ones.
8. Work with other parts of the U.S. government and other donors to promote integration of food aid with other programs to increase the effectiveness of the programs overall.
9. When delegated authority to do so by the FFP Director, serve as COTR for Title II programs
10. Supervise one post-assigned Foreign Service National (FSN) staff.
11. Travel within the Republic of Congo or to the Central Africa Republic to assess needs and monitor Title II funded program if requested by USAID/West Africa and FFP/Washington.
12. 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.

SUPERVISORY RELATIONSHIP:

The FFP Officer will be supervised on a day-to-day basis by the USAID Mission Director or his delegate USAID/DRC Economic Growth Team Leader, 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. The incumbent will supervise one FSN staff member as described in section 10 above.

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.

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.
- FSI level 3/3 in French language.
- 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 the DRC.

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.
- FSI level 3/3 in French language.
- 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 the DRC.

Applicants not meeting minimum qualifications will not be evaluated further.

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 (20 points)
- (ii) Knowledge and experience with Title II food aid programs (20 points)
- (iii) Technical expertise in a food aid related field, such as nutrition, agronomy, economics, or public health (10 points)

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 (French & English).
- (ii) Ability to work effectively as a team member and in diverse cultures.
- (iii) Ability to supervise a small staff.

Total 100%