USAID | MALI
FROM THE AMERICAN PEOPLE

ISSUANCE DATE: December 29, 2008
CLOSING DATE: January 29, 2009 at 17:00 GMT

Ladies/Gentlemen:

SUBJECT: Solicitation for a U.S. or Third Country National Personal Service Contractor No. 688-P-09-007 Deputy Education Team Leader (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 Deputy Education Team Leader 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, for
Alexander D. Newton
Mission Director

USAID Mali Deputy Education Team Leader

1.	**Solicitation Number:**	688-P-09-007-00
2.	**Issuance date:**	January 09, 2009
3.	**Closing date and time specified for receipt of applications at USAID Mali:**	January 30, 2009 at 12:00 GMT
4.	**Position title:**	USAID/Mali Deputy Education Team Leader
5.	**Market value:**	GS 13 ($68,625-$89,217) is 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:**	Education Team Leader
8.	**Supervisory Control:**	Incumbent reports directly to the Education Team Leader.
9.	**Period of Performance:**	Immediate upon receipt of security/medical clearances. (*The Personal Services Contract will be for 24 months, with an option to extend after the first two*).
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

Deputy Education Team Leader

A. COUNTRY BACKGROUND

Mali, ranked 173rd out of 177 countries according to the UNDP's 2007 Human Development Index, has a rapidly growing population of children and youth, but an education system incapable of producing the human capacity necessary to generate sustainable long-term economic and social development. After two decades of near stagnation in the 1970s and 1980s, Mali is currently on a better track to increasing education supply. Since 1990, the Gross Enrollment Rate (GER) has almost tripled, from 26.5% in 1990 to 77.6% in 2007. However, growth in primary school admission and enrollment rates has not been matched by comparable increases in student retention through Grade 6, and inefficiencies in terms of high repetition rates and poor quality of education leave the majority of Malians without the basic skills they need to find employment. Mali's education system is also marked by striking regional, rural/urban, socio-economic, and gender equity disparities. International objectives such as Education for All, the Millennium Development Goals, and the Fast Track Initiative cannot be met without addressing these disparities, and working to ensure that children who complete primary school have achieved lifelong literacy by Grade 6. While data is limited, various sources indicate that the poor quality of education in Mali is a primary factor in the country's strikingly low literacy rates. The most recent comparative data on education quality in Mali comes from the 2002 Programme d'Analyse des Systèmes Educatifs de la CONFEMEN (PASEC) surveys, which compared student performance between Francophone countries. Testing of students in Grades 2 and 5 indicated that Malian students perform significantly below the mean for comparable Francophone countries. To address these issues, USAID/Mali supports the Ministry of Education in implementing their ten year education strategy (PRODEC) and Education Sector Investment Program (PISE) through a basic education program focused on the objective to "expand access to quality education, with an emphasis on achieving lifelong literacy in Mali."

B. BASIC FUNCTION OF POSITION

The Deputy Education Team Leader will provide senior-level management and technical support to the USAID/Mali's Education Team Leader and to the education team. The Deputy Team Leader will work closely with the Team Leader to manage the Mission's program objective in basic education: "to expand access to quality basic education, with an emphasis on achieving lifelong literacy in Mali." With an annual budget of $10 to $17 million, USAID's education program focuses on promoting the quality of instruction and education decentralization in Mali. In 2008, the Mission launched the "Road to Reading" or PHARE program, a five-year, $30 million contract to improve the quality of instruction in Grades 1-6 through policy development, reinforced teacher supervision and support structures, pre-service and in-service teacher training, Interactive Radio Instruction, the creation of instructional materials, student assessment, the development of instructional models better suited to rural and nomadic populations, and the provision of educational opportunities to children with special needs. The ongoing "Regional Action Planning/Decision-Making" program promotes improved education system planning and management. It is anticipated that in early 2009 the Mission will launch a new five-year program focused on expanding access to quality basic education through decentralization of the education system. The Deputy Team Leader will serve as a senior manager and technical advisor for all aspects of the Mission's education program, supporting the Team Leader in ensuring that the USAID meets the highest standards of professionalism, efficiency, and quality in working with the Ministry of Education and other donors to achieve planned results.

The following are basic functions for the position:

1. Program Management (40%)

The Deputy Education Team Leader will work collaboratively with the Team Leader and have partial or full responsibility for many of the essential components of the management of USAID/Mali's basic education program. These will include providing leadership and structure to the process of programming of USAID's $10-$17 million annual education budget in accordance with Agency guidance and procedures. The Deputy Team Leader will work closely with the Team Leader to design, manage, and report upon a complex portfolio of contacts and grants. S/he will provide technical expertise to the team on program strategy, design, and impact analysis. Core management tasks will include developing an annual Operational Plan, obligating funds into bilateral agreements with the GRM, conducting periodic programmatic and financial Portfolio Implementation Reviews (PIRs), maintaining a Performance Monitoring Plan (PMP), and submitting an annual Performance Report to USAID/Washington. The Deputy Team Leader will support the implementation of an effective management schedule for the oversight of USAID/Mali's education contracts and grants, including regular meetings with implementing partners, reviews of their Quarterly and Annual Reports, and monitoring and evaluation site visits. The Deputy Team Leader will be one of the key technical writers on the team, expected to draft various strategic, briefing, procurement, and reporting documents. S/he will serve as the second point of contact for all communications (after the Team Leader) with senior State Department and Mission management, with the Ministry of Education and other donors, and with USAID/Washington regarding all aspects of program management.

2. Team Management (15%)

The Deputy Education Team Leader will work in close collaboration with the Team Leader to provide overall orientation, guidance and vision to the personnel of the USAID/Mali education team. This will include working with the Team Leader to establish annual and monthly workplans, allocate team roles and responsibilities for an effective coverage of ongoing and timely tasks, and engage in teambuilding or other interventions to ensure a productive working environment. The Deputy Team Leader will serve as the acting team leader in the absence of the Team Leader. In this capacity, s/he will periodically supervise the education team technical and support staff and oversee delegation of partner supervision and technical responsibility.

3. Management of Activity Implementation (30%)

The Deputy Education Team Leader will provide technical guidance to implementing partners to ensure sound management of basic education interventions. At the same time, s/he will ensure that USAID/Mali's basic education activities are complementary to efforts of other donors and the priorities of Mali's PRODEC and PISE programs. The Deputy Team Leader will provide oversight to contractors and grantees by serving as Cognizant Technical Officer (CTO) for selected implementing partners. As CTO, the incumbent will manage all administrative, technical, and financial aspects of these programs. S/he will closely track the Ministry's priorities for related technical areas, engage in dialogue on these priorities with the Ministry and other donors, and ensure that USAID programming contributes to the Malian government's long-term objectives for the education sector. The Deputy Team Leader will conduct regular site visits and progress reviews with the implementing partners' Key Personnel. S/he will verify and report on program impact at the level of the Ministry of Education and targeted beneficiaries. In addition, the Deputy Team Leader will contribute to the team's Development Outreach and Communications strategy by writing up program success stories and finding other ways to share information on USAID/Mali's education program with audiences in Mali and the United States.

4. Representation to the Ministry of Education, Other Donors and Stakeholders (15%)

The Deputy Education Team Leader, in coordination with other education team members, will establish and maintain collaborative relationships with a wide range of partners and stakeholders including central and decentralized levels of the Ministry of Education, other donors, and NGOs working to improve education in Mali. S/he will participate regularly in the Ministry's donor working group or *Cadre Partenariale*, and in the various working groups or *Commissions Thematique* that the Ministry uses to coordinate partner interventions. This may include providing support to joint *Cadre Partenariale* efforts, such as annual monitoring missions to assess progress made under PISE. The Deputy Team Leader will represent USAID in a variety of different official settings, including to senior levels of the Ministry of Education. S/he must demonstrate strong diplomatic and communication skills, and have previous experience working for bilateral organizations or international development programs as part of similar education sector reforms. In addition to USAID's work with the Ministry and other donors, the Mission is also frequently called upon to organize visits to, or demonstrate the impact of, our programs to other USG or interested stakeholders. The Deputy Team Leader will supervise the team's organization of high-level USG or other stakeholder visits to USAID's basic education programs.

C. SUPERVISORY CONTROLS

The Deputy Education Team Leader will work under the supervision of the Education Team Leader. It is anticipated that the Team Leader and the Deputy Team Leader will work collaboratively on many of the key management and programmatic responsibilities for the team. The position of Deputy Team Leader requires a high degree of professionalism, particularly when dealing with senior government and donor officials, the private sector, and international and local non-governmental agencies (NGOs). S/he will work with the Team Leader to structure the team's workload, including deadlines. Annual Work Objectives will be set in collaboration with the Team Leader, who will conduct semi-annual performance evaluations that incorporate feedback from USAID colleagues and implementing partners. The Deputy Team Leader must have excellent management and technical skills, along with the relevant experience, knowledge and skills to assume the duties outlined in this position description. S/he will provide leadership within USAID/Mali's Education Team and to the basic education sub-sector in Mali.

D. SUPERVISION/OVERSIGHT OF OTHERS

The Deputy Education Team Leader has no ongoing supervisory responsibilities but will serve as acting team leader for the education team in the absence of the Team Leader. In this instance, s/he will supervise education team technical and support staff and oversee implementing partner programs. S/he will work regularly with the education team's financial analyst and procurement specialist and with other technical and support teams in the Mission regarding specific policies, issues and implementing mechanisms affecting education. The Deputy Team Leader may represent USAID with the U.S. Embassy on special issues related to the education sector. S/he may assume the responsibilities of activity manager or Cognizant Technical Officer for one or more implementing mechanisms of the USAID/Mali education team. The assigned responsibilities will require the Deputy Team Leader to provide technical direction and management oversight, and require a high level of professionalism.

E. AVAILABLE GUIDELINES

The Deputy Education Team Leader will work according to the guidance provided by USAID's Automated Directive System (ADS) and CTO training manuals, as well as USAID/Mali Mission Orders and strategic plans. S/he must demonstrate ability to make sound judgments and take responsibility for

representing the USAID Mission and on occasion the Embassy in front of the GRM, donors, and partners. S/he has no authority to make commitments on behalf of the U.S. Government.

F. REQUIRED/DESIRED QUALIFICATIONS FOR THE POSITION:

1. Education: Minimum of a Master's degree in education policy and planning, comparative or international education, education administration, education economics or anthropology, or a related field in education required.

2. Prior Work Experience: At least 5 years of progressively responsible professional experience managing bilateral/multilateral international development programs in basic education is required. Previous experience representing international development agencies and/or programs to Ministries of Education in francophone Africa required. Demonstrated technical leadership, program management, strategic planning, policy experience and problem solving skills on complex bilateral/multilateral programs are required.

3. Entry Training: N/A.

4. Language Proficiency: Superior English speaking and writing skills are required. Fluent speaking skills in French are required. Written fluency in French preferred. Demonstrated ability to make presentations logically and persuasively to senior representatives of the USG, the host country Government, and other donors.

5. Knowledge: Knowledge of the education sector in francophone Africa, including the range of issues and challenges impeding access to quality basic education is required. Knowledge specific to Mali preferred. Knowledge of international commitments such the Millennium Development Goals, Education for All, and the Fast Track Initiative required. Knowledge of sector-wide approaches including multi-donor sector investment programs such as Mali's PRODEC and PISE programs is required. The incumbent is expected to bring state-of-the-art knowledge and international best practices in the areas of education policy, programming, and evaluation. Knowledge and/or previous experience with the focal technical areas of USAID/Mali's basic education program: education system decentralization, education sector planning and management, capacity-building, pre-service and in-service teacher training, use of radio and/or other technologies to improve education, girls' education, student assessment, community participation in education, *etc*., will be preferred.

6. Teamwork and Interpersonal Skills: Demonstrated ability to work in a deputy team leader position, with excellent management and technical skills, is required. Excellent organizational skills are required to plan, supervise and evaluate complex activities. Demonstrated ability to establish realistic team and program workloads, benchmarks, and short- and long-term objectives is desirable. Supervision skills preferred. Skill in conceptualizing programs, policies, plans and developing strategies for their management and implementation. Excellent diplomatic, interpersonal and communication skills required, with demonstrated ability to engage with senior Ministry-level officials and representatives from the donor community. Must be able to work effectively in a team environment and communicate highly technical education information to both education and non-education audiences. Excellent written communication and analytical skills are required. Skills in computer software programs such as Word and PowerPoint are required. The applicant must have a high degree of flexibility, and be able to operate successfully within changing political and/or program environments.

G. SELECTION CRITERIA:

Factor	Points
Education	15%
Prior Work Experience	30%
Language Proficiency	5%
Knowledge	30%
Teamwork , Skills and Abilities	20%
Total	100%

H. 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.

I. TERMS OF APPOINTMENT AND COMPENSATION

Subject to the availability of funds, this will be a two-year contract, with option to extend for up to three additional years after the first two. 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.

J. 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.

K. 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:

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

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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.

L. CLOSING DATE

Applications must be in the USAID Mali Executive Office no later than **January 30, 2009**.