



Regional Acquisition and Assistance Office

Issuance Date: May 1, 2009
Questions due: May 15, 2009 @1600hrs [Pretoria Time]
Closing Date and Time: June 1, 2009 @ 1600 hrs [Pretoria Time]
Solicitation Number: 674-09-037

**SUBJECT: SOLICITATION FOR PERSONAL SERVICES CONTRACT (PSC)-
REGIONAL ENVIRONMENTAL ADVISOR**

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 the services 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 using 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 submit their resumes/curriculum vitae and a brief appendix to the OF-612 to demonstrate how prior experience and/or education and training address these factors.

All applications shall be submitted by e-mail on or before 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 copies of all enclosures which accompany their applications for their records. Applicants that 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 no later than 1600hrs [Pretoria Time], May 15, 2009 to:

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

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

All submissions must be marked clearly with the solicitation number "674-09-037" and must be sent to the following e-mail addresses: proposals@usaid.gov with a copy to hagedew@usaid.gov and kjhoward@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.

USAID reserves the right to award or not award the contract contemplated herein, subject to availability of funds.

Sincerely,



Kent J. Howard
Regional Contracting Officer

1. **SOLICITATION NUMBER:** 674-09-037
2. **ISSUANCE DATE:** May 1, 2009
3. **CLOSING DATE/TIME:** June 1, 2009; 1600hrs [Pretoria Time]
4. **POSITION TITLE:** Regional Environmental Advisor
5. **MARKET VALUE:** GS-14 (ranging from \$81,093 - \$105,420 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. Option to extend will depend upon the continuing need for the services, availability of funds and satisfactory performance.
7. **PLACE OF PERFORMANCE:** Pretoria, South Africa
[USAID/Southern Africa]
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:** Evaluation will be done on a 100-point Scale - Education (20%); Knowledge/ 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:

The Regional Environmental Advisor (REA) is assigned to the USAID/Southern Africa Mission and reports to the Regional General Development Officer. This REA position was established:

- 1) to assist USAID missions and partners in the Southern Africa region to understand and implement the environmental regulations and review procedures for USAID-funded activities, and

- 2) to assist and advise in the planning of environmental activities and manage implementation of certain regional activities in natural resource management, biodiversity and water sector activities.

USAID Missions are required to identify and consider, with host country and other partners, environmental consequences prior to making decisions and ensure that appropriate environmental safeguards are adopted. Each Mission must appoint a Mission Environmental Officer (MEO). The REA supports and assists the MEOs to identify environmental impacts of USAID actions, define environmental limiting factors that constrain development, and assist in restoring the renewable resource base on which sustained development depends.

USAID's environmental regulations are set forth in chapter 22 Code of Federal Regulations part 216, commonly called 22 CFR 216 or "Reg 216." These are federal regulations and represent a legal requirement as well as USAID policy. These regulations:

- Ensure the integration of environmental factors and values into USAID decision making;
- Assign responsibility within the Agency for assessing the environmental effects of USAID actions; and
- Implement the requirements of the U.S. National Environmental Policy Act as they affect USAID programs.

The REA will provide technical support services to six US Embassies in non-presence countries including Botswana, Lesotho, Swaziland and eight USAID bilateral Missions including Angola, Malawi, Madagascar, Mozambique, Namibia, South Africa, Zambia and Zimbabwe.

B. Basic Function of the Position

The role of the Regional Environmental Advisor (REA) is to ensure that all USAID-funded activities carried out in the six non-presence countries, the eight USAID bilateral missions, and one regional mission are in compliance with USAID's environmental regulations 22 CFR 216. The REA also ensures effective design and implementation of USAID-funded regional environment and natural resource management and water activities in the Southern Africa region. To this end, the REA will serve as the principal advisor and when necessary, trainer/teacher, to the eight USAID Missions and USAID/SA and its partners on matters relating to environmental regulations, procedures, and policies of USAID, United States Government, Host Countries, and applicable international conventions.

The REA has responsibilities in three areas:

1. Environmental compliance for USAID projects throughout Southern Africa;
2. Technical support to the missions on environmental issues, projects and programs;
3. Project development and management.

The REA will be part of a team consisting of one USPSC located in Botswana (the first-line manager of a large regional environmental program) and two staff members of the USAID/Regional General Development Office (RGDO) in Pretoria. The RGDO staff includes one Foreign Service National who works on an environmental activity concerning water supply and quality, and an administrative assistant, who provides administrative support.

C. Major Duties and Responsibilities

The major duties and responsibilities of this position include, at a minimum:

Task 1 Environmental Compliance (35%)

Environmental compliance responsibilities can be divided into two task groups:

- a) The first group involves reviewing and approving compliance documentation for USAID Missions and Embassies in Southern Africa. On average, the incumbent is expected to review 6-8 environmental documents per month (IEE's, EA's, Forestry and Biodiversity reports (118s/119s), Pesticide reports, etc.). However, the rate varies during the year, with the busiest season involving assistance on the Food for Peace proposals and Initial Environmental Examinations; reviewing 118/119 reports being produced, many near the end of the fiscal year (August and Sept). The incumbent works with USAID Mission Environmental Officers (MEO) and technical office teams in the Southern Africa Region to ensure that USAID-funded activities implemented by bilateral and regional USAID missions and their partners conform to USAID environmental regulations (22CFR 216), ADS 204 environmental procedures, and related environmental guidance and provisions of US law.
- b) The second task group involves being a member of the Africa Bureau Environmental Officer Team. This work includes reviewing internal procedures, training and education materials, preparing and conducting training workshops, assessing programmatic issues and other tasks related to the position. The incumbent is expected to assist with the formulation of guidance and help interpret policy, regarding USAID's environmental procedures as applied to regional and bilateral USAID programming across sectors.

The incumbent shall:

- schedule visits to USAID Missions and non-presence countries to assess bilaterally-funded activities for compliance with environmental requirements of USAID and the US Government.
- prepare a report on the status of each Mission's activities regarding compliance and develop a plan for correcting any deficiencies.
- prepare, or assist MEOs to prepare, environmental reviews, IEEs, Environmental Assessment scoping documents and obtain Africa Bureau approvals.
- prepare an annual summary of the status of each mission as it relates to satisfying USAID's environmental requirements and recommend, if warranted, actions necessary for compliance.
- prepare reports related to overall Environmental Compliance, Tropical Forestry, and Biodiversity that may be required as part of USAID annual reporting and/or strategy preparation.

Task 2 *Technical Support (25%).*

This focus area is also divided into two task groups:

- (a) The first group involves backstopping Southern Africa Mission Environmental Officers (MEOs) by providing guidance and assistance as requested on procedures, rules, regulations and other questions/issues. Within the USAID/SA, this work also includes, but is not limited to, reviews of action Memoranda, amplified program statements, project implementation documents, annual assistance checklists, and other specific programming tasks and questions.
- (b) The second technical support role is as an Environment and Natural Resource Management specialist to missions and embassies throughout Southern Africa. In this regard, the REA will participate on project and program designs, evaluations, technical reviews, and monitoring. The REA shall also participate as a member of technical evaluation committees for proposal review and staff selection and will be expected to respond regularly to specific technical guidance requests (e.g. forestry, agro-forestry, biodiversity, water, etc.), and link USG personnel with other experts in the field as necessary.

It is expected in the course of performing this work the incumbent will have the opportunity to:

- Promote greater participation of the public and NGOs in decisions regarding the environmental assessment of major activities affecting several countries such as the Integrated Okavango River Basin initiative.
- Attend and report on meetings, conferences, and workshops on environment, natural resources and food security.

- Provide USAID/SA staff with timely information and training on emerging issues, resources, and requirements for achieving regional and bilateral objectives in environment and natural resource management.
- Facilitate or assist research and data collection, analyses, training and information dissemination on environmental and natural resource management topics of regional concern.
- Serve as team member/leader in each of the SA activities to provide environmental and natural resource management input into the planning and implementation of projects and programs.

Task 3 Project development and Management (40%)

The incumbent shall supervise the Regional Environment Program Manager located in Botswana, who manages the Southern Africa Regional Environmental Program (SAREP) starting in 2009, which is a four year, \$18 million activity involving shared river basin management and community participation. The incumbent shall also oversee the regional water activity implemented by PlayPumps, whose day-to-day activities are managed by an FSN in Pretoria.

12. POSITION ELEMENTS:

Medical and Security Clearances:

The individual is 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 Supervisory Regional General Development Officer. Assignments are made via annual work objectives, email exchanges, telephone calls and periodic coordination meetings. However, the incumbent independently plans and manages his/her work objectives and agenda. Because the incumbent is frequently on official travel status, he/she must be able to work very independently, exercise good judgment and his/her advice and input is considered authoritative in the environmental sector. The incumbent's judgments and advice on technical matters is not subject to any technical review at a higher level.

Supervision over Others:

The incumbent shall supervise the USPSC Regional Environmental Program Manager in Botswana and one FSN in Pretoria in regard to an environmental activity.

The individual is regarded as a professional member of the USAID/SA team and serves as a technical expert to all other activity/program teams within the Southern Africa region.

Available Guidelines:

The incumbent is required to understand and follow USG and USAID policies and procedures which govern activity management as well as established operating procedures and related guidance, specifically Automated Directive Systems [ADS] and Chapter 22 Code of Federal Regulations part 216 [22 CFR 216]. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies related to environment and natural resources.

Exercise of Judgment:

A high degree of independent judgment is required to prepare environmental documentation and to consult with other donors and Missions active in the environment and water sectors including identifying opportunities for collaboration and coordination of interventions.

Authority to make Commitments/Obligations:

The incumbent has no authority to make financial commitments.

Nature, Level and Purpose of Contacts:

The incumbent serves as the supervisor and technical resource person for the Southern Africa Regional Environment Program (SAREP) in Botswana and meets with regional authorities to strengthen capacities in environmental program design, assessment, monitoring, and evaluation in Southern Africa.

The incumbent establishes consultations with local government officials (Ministry level), as well as with Southern Africa national and regional organization officials (e.g. SADC, OKACOM) at the level of 'head of office' rank. The incumbent establishes contact with influential persons in Southern African national, regional and international organizations (UNDP, UNEP, etc.), NGOs and the private sector, in order to implement activities. The REA makes recommendations to the team leaders and the SA Mission Director and Deputy Directors concerning the continuation or revision of USAID funding or participation in multilateral activities.

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.

13. EVALUATION CRITERIA

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

In an attachment to the application, applicants shall address each of the 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. Highly rated candidates will be interviewed and reference checks will be conducted, after which time final ratings will be established.

A. EDUCATION (20%)

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

B. KNOWLEDGE /WORK EXPERIENCE (45%)

- The incumbent should have a comprehensive understanding of technical and policy issues surrounding community-based natural resource management and water in Africa; a thorough knowledge of U.S. environmental regulations, particularly 22 CFR 216 (Regulation 216). Knowledge of municipal water and/or community water programs is highly desirable.
- The incumbent should have ten years of directly relevant prior experience in program management and design of water or natural resource management, environmental or water engineering, and/or sustainable agriculture programs. Professional experience working on community-based natural resource management is required. Prior work experience in implementing complex, field-oriented monitoring and evaluation systems would also be highly advantageous as well as experience with biodiversity and water programs.
- The incumbent should demonstrate capacity to manage for results and implement policies and procedures in accordance with established regulations. Experience with donor management and the application of USG environmental regulations are preferred. Substantive, related work

experience in lusophone or francophone countries with conditions similar to those in Southern Africa is highly desirable.

C. ABILITIES AND SKILLS (35%)

- Demonstrated strong English writing and analytical skills are necessary to meet tight deadlines for clear and effective reports and analyses. Applicant must have demonstrated experience preparing new technical designs, concept papers, and result reports. A written test may be given.
- Strong interpersonal skills and a demonstrated ability to work effectively in teams.
- A 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, U.S. Embassies, other U. S. Government agencies, and other donors.
- Proficiency in the operation of computers and software program applications authorized for use (including Excel, PowerPoint, and Word) are required.
- Ability and willingness to travel in the Southern Africa region.

14. 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. 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 that 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 Evaluative 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 prerequisite for employment is a medical clearance and completed background investigation that reflects one's qualification for employment authorization.

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. You 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, please reference the solicitation number on your application, and as the subject line in any cover letter and/or e-mail, 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 past performance information 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 and OF-612. Reference checks will be made only for applicants considered highly rated.

15. BENEFITS & ALLOWANCES

As a matter of policy, and as appropriate, a USPSC 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.]

A. Benefits:

- (1) Employee's FICA Contribution
- (2) Contribution toward Health & Life Insurance
- (3) Pay Comparability Adjustment
- (4) Eligibility for Worker's Compensation
- (5) Vacation & Sick Leave (only earned for actual work days)

B. Allowances:

Benefits and allowances are provided in accordance with the AIDAR which can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>.

C. Federal Taxes: USPSCs are not exempt from payment of Federal Income taxes.

16. ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPD) AND CONTRACT INFORMATION BULLETINS (CIBs) 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