USAID | HAITI
FROM THE AMERICAN PEOPLE

SOLICITATION NO: SOL-521-17-000006

ISSUANCE DATE: January 23, 2017
CLOSING DATE/TIME: February 23, 2017 5:00 pm (Local Time)

SUBJECT: Solicitation for U.S. Personal Services Contractor (USPSC) General Development Officer (GS-14) in Port-au-Prince, Haiti

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified persons to provide personal services under contract as described in this solicitation. The place of performance for this position will be Port-au-Prince, Haiti.

Applications must be in accordance with Attachment I, Sections I through V of this solicitation. Incomplete, unsigned, or late applications will not be considered. Applicants should retain, for their records, copies of all enclosures accompanying their applications. Applications received after the closing date and time contained in this solicitation will be considered late and will not be accepted.

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

Any questions as well as submission of proposals in response to this solicitation must be directed to:

Elénita Lahens, HR Specialist
USAID/HAITI
Blvd. 15 Octobre, Tabarre 41
Port-au-Prince, Haiti
TELEPHONE NUMBER: 011-509-2 229-8000
E-MAIL ADDRESS: elahens@usaid.gov

Sincerely,

Sheila Samuels
Sup. Executive Officer

U.S. Agency for International Development
American Embassy, Port-au-Prince
Boulevard 15 Octobre, Tabarre 41
P.O. Box 1634
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I. GENERAL INFORMATION

1. SOLICITATION NUMBER: SOL 521 17 000006

2. ISSUANCE DATE: January 23, 2017

3. CLOSING DATE/TIME: February 23, 2017
(5:00 pm Haiti/Local Time)

4. POSITION TITLE: General Development Officer

5. MARKET VALUE: $87,263 to $113,444 equivalent to a GS-14. Final compensation will be negotiated within the listed market value.

The standard compensation package also includes contribution for life and health insurance and contribution to FICA. If the selected candidate qualifies as an off-shore hire under USAID regulations, the employee will receive post differential approved for Port-au-Prince, Haiti, housing, international travel, shipment benefits, and other applicable allowances.

6. PERIOD OF PERFORMANCE: Two (2) years, based on the needs of the Mission and subject to the availability of funding.

7. PLACE OF PERFORMANCE: Port-au-Prince, Haiti.

8. CLEARANCES: The selected candidate must be able to obtain a Security Clearance at the "Facility Access" level and a Medical Clearance within a reasonable period of time. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer may be rescinded.

9. STATEMENT OF WORK:

(1) Purpose of Contract:

To provide services as a General Development Officer in the USAID/Haiti's Office of Infrastructure, Engineering & Energy.

(2) **Introduction:**

The overall goal of the U.S. Government (USG) infrastructure program in Haiti is to improve infrastructure that supports community and commercial development by investing in areas where it can add value and generate results to catalyze economic growth and assist Haiti in rebuilding its institutional capacity.

USAID/Haiti coordinates a $2.2 billion USG Haiti Strategy composed of four pillars: Infrastructure and Energy, Food and Economic Security, Health and Education, and Democracy and Governance. With a planned life of strategy budget of over $500 million, USAID/Haiti Office of Infrastructure, Engineering & Energy (OIEE) manages large-scale infrastructure activities, advises Mission senior staff, and provides specialized guidance to other technical teams in the Mission. The portfolio consists of four main components – housing, health infrastructure, ports, and energy, all designated as extremely high-priority programs by top officials of USAID and the Department of State.

In the port sector, USAID is supporting the Government of Haiti's (GOH) Post-Earthquake Action Plan by developing physical port infrastructure, improving the port operating environment, and strengthening GOH capacity in the sector in northern Haiti through the multi-year, multifaceted CHP Rehabilitation and PPP Project. Rehabilitation of the CHP and improving its operations and services will not only support the goal of improved infrastructure, but will also complement other USG investments in food security and agricultural development in the Cap Haitien corridor by improving farmers' access to regional and international markets and attracting increased investment and interest in agribusiness in the region, with potential for large amounts of exports of agricultural products to the U.S., Canada, and Europe. The CHP also aims to catalyze further development and expansion of the Caracol Industrial Park (CIP), which commenced operations in July 2012 as a result of partnership between the USG, GOH, the IDB, and Korea's leading garment manufacturer, Sae-A Trading Company.

(3) **Statement of Duties to be Performed:**

The contractor will provide program management services to at least two USAID activities that support the CHP Project. The specific duties of the incumbent may include, but are not limited to, the following:

- Provides oversight for and manages contracts and grants for the implementation of activities supporting the Haitian port authority and customs agencies to improve services at CHP and support increased competitiveness and efficiency of CHP operations.

- Coordinates closely with relevant GOH national and local level counterparts, USAID offices, members of the USG inter-agency, other bilateral donors, multilateral organizations, key private sector stakeholders such as port operators, shipping lines, etc., implementing partners, and non-governmental organizations.

- Serves as Contracting/Agreement Officers' Representative (COR/AOR) for Project contracts and grants with a combined total of approximately $8 million. Provides

oversight and management of implementing partners for assigned contracts and grants, ensuring contractor/grantee adherence to work plans and timely completion of Project deliverables; and adjusting Project work plans and schedules as necessary;

- Oversees financial management of assigned contracts and grants, ensuring that obligations, expenditures, and budget pipelines conform to work plans; ensuring appropriate and timely incremental funding of activities; and preparing quarterly accrual estimates and tracking funds for activities implemented by contracts and grants.

- Oversees development of scopes of work and leads technical evaluations of procurements; and

- Prepares correspondence, briefings, memoranda, and other program materials related to implementation, management, and monitoring and evaluation of the Project as required by USAID policies and procedures.

Degree of responsibility for decision-making assigned to the position: The incumbent will seek clearance from higher levels as he/she will not have direct decision-making authority. A key contextual component of the work is the need to balance the interests of a number of competing interests to identify the optimal outcomes. The incumbent must take into consideration regulatory reform issues and other issues related to an integrated development strategy for northern Haiti. The work being performed is not typical of other development projects and is being completed in a country with limited human resource capacity and with weak host country systems.

(4) **Supervisory Relationship*:***

The incumbent will report to the CHP Project Manager, who reports to the Office Director of OIEE or his/her designee.

(5) **Supervisory Controls:** This is a non-supervisory position.

10. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

11. POINT OF CONTACT: Elenita Lahens, HR Specialist
Executive Office, USAID/Haiti
Blvd 15 Octobre, Tabarre 41
Port-au-Prince, Haiti
Telephone: 011- (509) 2229-8000
E-mail: elahens@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- **Education:** A minimum of a Bachelor's degree from an accredited college or university in economics, business, management, international relations, international development, or a related discipline is required.

- **Prior Work Experience & Knowledge:** At least six years of progressively responsible professional-level program management experience with responsibilities for technical management, administration, and oversight of contracts and grants is required. Extensive experience designing, managing, and implementing development programs is required. Program management experience should ideally include programs relating to institutional capacity building and trade capacity building. Demonstrated experience in coordinating with the U.S. government agencies, international organizations, and/or private sector entities working toward a common goal.

- **Language Proficiency:** Level IV (fluent) English is required. Strong oral and written French communication skills at the 2/2 level, per FSI standards, are required. Oral and written Haitian Kreyol communications skills are desirable.

- **Abilities & Skills:** This position requires a combination of technical, analytical, and managerial abilities; combined with excellent interpersonal, communications, presentation, and writing skills. The candidate must have superior leadership, negotiation, and interpersonal skills, especially in culturally-sensitive situations. Must be able to interact effectively with a wide range of U.S. and foreign national personnel at all levels of an organization. Must be able to provide sound and timely decisions regarding policies and procedures.

III. EVALUATION AND SELECTION FACTORS (100 points)

- **Education:** (10 points)
- **Prior Work Experience & Knowledge:** (40 points)
- **Language Proficiency:** (20 points)
- **Abilities & Skills:** (30 points)

IV. APPLYING

All of the following information must be included in the application package in order for the package to be considered complete:

1. A signed cover letter of no more than 3 pages that demonstrates how the candidate's qualifications meet the work requirements;
2. A Curriculum Vitae which, at a minimum, describes education, latest experience and career achievements;
3. A completed and signed USPSC Application Form, a302-3 (Offer or Information for Personal Services Contracts), which can be found at the following website, https://www.usaid.gov/forms/;
4. Names, current and accurate phone numbers, and email addresses of three professional references that have knowledge of the applicant's abilities to perform the duties set forth in the solicitation. USAID reserves the right to contact all references;

5. A signed written statement certifying the date and length of time for which the candidate is available for the position;
6. All correspondence and attachments must reference the Solicitation Number;
7. Application packages must be submitted electronically to elahens@usaid.gov no later than 5**:00 pm on February 23, 2017 (Haiti/Local Time).**

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful applicant that he/she has been selected and as needed, the CO will provide the candidate with instructions to complete and submit the following forms.

1. Contractor Employee Biographical Data Sheet (AID 1420-17)
2. Questionnaire for Sensitive Positions for National Security (SF-86)
3. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances listed in this section.

A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax [including differentials and allowances), but shall not be eligible for any fringe benefits except contributions for FICA, health insurance, and life insurance.)

1. BENEFITS:
   (a) Employer's FICA Contribution
   (b) Contribution toward Health & life insurance
   (c) Pay Comparability Adjustment
   (d) Annual Increase (pending satisfactory performance evaluation)
   (e) Eligibility for Worker's Compensation
   (f) Annual & Sick Leave
   (g) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES: (*If applicable)
   Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas)

   (a) Temporary Quarter Subsistence Allowance (Section 120)
   (b) Living Quarters Allowance (Section 130)
   (c) Cost-of-Living Allowance (Chapter 210)
   (d) Post Allowance (Section 220)
   (e) Separate Maintenance Allowance (Section 260)
   (f) Education Allowance (Section 270)
   (g) Education Travel (Section 280)

(h) Post Differential (Chapter 500)
(i) Payments during Evacuation/Authorized Departure (Section 600), and
(j) Danger Pay Allowance (Section 650)

VII. TAXES

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

VIII. ACQUISITION & ASSISTANCE POLICIY DIRECTIVES (AAPDs) AND CONTRACT INFORMATION BULLETINS (CIBs) PERTAINING TO PSCs

AAPDs and CIBs contain changes to USAID policy and the PSC General Provisions in accordance with USAID regulations and contracts. These documents can be found at this website:

http://www.usaid.gov/work-usaid/aapds-cibs

Additionally, AIDAR Appendix D applies to PSCs and can be found at:
http://www.usaid.gov/ads/policy/300/aidar

USAID/Haiti expects to award a personal services contract for a US Citizen commencing as early as practically possible subject to security and medical clearances and funds availability. The duty post for this contract is Port-au-Prince, Haiti.

**** END OF SOLICITATION ***