



**USAID** | **MALI**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72068823R10001

**ISSUANCE DATE:** November 14, 2022

**CLOSING DATE AND TIME:** December 12, 2022/5PM

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Services Contractor (CCNPSC)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 offers.

Any questions must be directed in writing to the Point of Contact specified in the General Information section of the solicitation.

Sincerely,

Douglas Quiggle

**Supervisory Executive Officer (Contracting Officer)**

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72068823R10001
2. **ISSUANCE DATE:** November 14, 2022
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** December 12, 2022/5PM Bamako local time (GMT)
4. **POINT OF CONTACT:** Human Resources Section, email at [bamakohrmvacancies@usaid.gov](mailto:bamakohrmvacancies@usaid.gov)
5. **POSITION TITLE:** Project Management Specialist-Water, Sanitation & Hygiene (PMS-WASH)

*This position is a part of a mission specific established career ladder, which provides for the potential to progress to the FSN-11 grade level. Attainment of a higher-grade level is contingent upon the Specialist (Trainee) successfully completing required training, meeting agreed-upon objectives and milestones, and performing in a Fully Successful (or equivalent) manner.*

6. **MARKET VALUE:** The full performance level of this position is equivalent to **FSN-11**, which is between 21,897,069 - 33,940,461 CFA. However, if USAID's evaluation does not result in an award at the full performance level, USAID may make an award to a CCN at a lower level with contract options to eventually place the contractor at the full performance level.

The entry level of this position is equivalent to **FSN-10**, which is between 18,711,303 - 29,002,527 CFA.

*The CCN/employee must possess all of the skills, knowledge, and training requirements BEFORE the EXO can exercise the option to move the CCN to the next higher grade level.*

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Mali final compensation will be negotiated within the listed market value of the performance level for which the CCNPSC is selected.

7. **PERIOD OF PERFORMANCE (INCLUSIVE OF OPTIONS):** CCNPSC contracts duration are of a continuing nature based on the availability of funds, continued need for the requirement, contractor/employee performance and any future hiring freeze guidance, and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation.
8. **PLACE OF PERFORMANCE:** Bamako, Mali with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Cooperating country national (CCN) - an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. **SECURITY LEVEL REQUIRED:** Security certificate (Certification)

## 11. STATEMENT OF DUTIES

This position is established as Project Management Specialist (WASH) "Ladder" position, which includes the FSN-10 level, and the full performance level of FSN-11.

At the **Full Performance Level** (FSN-11), the CCNPSC will perform the following general duties:

### 1. Basic Function:

The position will provide leadership, program management and technical support for USAID water and sanitation-related programs. The Project Management Specialist (Water, Sanitation and Hygiene Advisor will: 1) Lead efforts to design and manage targeted Mission programs that focus on improving water supply, sanitation and hygiene; 2) Lead efforts to monitor and evaluate all Mission activities contributing toward improved water supply, sanitation and hygiene; 3) Provide overall technical analysis and guidance to the Mission on strategies to improve water supply, sanitation and hygiene; 4)

Serve as a liaison between USAID and other USG agencies, national WASH partners in government, NGO and donor agencies. The incumbent will serve as an Agreement Officer's Representative/Contract Officer's Representative (AOR/COR) or Activity Manager and provide oversight and direction to activities conducted by Implementing Partners (IPs) under Contract, Cooperative Agreement, and/or Grant. The Project Management Specialist (Water, Sanitation and Hygiene Advisor is expected to guide, coordinate, manage and monitor the water, sanitation and hygiene related portfolio of the country, leading to successful outcomes. He/She must interact with a range of colleagues involved in the sector, maintain oversight of the overall sector impacts and ensure the efficient use of resources.

### 2. Statement of Duties to be Performed:

#### **Sector Leadership and Strategy**

Lead efforts to identify, prioritize and address policy and institutional constraints impeding the attainment of sustainable access to improved urban and rural water supply and sanitation in the country. Lead efforts to identify, prioritize and address key technical challenges, and policy and institutional structures, constraints and opportunities in sustainable water and sanitation service provision and management in the country, including those related to private sector participation in the sector. Identify opportunities to use available USAID field support mechanisms to expand water supply and sanitation coverage and improve hygiene and to leverage resources from other related funding streams, e.g., climate change, food security. Play a key role in identifying and coordinating among the various USG and internal USAID water, sanitation and hygiene-related activities and players. Actively engage with government, other donors and organizations involved in the sector to promote collaborative planning toward long-term sustainable solutions.

#### **Project Management**

Develop concept papers, scopes of work, USAID program/project activity design documents and bilateral and multilateral agreements related to the design of water, sanitation, and hygiene related programs. Support the design and implementation of targeted water, sanitation and hygiene program and activities with the goal of ensuring that program design and implementation will achieve planned results and USAID goals. Lead the development of a performance-monitoring plan for all Mission activities contributing toward the objectives of the Senator Paul Simon Water for the World Act and its associated earmarks and contribute to data collection and synthesis. Document development impacts and resolve implementation issues in an efficient and professional manner. Develop, maintain, and strengthen working relationships with key partners, including national ministries, local governments, international organizations and other donors, private sector, NGOs, universities, and the media to identify and implement efforts to increase synergy among the key stakeholders. Compile, analyze, and disseminate, on a regular basis, to USAID mission staff and USAID/Washington, progress in achieving sector objectives together with commentary on issues and recommended solutions.

### **Advisory and Technical Services**

Provide briefings to USAID and its partners on the status of USAID water, sanitation, and hygiene activities in-country. Prepare and deliver presentations on the same issues to local government and USG officials and international and local program partners and colleagues. Provide technical input to program and strategy design and planning based on knowledge of international best practice and the constraints presented in-country. Help in defining the type of assistance needed by the Mission, facilitate discussions with water and sanitation service contractors, and schedule delivery of this assistance.

**The Position Description for level 10 is herein detailed below.**

At the **Entry Level** (FSN-10), the CCN PSC will perform the following general duties:

#### **1. Basic Function:**

The USAID Project Management Specialist (Water, Sanitation and Hygiene Advisor) will provide programmatic and technical guidance in water, sanitation, and hygiene (WASH) and/or water security. The incumbent will serve as an Agreement Officer's Representative/Contract Officer's Representative (AOR/COR) or Activity Manager and provide oversight and direction to activities conducted by Implementing Partners (IPs) under Contract, Cooperative Agreement, and/or Grant. The incumbent will work collaboratively with other staff in the Agriculture and Economic Growth Office, other offices in the Mission, government counterparts, and other development partners to support a coordinated, strategic approach to WASH and water security programming.

#### **2. Statement of Duties to be Performed:**

### **Advisory and Technical Services**

Provide technical guidance on WASH and water security interventions, including providing guidance in the design, implementation, monitoring and evaluation of WASH and water security programs. Apply evidence-based guidelines, approaches, and tools to support Mission's WASH and water security programming. Through regular communication with sector stakeholders and USAID/Washington, as well as reading and reviewing emerging literature, stay abreast of new developments and findings in the national and global WASH and water security landscape, and advise accordingly on how policies, strategies, and technical guidelines can most effectively be incorporated to enable the Mission to maintain fidelity and relevance in its WASH and water security programs. Provide technical guidance to other agencies implementing the USG Global Water Strategy, technical counterparts in government, and to other national stakeholders to advance USAID strategic objectives for WASH and water security. Provide on-going technical assistance to USAID local partners to ensure that activities are evidence-based and responsive to local needs. Work closely with other staff in USAID to optimize opportunities for cross-sectoral layering, sequencing and integrating (as appropriate) and leveraging of resources across the different program components.

### **Project Management**

Serve as an AOR/COR or Activity Manager on designated WASH and water security programs. Participate in project/activity design, including drafting and obtaining approval for concept papers, writing scopes of work, evaluating applications/proposals, and starting up new projects and activities related to WASH and water security. Work with IPs to develop strategic work plans with realistic and measurable targets to support effective implementation of the Mission's WASH and water security portfolio. Review and approve annual work plans, monitoring and evaluation plans, quarterly reports and other key documents of assigned activities. Monitor program resources allocated for WASH and water security activities to ensure that they are being used rationally and that there are no cost overruns. Compile, analyze, and disseminate, on a regular basis, to USAID mission staff and USAID/Washington, as well as government counterparts, progress in achieving sector objectives together with commentary on issues and recommended solutions.

### **Project Monitoring and Evaluation**

Regularly analyze and interpret WASH and water security data to generate key results and trends to assist the Mission maintain a needs-responsive WASH and water security program with proven achievement across USAID standard indicators. Contribute to data quality assessments to ensure the quality and reliability of project data. Participate in site visits to USAID supported activities to assess the quality of implementation against contract or agreement objectives and to provide guidance to implementing partners on emerging approaches. Monitor project activities and make recommendations to resolve implementation obstacles to ensure judicious use of USG funds and effective implementation of WASH and water security interventions. Contribute to and participate in WASH- and water security-related program evaluations to document and scale up proven best practices.

### **Representation and Coordination**

Contribute to key annual planning and reporting documents including the Operational Plan, Performance Plan and Report, among others. Prepare reports and responses to a wide range of requirements including responding to requests for information from USAID/Washington and Congress. Ensure that USAID successes, best practices and approaches are shared widely with partner country officials, private sector, civil society, and other donors. Represent USAID, as needed, at designated national, regional, and international meetings that relate to WASH and water security. Prepare briefing papers, presentations and assist with site preparations for visits by delegations of high-level USG officials.

### **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

### Full Performance Level (FSN-11):

- a. **Education:** Bachelor's degree in environmental management, public health, agricultural engineering, economics or related field is required.
- b. **Experience:** Minimum 5 years of progressive management experience in urban and rural water supply, sanitation, and hygiene improvement, including work in environments comparable to those of the country. The position requires a combination of managerial, technical, design and analytical abilities combined with the demonstrated ability to manage resources, programs and people. Experience in the areas of sustainable rural and urban water supply provision, basic sanitation improvement, hygiene promotion especially done in support of water and sanitation access improvements, sector policy reform, and program design. Experience in analyzing sector data and translating into practice.
- c. **Post Entry Training:** On the job training in USAID programming and implementation procedures. ADS related training. Formal AOR/COR training is required for successful performance in the position and will be provided. Appropriate training courses will be offered, subject to course offerings and the availability of funds.
- d. **Language Proficiencies:** Level IV (fluent) in English and in French, both written and spoken, is required. Language competence may be tested.
- e. **Knowledge:** Direct experience in the management of other bilateral or multilateral donor-funded projects. Direct hands-on experience on improving water and sanitation services and hygiene promotion in rural areas, informal urban settlements, and/or displaced persons camps. Experience in strengthening policy frameworks and capacity of local governments, utilities, regulatory agencies, etc. Good understanding of strategy, programming and implementation activities related to WASH. Knowledge of water and sanitation sector development in the relevant region, including understanding of emerging, evidence-based approaches in technology selection, policies/enabling environment,

institutional structures, community governance, financing, environmental sustainability, and social/cultural issues including gender.

- f. **Skills and abilities:** Demonstrated ability to function independently in complex, frequently changing political and economic conditions. Ability to manage resources, programs and people and interact effectively with representatives of national and local governments and USG agency staff. Good Interpersonal and team building skills.

Entry Level (FSN-10):

- a. **Education:** Bachelor's degree in environmental management, public health, engineering, economics, or related field is required.
- b. **Prior Work Experience:** Minimum three (3) years of demonstrated management experience in urban and rural water supply, sanitation, and hygiene improvement, including work in environments comparable to those of the country. The position requires a combination of managerial, technical, design and analytical abilities combined with the demonstrated ability to manage resources, programs, and people. Experience in analyzing sector data and translating into practice.
- c. **Post Entry Training:** On-the-job training will be provided related to USG, USAID and PEPFAR specific procedures, regulations, and methods. Formal AOR/COR training will be required for successful performance in the position and will be provided. Appropriate training courses will be offered, subject to course offerings and the availability of funds.
- d. **Language Proficiency:** Level IV fluency in English and in French, both written and spoken, is required. Language competence may be tested.
- e. **Job Knowledge:** Demonstrated understanding of emerging, evidence-based WASH and water security approaches, including policies/enabling environment, institutional structures, community governance, financing, environmental sustainability, and social/cultural issues, WASH and water security initiatives and current priorities at the national and global levels. Direct hands-on experience on improving water and sanitation services and hygiene promotion in rural areas, informal urban settlements, and/or displaced persons camps. Experience in strengthening policy frameworks and capacity of local governments, utilities, regulatory agencies, etc. Demonstrated knowledge of WASH and water security strategy and processes under which sector programs are planned, reviewed, approved, implemented, and evaluated.
- f. **Skills and Abilities:** Ability to present information, analyses, and recommendations in clear written and oral formats. Ability to independently conceive, plan, organize, manage, and evaluate important, diverse, and complex work projects, to drive high-level performance and outcomes of WASH and water security projects. Demonstrated ability to apply policy directives to activity design, implementation and monitoring and evaluation. Excellent analytical, technical and project management skills to review and provide substantive feedback on concept papers, proposals, program descriptions/scopes of work,

performance reports, and other technical and programmatic documents. Ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures. Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, in a culturally diverse environment, accepting divergent points of view and help find consensus to achieve team goals. Excellent computer skills including in Microsoft Office, web-based databases, and electronic filing, including the ability to help others and to learn new programs quickly. Ability to travel to regions and districts within the host country, up to 20% of the time.

### **III. EVALUATION AND SELECTION FACTORS**

Offerors seeking consideration for the full performance level will be considered in isolation first, and only if no acceptable offeror is found at that level, the Technical Evaluation Committee (TEC) will proceed to review offerors at the lower level. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

- |                          |           |
|--------------------------|-----------|
| 1. Prior Work Experience | 20 points |
| 2. Knowledge             | 50 points |
| 3. Skills and Abilities  | 30 points |

Applicants are required to address each of the selection factors on a separate sheet.

**How the selection will be made:** The successful candidate will be selected based upon:

1. Preliminary review of the applications package submitted to establish that minimum requirements are met.
2. English and French language proficiency test
3. Other Tests: Candidates may be (pre) tested on Microsoft Office proficiency skills, critical thinking and writing skills, or any technical skills or practical skills test that might be deemed appropriate may be required.
4. Interviews.
5. Professional Reference checks (pass/fail).
6. Security & Police Background check.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum requirements. Applications which meet the minimum qualifications will be contacted (Step 2) for English language testing. Applicants passing the language test by obtaining the required scores will be forwarded (Step 3) to the Technical Evaluation Committee (TEC) for further review against the established evaluation criteria to develop a shortlist of applicants to be tested (technical) and/or interviewed. All offerors below the full performance level will be considered on an equal basis for their demonstrated potential to rise to the full performance level. Following the interviews (Step 4) during which applicants will be evaluated against the established criteria herein, the TEC will make the preliminary determination of candidates to be considered for employment (Step 5) and forward that list as a recommendation



memorandum to the Supervisory Executive Officer (Contracting Officer), through the HR Specialist. EXO/HR or the TEC will conduct reference checks (Step 6) on the best suitable candidate (s) as decided by the TEC. References may be solicited from current as well as former supervisors in addition to the references provided in the application package. The HR section will contact the selected candidate to confirm their interest and for contract negotiations (Step 7).

Note:

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply unless duly justified by the Supervisor to the EXO(CO). Current employees with an "Overall Summary Rating of Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.

#### **IV. SUBMITTING AN OFFER**

Qualified candidates for this position should submit the following documents to be considered. Failure to do so may result in a determination that the application is not qualified. Only shortlisted applicants will be contacted.

1. **Resume or curriculum vitae (CV)** relevant to the subject position for which the applicant is applying.
2. **Cover letter** of not more than two (2) pages describing how the incumbent's skills and experience fit the requirements of the subject position.
3. Applicants are required to provide five (5) **professional references** with complete contact information including email address and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and **must not be family members or relatives**.
4. **Copy of Degrees/Diploma or any relevant Academic Transcripts.**
5. Applicants must provide their **full mailing address with telephone, email address** and should retain for their records copies of all enclosures that accompany their submissions.
6. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 4**.
7. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission: **72068823R10001**
8. As this solicitation is for a "ladder" position, if an Offeror identifies the FSN-equivalent level at which s/he wants to be considered, the TEC will evaluate that offeror only against the requirements of the identified grade level. Otherwise, all other offerors will be evaluated below the full performance level and on an equal basis for their demonstrated potential to rise to the full performance level.

All CV/Resumes and cover letters must be in English, otherwise the application package is incomplete and will be rejected.

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Executive Office/CO informs the successful Applicant about being selected for a contract award, the EXO/CO will provide the successful Applicant instructions about how to complete the following:

1. Conditional Selection Letter
2. Medical Examination/Statements;
3. Security Eligibility for Certification;
4. Offeror Information for Personal Services Contracts with Individuals (AID 309-2);
5. Employee Biographical Data Sheet (Form AID 1420);
6. Responsibility Determination

**Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

#### **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

The incumbent will be compensated in accordance with the U.S. Mission to Mali's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, and comprehensive medical insurance subsidy. Final compensation will be based on the position grade and negotiated within the corresponding market value.

#### **VII. TAXES**

The successful Applicant will be subject to host country tax laws.

#### **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

## LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Contract- FSN – 10</b> <b>Compensation, Fringe Benefits and Other</b> <b>Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: 688-MOD-PFE-FY20-25- SALARY-AEG	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_
1001	<b>Option 1 – FSN – 11</b> <b>Compensation, Fringe Benefits and Other</b> <b>Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: 688-MOD-PFE-FY20-25- SALARY-AEG	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

#### 5. PSC Ombudsman

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

~ End of Solicitation~