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FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068721R10001
ISSUANCE DATE: February 17, 2021
CLOSING DATE: March 10, 2021

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor
Food Security and Resilience Specialist, FSN-10 grade**

Dear Prospective Offerors:

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

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

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 Attachment.

Sincerely,

Debbie Jackson
Contracting Officer

ATTACHMENT

Solicitation for a Cooperating Country National Personal Service Contractor, CCNPSC
Food Security & Resilience Specialist, FSN-10 Grade

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER** 72068721R10001
- 2. ISSUANCE DATE** February 17, 2021
- 3. CLOSING DATE FOR RECEIPT OF OFFERS** March 10, 2021
- 4. POINT OF CONTACT** Josée Ramanaly
AntananarivoUSAIDHR@usaid.gov
Phone: + (261) 33 44 320 00
- 5. POSITION TITLE** Food Security & Resilience Specialist
- 6. MARKET VALUE** MGA 49,023,815 to MGA 80,889,311 per annum, equivalent to FSN-10, in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Madagascar. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds. The base period will be one year, will serve as the probationary period, and estimated to start on or about July 2021. Based on Agency need, and a successful performance of the incumbent, the Contracting Officer (CO) may exercise an additional option period of 4 years, for the date estimated as follows:
- | | |
|---------------|-----------------------------------|
| Base Period | o/a July 2021 to
o/a July 2022 |
| Option Period | o/a July 2022 to
o/a July 2026 |
- 8. PLACE OF PERFORMANCE** Antananarivo, Madagascar
With possible travel as stated in the Statement of Duties
- 9. SECURITY LEVEL REQUIRED** Facility & Computer Access
- 10. ELIGIBLE OFFERORS:**

This vacancy is open to Malagasy citizens and non-Malagasy citizens lawfully admitted for permanent residence in Madagascar. Non-Malagasy citizens, if selected, will be compensated on the same schedule of salaries and benefits as are Malagasy citizens.

11. STATEMENT OF DUTIES:

1- Basic Function

The main purpose of the Food Security and Resilience Specialist position is to serve as the mission's technical advisor on food security, vulnerability and resilience, as well as to manage and monitor food and non-food humanitarian assistance activities. The position is based within USAID/Madagascar's Integrated Development and Emergency Assistance (IDEA) Office in Antananarivo, but the incumbent is expected to spend approximately 35 percent of his/her time traveling throughout Madagascar and, on occasion, the Comoros, to monitor program activities and to assess food security and other humanitarian needs. The incumbent may also be deployed in-country or regionally to serve on a Disaster Assistance Response Team (DART) up to 10 percent of the time. The incumbent will assist in the design of food security development activities, as well as humanitarian assistance activities. Food security activities include interventions in maternal-child health and nutrition, conservation agriculture and rural livelihoods, disaster preparedness, resilience building, and management of food and non-food commodities. The incumbent will be responsible for ensuring factors that particularly worsen food security vulnerability, such as inequality related to gender, age, or disability, are appropriately integrated into activities, approaches and strategies. In addition to managing USAID-funded food and non-food humanitarian activities, the incumbent will support monitoring of other United States Government (USG) humanitarian programming, including the US Department of Agriculture McGovern-Dole school feeding program, as needed. The incumbent must be prepared and able to develop deeper expertise in specific technical areas within the broad area of food security and humanitarian assistance as required by shifting needs within the office. In addition to serving as an integral member of the IDEA Office, the incumbent works closely with other technical offices and individual activity managers to achieve overall USAID objectives.

2- Major Duties and Responsibilities

A- Activity Management

Planning

Participate actively in strategy development and activity design, and annual implementation planning to ensure the effectiveness of the integration of food security and resilience programming into Mission strategies, activity approval documents, program descriptions, statements of work, development implementation plans and other planning processes.

Implementation

- Serve as activity manager for development and emergency programs funded by the Bureau for Humanitarian Assistance (BHA) and, when necessary, oversee other USG agencies programs with food security or humanitarian components as directed by the IDEA Office Director.
- Ensure timely progress towards planned outputs and results and compliance with USAID rules and regulations and that assets are safeguarded against waste, loss, unauthorized use, or misappropriation.
- Prepare, develop and/or review and provide comments on partner reports, activity memos and justifications, written analyses, trip reports, cables, briefing materials, activity descriptions, press releases, speeches, success stories, and other documents as required.
- Prepare budget and activity reports, analyses and documentation required for reporting or to obligate funds; initiate and/or make any necessary amendments required for activity implementation.
- Keep management teams apprised of progress, issues, recommendations to solve problems, and take the lead in implementing agreed upon actions.

- Work closely with the BHA Humanitarian Assistance Officer (HAO) for Madagascar and, as appropriate, key contacts in other USG agencies, to ensure that best practices and minimum quality standards are consistently applied across food security, humanitarian and resilience activities.
- Deploy and serve on DART in-country or regionally as needed.

Monitoring and Evaluation

- As a member of the larger IDEA Office food security team, partake in regular site monitoring visits (up to 35% of his/her time) to ensure high quality project performance and track all USG funded food aid and non-food humanitarian programming.
- Support implementing partner activities on the collection and reporting of performance results, especially with regards to interventions in vulnerability reduction, resilience strengthening and other technical focus areas as assigned by the IDEA Office Chief.
- Guide and perform data quality assessments for relevant food security and humanitarian activities and assist in the development and refinement of benchmarks and indicators.
- Report findings of field monitoring visits, analysis and recommendations to USAID/Madagascar General Development Officer, the Health , Population and Nutrition (HPN) Office Chief, the Sustainable Environment and Economic Development (SEED) Office Chief, the BHA Country Backstop, the BHA Regional Office team, the U.S. Department of Agriculture Regional Attaché, U.S. State Department colleagues and other interested parties as appropriate. Follow up on implementation of recommended actions.
- Provide oversight of humanitarian and Title II development resources and monitor food security conditions and program responsiveness to the needs of vulnerable groups.
- Arrange and participate in activity and program evaluations.

B- Technical Responsibilities

- Serve as a mission advisor on food security resilience, the inclusion of and program responsiveness to the needs of vulnerable/marginalized groups within the context of food security and humanitarian activities across all programs.
- Provide an informed opinion about targets partners propose including those with respect to food security/resilience program responsiveness to the needs of marginalized and highly vulnerable groups.
- Advise the IDEA Office Chief on adequate coordination across awards with respect to interventions intended to respond to the resilience, humanitarian and food security assistance needs of marginalized and/or highly vulnerable groups, to include recommended actions for mission offices, as well as among implementing partner organizations.
- Ensure synergy and linkages between food security activities across BHA, the U.S. Department of Agriculture and other USG agencies funding food security and humanitarian activities.
- Analyze and interpret policy, strategy, and technical documents to ensure USAID/Madagascar related activities are aligned, with emphasis on USAID resilience and food security strategy and technical guidance documents as well as the host country's strategies and priorities. In the same vein, monitor and report on Government of Madagascar's (GoM) policies and standards affecting relevant USAID programs.
- Ensure minimum quality standards, as well as lessons learned and best practices, are shared across technical offices and programs; stay up to date with international and local integrating state-of-the-art practices in relevant technical approaches.
- Oversee short-term technical assistance related to food security and humanitarian aid, including temporary duty (TDY) assistance.

C- Relationship Management

- Develop and maintain relations with a wide variety of private, public and international stakeholders in food security and humanitarian assistance to ensure coordination of activities,

support best practices, and build partnerships. This would include:

- Maintain close working relations with the Southern Africa Division and relevant team/HAO in Washington, the U.S. Department of Agriculture Regional Attaché in Pretoria and the BHA Regional team to ensure that development food security activities and humanitarian activities are implemented in accordance with USG regulations and in adherence to the approved award documents.
 - Represent USAID positions in meetings with mid- to high-level United Nations (UN) staff including World Food Program (WFP) Sub-National Office Directors, Program Officers, Deputy Country Director, and at times the Country Director, as well as Office of Coordination of Humanitarian Assistance (OCHA), United Nations International Children's Fund (UNICEF) and the Food and Agricultural Organization (FAO).
 - Represent USAID on technical working groups such as the Social Protection working group, UN cluster groups and others as assigned.
 - Represent USAID to a wide range of Government of Madagascar officials including ministerial directors at the national level, provincial and district authorities, and representatives from multiple ministries at the management, technical and administrative levels.
 - Hold regular meetings with implementing partners as necessary, including meetings at a senior level including Chief of Parties and key NGO or Public International Organization (PIO) implementing personnel to discuss issues related to the effective targeting, direction of programming and implementation of food security activities and humanitarian food and non-food assistance.
- Participate in GoM, Famine Early Warning Systems Network (FEWSNet) and UN-organized food and humanitarian needs assessments, to include assisting with the design of an appropriate methodology, data collection and analysis, reviewing reports, and interpreting and verbally reporting on the findings.
 - Serve as Acting IDEA Office Chief as delegated.

3- Supervisory Relationship

The Food Security and Resilience Specialist will receive supervision from the IDEA Office Chief or his/her delegate.

4- Supervisory Controls

In collaboration with the incumbent, the supervisor: 1) establishes annual work objectives and performance measures; 2) provides feedback throughout the evaluation cycle; and 3) prepares Annual Performance Evaluation Reports, as/when required - obtaining 360-degree input from appropriate USAID/Madagascar staff, other appropriate Mission personnel, and stakeholders. No formal supervisory responsibilities contemplated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Offers will be initially screened by the Human Resources Office to determine whether they have met the minimum qualifications below. A list of qualified offers will be referred to the evaluation committee for further consideration and screening.

a. Education

Completion of a bachelor's degree is required, focused on a technical area within the broad field of food security, humanitarian response, agriculture, economics or public health is required.

b. Prior Work Experience

Minimum of three years of progressively responsible experience in humanitarian or development assistance with other donor organizations, NGOs, and/or the Government of Madagascar involving project management, monitoring, and technical advising. Incumbent's experience should include at least two years in a technical capacity within any of the technical areas within the field of food security, such as public health, commodity supply chains, maternal and child health and nutrition, emergency/humanitarian assistance, resilience and natural resource management, agriculture and rural livelihoods, economic development, governance strengthening, disaster risk reduction, adult education, or the inclusion and empowerment of vulnerable populations.

c. Language Proficiency

Language proficiency equivalent to level IV in English, French, and Malagasy. At this level an employee is required to possess a high degree of proficiency in both written and spoken language, including the ability to translate Malagasy and/or French language into precise and correct English, and vice versa.

d. Ability to obtain medical and security clearances.

e. For non-Malagasy citizens, a proof for the lawful residency in Madagascar at the time of offer is required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The Contracting Officer (CO) reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

An evaluation committee will evaluate each offer who meets the minimum qualifications, against the evaluation factors listed below. The committee may conduct interviews of the most highly ranked candidates before making a recommendation to the CO. The successful candidate will be selected based on a review of his/her qualifications, work experience, knowledge, skills, and abilities; interview if applicable; and the results of reference checks. The evaluation committee may check references that have not been specifically identified by the candidates and may check references before or after a candidate is interviewed. Testing of language skills may be required.

We will only contact the higher ranked candidates who will be shortlisted by the evaluation committee.

EDUCATION (10 points)

Initial screening is Yes/No scoring. An applicant will not be considered if s/he does not meet the minimum qualification: completion of a bachelor's degree in relevant fields of study such as food security, humanitarian response, agricultural development, agribusiness, economics or public health. USAID will award points for relevant education that increases the candidate's competitiveness for the position.

EXPERIENCE (35 points)

Initial screening is Yes/No scoring. An applicant will not be considered if s/he does not meet the minimum qualification of prior work experience. USAID will award points for relevant work experience that increases the candidate's competitiveness for the position, including:

- ✓ The scope, variety and duration of responsibilities for humanitarian or development project management, monitoring and technical advising with the Government of Madagascar, donor organizations, NGOs or organizations with similar development objectives in technical areas within food security such as public health, commodity supply chain management, humanitarian response, agriculture, agribusiness, rural livelihoods, governance, economic development, disaster risk reduction, adult education, inclusion of the vulnerable, or natural resource management or a technical expertise with those sectors;
- ✓ Working as part of a team composed of multi-cultural and multi-sector experts;
- ✓ Knowledge of international and local stakeholders in Madagascar in the agriculture, food security and humanitarian sectors; and
- ✓ Establishing and maintaining counterpart contacts in the host government, donors, organizations implementing development projects and Non-Governmental Organizations (NGOs), the private sector and other organizations.

TECHNICAL ABILITIES (40 points)

USAID will award points for relevant abilities including:

- ✓ Ability to craft well-written, concise, and on-time communications in the form of emails, memos, site visit reports, and other documents;
- ✓ Ability to consolidate and synthesize information and relate it in concise, simple terms to appropriate audiences. Formats may include reports, tables, charts, graphs, and slide decks;
- ✓ Ability to formulate and present expert analyses on complex emergencies and food security situations, from personal observations, surveys, journal articles, and other documents, and demonstrated ability to express views clearly and logically before groups and individuals verbally or in writing;
- ✓ Strong computer skills are a minimum requirement. These include proficiency in word processing, office information and communication systems, basic skills in using spreadsheets, and proficiency in conducting internet-based research.

SKILLS (15 points)

USAID will award points for relevant skills including:

- ✓ Personal initiative
- ✓ Strong organizational and interpersonal skills
- ✓ Ability to work well in a team as well as independently.
- ✓ Flexibility and ability to work under pressure.
- ✓ Skills as a mentor, trainer and advisor

TOTAL 100 POINTS

IV. SUBMITTING AN OFFER

1. Eligible Offerors **are required** to submit the following. Incomplete submissions will not be considered:
 - a. **Completed Federal and SIGNED form AID 309-2:** “Offeror Information For Personal Services Contracts with Individuals”, available at the USAID website, on www.usaid.gov/forms.
 - b. **Two justification letters: one in English and one in French:**
Specifically addressing each of the selection factors listed above in detail that makes the offeror qualified for the position:
 - Education and experience
 - Knowledge
 - Skills and abilities.
 - c. **Curriculum vitae (CV) or resume in English:** with your telephone number and contact information (home or office address, e-mail address, etc.);
 - d. **Diplomas and certificates:** photocopies of any documents demonstrating that the offeror meets the minimum qualifications. Offerors are encouraged to submit photocopies. Originals will not be returned;
 - e. **References:** Offerors are required to provide at least five (5) references with complete contact information, including professional relationship, current e-mail address and telephone numbers, who are not family members or relatives. The offeror’s references must be able to provide substantive information about his/her past performance and abilities. Reference checks will be made only for top-ranked candidates. If an offeror does not wish for the current employer to be contacted as a reference check, this should be stated in the AID 309-2 form. The selection committee will delay such reference check pending communication with the offeror;
 - f. **Additional documents for non-Malagasy citizens:** Photocopy of Malagasy long term “visa de séjour” at the time of offer, or any other residency justifications.
2. Offeror submissions 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**. electronically to the e-mail address: AntananarivoUSAIDHR@usaid.gov.
3. Subject line for submission:

“FS & Resilience Specialist [your name]”

All documents should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx). We will not open compressed files (.zip, .rar, etc.).

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

- 1) **Security Eligibility and Facility Access:** Prior to award, the selected individual must be able to obtain the security clearance. Completed Overseas Vetting Questionnaire form will be required. USAID will assist in this. The Regional Security Officer (RSO) at the Mission will make a determination. Temporary clearances may be requested while a personal background investigation is conducted.
- 2) **Medical Clearance and Certification:** Prior to award, the selected individual will be required to obtain a medical clearance. S/he will go through a medical examination at a designated clinic. Pre-Employment Medical Information form will be provided.

VI. BENEFITS AND ALLOWANCES

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

1. **BENEFITS**
 - o Employer contribution to Caisse Nationale de Prévoyance Sociale (CNaPS)
 - o Employer contribution to a health insurance plan for the selected individual and eligible family members
2. **ALLOWANCES**
 - o Transportation allowance is 15% of basic salary
 - o Miscellaneous allowance is MGA 1,100,000/year
 - o Annual bonus is 10% of annual basic salary.

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN PSC** 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/ads/policy/300/aidar>
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	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_
1001	Option Period – Compensation, Fringe Benefits and Other Direct Costs (ODCs)	1	LOT	\$ _TBD	\$ _TBD at Award after

	<ul style="list-style-type: none"> - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBD 				negotiations with Contractor_
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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>

- AAPD 06-08: AIDAR, Appendices D AND J: Using The Optional Schedule To Incrementally Fund Contracts
- AAAPD 03-11: Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan

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/resources_standards-of-conduct

USAID IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND PROVIDES EQUAL OPPORTUNITY AND FAIR AND EQUITABLE TREATMENT IN EMPLOYMENT TO ALL PEOPLE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, POLITICAL AFFILIATION, MARITAL STATUS, OR SEXUAL ORIENTATION.

END OF SOLICITATION