



**NIGER FOOD FOR PEACE OFFICER
U.S. or Third Country National (TCN) Personal Services Contractor (PSC)**

- 1. **Solicitation Number:** 685-12-001
- 2. **Issuance date:** 03/01/2012
- 3. **Closing date/time:** 04/13/2012 at 17:00 pm (Senegal Time)
- 4. **Position title:** FOOD FOR PEACE OFFICER – NIGER
- 5. **Market value:** GS 13 (\$71,674 - \$93,175)
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:** Niamey, Niger
- 7. **Direct Supervisor:** FFP Regional Director, USAID/Senegal
- 8. **Supervisory Control:** Supervise FFP LES in Niger
- 9. **Period of Performance:** Immediate upon receipt of security/medical clearances.
(The Personal Services Contract will be for 24 months, with options of three-one year extensions up to a maximum of five years, subject to availability of funds)
- 10. **Place of Performance:** Niamey, Niger
- 11. **Security Access:** Secret
- 12. **Area of Consideration:** U.S. Citizens and TCNs

Final approval for the creation of this position is pending and a contract will not be awarded until/unless the final approval is granted.

BACKGROUND

U.S. Agency for International Development's Office of Food for Peace (FFP) provides grants for food assistance to private voluntary organizations (PVOs) and the UN World Food Program (WFP) under Title II of Public Law 480. FFP grants support food security enhancing programs through the direct distribution or the sale of food made available by the U.S. government. In FY 2010, FFP provided more than \$2 billion in resources, including commodity and freight, benefiting people in 50 countries worldwide. FFP provides both emergency food aid (which aims to address food aid needs arising from natural disasters, such as floods or droughts, and complex emergencies often characterized by insecurity and population displacement) and development food aid (which aims to address the underlying causes of chronic food insecurity). In FY 2010, FFP allocated close to \$130 million in Title II resources to West Africa, including commodity and freight. Overall, about 60% of the resources were for development programs and 40% were used to address emergency needs in the region.

Niger, one of the world's poorest countries, faces a host of complex food issues requiring Title II food assistance. Niger suffers from recurrent drought and pest attacks (e.g., locust swarms), resulting in frequent shortages of the major food staples, millet and sorghum. Niger also has one of the highest population growth rates in the world, making it difficult to maintain per capita food production levels. This fast population growth rate is outstripping the agricultural growth rate, thereby creating a structural food deficit situation. Moreover, most of Niger's population is made up of mostly young people (about 70% of the population is less than 25 years of age) and this population structure contributes to some of the highest child malnutrition levels in the world. Furthermore, the livelihoods of the vast majority of Niger's population (85% rural) and Niger's economy are dependent on rainfed agriculture and pasture conditions for livestock; therefore, periodic drought has heavy humanitarian consequences for Niger.

Currently, three Multi Year Assistance Programs (MYAPs) with an estimated total life-of-activity (LOA) value of about \$71 million cover all regions of Niger with a complex combination of food security, nutrition, land management and maternal and child health activities. About 70% of development funds support activities relating to improving agricultural productivity and 30% to improving maternal and child health. The three lead PVOs for these MYAPs are: CRS (with CARE and Helen Keller International), Africare and Counterpart International. These three PVOs plan to assist over 500,000 Nigeriens over the next five years. Starting in FY 2012, FFP is expecting to make two new five-year awards in Niger focusing on two broadly-defined priority components -- improving nutrition among children under five and strengthening livelihoods. Title II food aid grants are signed by the Director of FFP, and the FFP/Washington Country Backstop Officer is usually the Agreement Officer's Technical Representative (AOTR) who is responsible for the technical oversight of the grants.

From FY 2005-2011, US Department of Agriculture has supported Food for Progress (FfP) and Food for Education (FfE) programs valued at \$41 million with the Government of Niger and NGOs. It is expected that Niger will benefit from more FfP and FfE projects in the future. As Niger is a chronically food-deficit country, emergency food aid is a regular feature of donor assistance to Niger. Accordingly, FFP supports World Food Program (WFP) activities in Niger. In FY 2010, FFP provided over \$47 million in emergency resources to assist vulnerable people in Niger as well as over \$26 million in FY 2010 emergency funds supported three new, innovative Emergency Food Security Programs (EFSP) which provided cash that can be used for local and regional purchase of food and other interventions such as food vouchers and cash transfers.

USAID/FFP also supports an office of Famine Early Warning System Network (FEWSNET) in Niamey and ongoing consultations with this office are necessary. USAID's Office of Foreign Disaster Assistance (OFDA) has a strong interest in Niger as well. It is expected that OFDA will be providing additional resources to Niger over the next three years, particularly in the area of child nutrition.

To help improve, monitor, and evaluate the effectiveness and efficiency of the assistance provided under the Title II program in Niger, **USAID requires the services of a FFP Officer for Niger hired through a US or Third Country National (TCN) Personal Services Contract for a period of two years, with extension options for a total of four years, subject to availability of funds.** The position is based at the U.S. Embassy in Niamey, but it is expected that approximately 40% percent of the FFP Officer's time will be spent traveling throughout Niger to monitor program activities and assess food aid needs.

GENERAL RESPONSIBILITIES

The FFP Officer (FFPO) is responsible for ensuring effective management of FFP resources and programs in Niger. His/her primary responsibility is to monitor Title II-funded non-emergency food aid programs and report on their implementation to FFP/Washington and the Embassy. The FFPO will also be expected to assist with emergency programs as they occur. As the FFPO, the incumbent is responsible for ensuring that Regional Executive Office (EXO) and Regional Financial Management Office (RFMO) staff in Senegal are provided appropriate documentation on all financial and administrative matters related to Food for Peace in Niger in a timely manner. The FFPO is also responsible for ensuring that all supporting documentation supporting transactions processed by the US Embassy in Niamey are properly forwarded to USAID/Senegal within the specified timeframe.

SPECIFIC DUTIES

The FFP Officer will undertake the following duties:

1. Serve as point of contact for all issues pertaining to Title II food aid in Niger for USAID/Washington, USAID/Senegal, the U.S. Embassy in Niamey, other parts of the U.S. government, PVOs, international organizations, host nation governmental ministries and agencies, and others in Niger.
2. Monitor and report on implementation of ongoing Title II programs, including progress and problems encountered by grantees, as well as commodity management, including following up with cooperating sponsors on the status of loss claims.
3. Provide information and guidance to Title II assistance award recipients on FFP regulations, policies and procedures.
4. Report on all food security issues, to include changes in the food security situation and food aid requirements, government policies and actions affecting food aid programs, government food aid programs, and donor pledges and programs.
5. Coordinate with the Country Team (consisting of the USAID section of the U.S. Embassy in Niamey, and/or other USG staff in-country), host government, PVOs, international organizations, donors, and others to address issues impacting Title II food aid.

6. Undertake and report on assessments to inform Title II food aid funding decisions or modifications to ongoing programs.
7. Work with PVOs on preparation of annual work plans and program modifications, and with WFP on new appeals or revisions to existing ones.
8. Work with other parts of the U.S. government and other donors to promote integration of food aid with other programs including Feed the Future to increase the effectiveness of the programs overall.
9. Serve as acting Country Program Manager as requested by the US Embassy in Niamey.
10. Supervise and mentor a locally hired staff member assigned to support this position.
11. Undertake other tasks, as assigned.

SUPERVISORY RELATIONSHIP: The FFPO will be supervised by the USAID/Senegal FFP regional director or deputy director based in Dakar and is expected to be in regular contact with FFP/Washington and the US Embassy in Niamey to report any information pertaining to ongoing Title II programs. The FFPO's performance will be evaluated on an annual basis by the USAID/Senegal FFP regional director based on inputs from FFP staff in Washington, Niamey, and Dakar, as well as other stakeholders. The FFPO will directly supervise locally hired staff and is primary liaison on all communications with USAID/Senegal on FFP related financial and administrative issues. All local and international travel, time and attendance, and other USPSC support costs are processed and approved by USAID/Senegal. The FFP Officer in Niger will liaise with the USPSC Country Program Manager (CPM) located in the USAID section of the U.S. Embassy in Niamey, who is under the authority of the USAID/West Africa regional mission in Ghana on some administrative and programmatic issues.

SUPERVISORY CONTROLS: The incumbent is expected to take initiative and act independently with little direction. The FFPO is expected to take the lead in the reporting of information on issues pertaining to ongoing Title II programs as well as administrative issues related to FFP. The regional FFP office is available to provide guidance on technical food aid issues and support through regular visits. The FFPO is expected to work collaboratively and directly with donor and government officials and on a frequent basis assist with outreach and reporting efforts. The FFPO is expected to supervise locally hired staff member(s) assigned to support FFP activities in Niger.

MINIMUM QUALIFICATIONS FOR HIRING:

- Bachelor's degree from an accredited U.S. or internationally recognized institution with significant study in, but not limited to agriculture, human nutrition, agricultural economics, international development, or other related field. The incumbent is required to also have a total of at least five (5) years of progressively responsible experience in humanitarian assistance and/or international development. At least two (2) years of this experience should preferably be overseas;

OR

- A Master's degree from an accredited U.S. or internationally recognized institution with significant study in, but not limited to, agriculture, human nutrition, agricultural economics, international development, or other related field. The incumbent is required to also have a total of at least three (3)

years of progressively responsible experience in humanitarian assistance and/or international development. At least one (1) year of this experience should preferably be overseas;

- Advanced computer skills, to include knowledge of Microsoft Word and Excel, e-mail, and the internet;
- Proven experience in conceptualizing programming, policies and plans and developing strategies for their implementation as well as in tracking and evaluating program implementation.
- Working understanding of the legislative and policy mandates, objectives and functions of USG food aid assistance programs desirable;
- Ability to gather, analyze and interpret complex data and financial information related to food aid programs and prepare reports on commodity import data and financial information. Must also be able to prepare reports based on data collection, field analyses and assessment of food aid activities;
- French language skills; French at an FSI 3-3 level;
- Advanced English language skills;
- Proven capacity to communicate effectively both orally and in writing;
- Ability to obtain a SECRET level security clearance; and
- Ability to obtain a Department of State medical clearance for Niger.

In addition, the Applicant must be a U.S. Citizen (see definitions below) and must state his/her nationality and, additionally, state country of residence immediately prior to the time of USAID job offer under this solicitation, if one is made.

Applicants not meeting these minimum qualifications will not be evaluated further.

QUALITY RANKING FACTORS: Applicants who meet the minimum qualifications and selective factors will be further evaluated based on the Quality Ranking Factors (QRF) listed below.

A. Professional Experience – 50 points

- (i) Knowledge and experience with international development and relief (20 points)
- (ii) Knowledge and experience with Title II food aid programs (20 points)
- (iii) Technical expertise in a food aid related field, such as nutrition, agronomy, economics, or public health (10 points)

B. Program Management – 30 Points

- (i) Ability to manage programs, to include programmatic and financial issues (10 points)
- (ii) Ability to monitor and evaluate programs, to include programmatic and financial issues (10 points)
- (iii) Ability to review, evaluate and apply complex policies and regulations (10 points)

C. Interpersonal and Communication Skills – 20 Points

- (i) Ability to provide rapid, concise, accurate reporting in French and English, both verbally and in writing based on an equivalent of a Foreign Service Institute (FSI) score of 3 or above (out of 5 total) in speaking and reading (10 points)
- (ii) Ability to work effectively as a team member and in diverse cultures (5 points)
- (iii) Ability to supervise a small staff (5 points)

ELIGIBILITY TO BE CONSIDERED

1. Applicant must be a U.S. Citizen (see definitions below) or Third Country National (see definitions below) no later than on the date the application is signed by the Applicant.

Applicant must state his/her nationality and, additionally, state country of residence immediately prior to the time of USAID job offer under this solicitation, if one is made.

Applicant must include adequate (brief) relevant information concerning his/her computer skills level. This information is NOT part of the Evaluation Criteria.

2. The Application must be complete. Among other, the Applicant must provide three (3) to five (5) references, who are not family members or relatives, with their current telephone and email address contacts. The referral's full name, occupation, and the knowledge relevant to the position's responsibilities should be described briefly. USAID must be able to contact references.

If after application review determination is made that Applicant does not meet any of the eligibility (or if the Applicant failed to include adequate (brief) relevant information concerning items 1 and 2), the application will not be considered further.

Definitions:

APPENDIX D--DIRECT USAID CONTRACTS WITH A U.S. CITIZEN OR A U.S. RESIDENT ALIEN FOR PERSONAL SERVICES ABROAD, I. General.

(a) Purpose. This appendix sets forth the authority, policy, and procedures under which USAID contracts with a U.S. citizen or U.S. resident alien for personal services abroad.

(5) Resident hire means a U.S. citizen who, at the time of hire as a Personal Services Contractor, resides in the cooperating country as a spouse or dependent of a U.S. citizen employed by a U.S. government agency or under any U.S. government-financed contract or agreement, or for reasons other than for employment with a U.S. government agency or under any U.S. government-financed contract or agreement. A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

(6) U.S. resident alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States.

Definitions:

Appendix J--Direct USAID Contracts With a Cooperating Country National and With a Third Country National for Personal Services Abroad, I. General

(8) "Third Country National" ("TCN") means an individual

- (i) who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty, and
- (ii) who is eligible for return to his/her home country or country of recruitment at U.S. Government expense [see Section 12, General Provision 9 paragraph (n)].

ADDITIONAL REQUIREMENTS

The Applicant to whom the position was offered and s/he accepted it and subsequent execution of the contract **must** be able to promptly (not to exceed 45 calendar days) obtain appropriate for their US or TCN nationality status USAID Security Clearance and obtain appropriate for their US or TCN nationality status Medical Clearance for service in Niger.

Immediately upon contract execution, USAID will furnish the contractor appropriate forms with detailed instructions which must be promptly completed by the contractor and submitted to the respective USAID offices specified in the instruction.

The executed contract is null and void upon contractor failing to provide the USAID contracting Officer appropriate evidence of obtaining said clearances. USAID envisions conducting phone interviews with the highest ranking Applicants.

NOTICE TO APPLICANTS: USAID reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

TERM OF APPOINTMENT

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/TCN is normally authorized the benefits and allowances in accordance with AIDAR Appendix D & J which can be found at <http://www.usaid.gov/policy/ads/300/aidar.pdf>

MEDICAL AND SECURITY CLEARANCE REQUIREMENTS

1. The successful applicant must receive medical clearance for serving in Niger. Details of how to obtain US Department of State Medical Unit medical clearance will be provided once a job offer is made and accepted.
2. The successful applicant must be able to receive USAID security clearance that involves applicant's comprehensive background investigation performed by a US Government Agency.
3. The successful applicant must be able to report to post in Niamey, Niger, to assume duties promptly upon medical and security clearances being granted.

COMPENSATION AND REIMBURSEMENT IN U.S. DOLLARS

1. Except to the extent reimbursement is payable in the currency of the Cooperating Country, USAID shall pay the contractor compensation after it has accrued and reimburse him/her in U.S. dollars for necessary and reasonable costs actually incurred by him/her in the performance of this contract.
2. The amount budgeted and available as personal compensation to the contractor is calculated to cover a calendar period of approximately 1 year renewable, which is to include: Vacation, sick, and annual leave which may be earned during the Contractor's tour of duty (GP Clause 5).

BENEFITS/ALLOWANCES:

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

A. 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

B. 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).

C. **FEDERAL TAXES:** USPSCs are not exempt from payment of Federal Income taxes.

APPLYING:

Qualified individuals are requested to submit a U.S. Government Standard Form 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 and should be sent to the following email address:

usaiddakar-hr@usaid.gov

Attn.: Aminata Dagnoko
Human Resources Specialist

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.

LIST OF REQUIRED FORMS FOR PSCs

Forms outlined below can found at http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/

1. Standard Form 171 or Optional Form 612.
2. Contractor Physical Examination (AID Form 1420-62). **
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). **

* Standardized Regulations (Government Civilians Foreign Areas).

** 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.

ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) AND CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCS

CIBs and AAPDs 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.

CIB's for 1996

- CIB89-29 - Use of Gov't Bills of Lading for Transportation of PSC Effects
- CIB93-17 - Financial Disclosure Requirements Under a Personal Services Contract (PSC)
- CIB94-9 - Sunday Pay for U.S. Personal Services Contractors (PSCs)
- CIB96-19 - U.S. Personal Services Contract (USPSC) - Leave
- CIB96-23 - Unauthorized Provision in Personal Services Contracts

CIB's for 1997

- CIB97-16 - Class Justification for PSC with U.S. Citizens for Overseas Contracts of \$250,000 or Less
- CIB97-17 - PSCs with U.S. Citizens or U.S. Resident Aliens Recruited from the U.S.

CIB97-19 - Advertising for Short-Term Personal Services Contracts

CIB's for 1998

CIB98-11 - Determining Market Value for PSCs Hired Under Appendix D, Handbook 14

CIB98-12 - Guidance Regarding Advertisement of PSCs

CIB98-14 - Change in Required Application Form for USPSCs

CIB98-16 - Annual Salary Increase for USPSCs

CIB98-19 - Home Leave Under U.S. Personal Services Contractors

CIB98-23 - Guidance Regarding Classified Contract Security & Contractor Personnel Security Requirements

CIB98-24 - Use of Compensatory (Comp) Time by PSCs

CIB's for 1999

CIB99-07 - Contractual Coverage for Medical Evacuation (MEDEVAC) Services

CIB99-09 - Personal Services Contracts (PSCs) Annual Health

CIB99-15 - Changes to AIDAR Concerning Resident Hires and Deviations

CIB99-22 - PSC Policy

CIB's for 2000

CIB00-03 - FICA and Medicare Tax Rates for Personal 2000 FICA and Medicare Tax Rates for Personal Services Contracts (PSCs)

CIB00-05 - "Supersedes CIB 99-9" Personal Services Contracts (PSCs) Annual Health Insurance Costs

CIB00-08 - Revision of Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens

CIB00-08(1) Revision of Competitive Process – Personal Services Contracts (“PSCs”) with U.S. Citizens, SUPPLEMENT

CIB01-05- Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals (TCNs)

CIB01-07 Clarification of the Extension/Renewal Policy Regarding Personal Services Contracts (PSCs)

CIB01-09 Competitive Process – Personal Services Contracts (“PSCs”) with U.S. Citizens for Support of HIV/AIDS and Infectious Disease Initiatives

CIB01-10 Revision of Medical Clearance Process – Personal Services Contracts (PSCs) with U.S. Citizens

CIB01-13 Posting USAID Solicitations and other Acquisition & Assistance (A&A) documents on the Business & Procurement Internet Site

CIB's for 2001

CIB 01-07 Clarification of the Extension/Renewal Policy Regarding Personal Services Contracts (PSCs) – 03/23/01

CIB 01-05 Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals (TCNs) -- 03/01

CIB 01-09 Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens for Support of HIV/AIDS and Infectious Disease Initiatives -- 03/30/01

CIB 01-10 Revision of Medical Clearance Process - Personal Services Contracts ("PSCs") with U.S. Citizens -- 03/31/01

AAPDs for 2002

AAPD 02-14 Re-negotiation of DBA rate for Direct and Host Country Contracts -- 09/13/02

AAPDs for 2003

AAPD 03-11 Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan -- 12/02/03

AAPD 03-07 Revised Instructions to Contracting/Agreement Officers on their Role in the Debt Collection Process -- 09/30/04

AAPD 03-05 Revised Requirements for Posting of Federal Acquisition & Assistance (A&A) Opportunities -- 01/23/04

AAPDs for 2004

AAPD 04-15 CASH AWARDS FOR USPSCs AND TCNPSCs -- 10/15/04

AAPD 04-13 Revised Procedures Allowing for Classification of U.S. Personal Services Contracts Positions Up to the GS-15 Equivalent -- 09/21/04

AAPD 04-11 Revised Contractor Salary Approval Threshold Policy/Procedures -- 08/31/04

AAPD 04-09 Anti-Trafficking Activities -- Limitation on the Use of Funds; Restriction on Organizations Promoting, Supporting or Advocating Prostitution -- 08/03/04

AAPDs for 2005

AAPD 05-10 CALCULATION OF VACATION LEAVE FOR U.S. PERSONAL SERVICES CONTRACTORS (USPSCs) -- 11/14/05

AAPD 05-08 PERSONAL SERVICES CONTRACTS -- ANNUAL HEALTH INSURANCE COSTS FOR 2005 -- 06/30/05

AAPD 05-02 Clarification of Policy for Personal Services Contracts with Anticipated Contract Performance Periods Exceeding Five (5) Years -- 03/10/05

AAPDs for 2006

AAPD 06-01 MEDICAL EVACUATION INSURANCE -- March 23, 2006

AAPD 06-03 Updated Contractor Salary Approval Threshold Policy/Procedures -- 04/03/06

AAPD 06-07 AIDAR, APPENDIX D: CONTRACT BUDGET, SALARY DETERMINATION AND SALARY INCREASES -- 05/19/06

APD 06-08 AIDAR, APPENDICES D AND J: USING THE OPATIONAL SCHEDULE TO INCREMENTALLY FUND CONTRACTS-- JUNE 23, 2006

AAPD 06-11 Home Leave and Revised General Provision 5, Leave and Holidays (AUGUST 2006) -- SEPTEMBER 12, 2006