



USAID | RWANDA

FROM THE AMERICAN PEOPLE

Solicitation No.: SOL-696-17-000002
Issuance Date: August 01, 2017
Closing Date/Time: August 18, 2017 at 1:00 pm (Kigali Time)

SUBJECT: Solicitation for Resident Hire U.S. Personal Services Contractor (PSC) Democracy and Governance Advisor.

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens residing in Rwanda to provide personal services as described in this solicitation. USAID/Rwanda anticipates awarding one contract as a result of this solicitation, subject to availability of funds.

Submissions shall be in accordance with the instructions provided in this solicitation, at the place and time specified. Interested applicants must submit all the materials required by the solicitation such as (but not limited to):

- (i) A signed U.S. government form AID 302-3 which is available at the USAID/Rwanda website <https://www.usaid.gov/documents/1860/aid-302-3-psc-application-form>
- (ii) The applicant's detailed CV and a cover letter; and
- (iii) Three (3) references, who are not family members or relatives, with telephone and email contacts.

A full solicitation can be found at <http://www.usaid.gov/rwanda/partnership-opportunities>.

Electronic submission is authorized and preferred. Electronic application packages should be submitted by email to: KIGALIHR@USAID.GOV. Please quote the solicitation number and position title of this solicitation on the subject line of your email application. Be sure to include the solicitation number at the top of each of the additional page.

POINT OF CONTACT

Human Resources Office, Tel: 0252 596 400; Ext. 2605

To ensure consideration of applications for the intended position, please reference the solicitation number on your application and as the subject line of the cover letter. Highly ranked applications may be selected for an interview.

Applications must be received no later than the date and time specified on this cover letter. Please note that USAID/Rwanda does not accept responsibility for delays in transmission or receipt of application. Applications received after that date and/or time specified may not be considered.

USAID/Rwanda reserves the right to award, or not award a contract as a result of this solicitation. This solicitation does not represent a commitment on behalf of USAID. Additionally, the U.S. Government is not obligated to pay any costs associated with the preparation of an application in response to this solicitation.

Only shortlisted applicants will be contacted; no response will be sent to unsuccessful Applicants.

Attachment to Solicitation No. SOL-696-17-000002

1. **SOLICITATION NO.:** SOL-696-17-000002
2. **ISSUANCE DATE:** August 01, 2017
3. **CLOSING DATE/TIME:** August 18, 2017 at 1:00 p.m. (Kigali Time)
4. **POSITION TITLE:** Democracy and Governance Advisor
5. **MARKET VALUE:** Position is classified at GS-12 with annual salary range of \$62,722 to \$81,541. The actual salary will be negotiated based on qualifications, work experience and previous salary history of the successful candidate.
6. **PERIOD OF PERFORMANCE:** Twelve months, with a possible six-month extension. Level of effort is full time (40 hours per week)
7. **PLACE OF PERFORMANCE:** Kigali, Rwanda
8. **SUPERVISION:** Contractor will report to the Democracy & Governance Office Director
9. **SECURITY ACCESS:** Employment Authorization
10. **MEDICAL CLEARANCE:** The apparently successful applicant shall be required to obtain Kigali Health Unit Medical clearance to work in Rwanda
11. **WHO MAY APPLY:** U.S. Citizens or persons who at the time of contracting are lawfully admitted permanent residents of the United States residing in Rwanda as a dependent of a US government agency or otherwise residing in Rwanda with the legal authority to work.

INTRODUCTION

The USAID Mission for Rwanda manages the overall USAID assistance program for Rwanda. This program provides support in the areas of public health and HIV/AIDS, rural economic growth and agricultural development, food security, education, and democracy, governance and reconciliation.

The Democracy and Governance (DG) Office manages approximately \$7 million in DG funds to build on Rwanda's progress while focusing on deepening ongoing reconciliation efforts across the country, supporting the capacity development of civil society and the media, promoting rule of law and human rights, and empowering youth through targeted training and capacity building. USAID/Rwanda maintains a focus on strengthening democratic engagement within and among communities, civil society, and government by building the capacity of civil society to participate in the political sphere, while encouraging and maintaining peace and stability.

Background:

The Government of Rwanda (GOR) has made a decisive commitment to confront its development challenges head-on, and to undertake a fundamental, broad-based economic and social transformation intended to produce sustainable and equitable national development. This commitment has already yielded highly visible results in terms of prolonged peace, as well as major economic and social progress. Annual economic growth rates are among Africa's highest, and huge strides have been made in social indicators such as child and infant mortality, household income, and primary-school enrollment levels.

USAID's country development strategy in Rwanda includes the following development objective: "Improve conditions for durable peace and development through strengthened democratic processes." USAID/Rwanda will continue to promote reforms and greater democratization of decision-making by building the capacity of key actors, ensuring fuller consultation and participatory planning with local populations and stakeholders, encouraging improved community relationships and social cohesion, and supporting continued economic growth. All of these objectives align with the GOR's vision for the future, as presented in the Economic Development and Poverty Reduction Strategy (EDPRS) and Vision 2020 documents. As an example, efforts by the Democracy and Governance Office will directly contribute to the GOR's EDPRS goal to "promote decentralization, citizen participation and empowerment, transparency and accountability".

Duties and Responsibilities of the Position:

Under the direct supervision of the Democracy and Governance Director, the Democracy and Governance Advisor will be responsible for developing, managing and overseeing designated programming pertaining to democracy development, including civil society, justice sector strengthening, decentralization, social cohesion, and citizen participation. The advisor will serve as a member of the Mission's Democracy and Governance office and will work closely with the USAID Mission, the US Embassy, and the Government of Rwanda (GOR).

The Advisor will serve as one of the Mission's technical resources on democratic governance, strengthening of key government institutions, sub-national governance, civil society, rule of law, media and human rights, and youth empowerment, and as a point of contact on matters relating to programming in these areas. The Advisor will also liaise with other USG agencies and international organizations and foreign donors that provide assistance to ensure that USAID's activities are fully coordinated with other actors active in these areas.

A. Specific Duties and Responsibilities:

The incumbent will be responsible for the following:

1. Program Management

- Manage and support democracy and governance activities, including determining work priorities in consultation with the DG Director, making decisions on activity implementation, identifying and resolving program issues, assuring that all activities are carried out in a

technically sound and cost-effective manner, and assuring activities are carried out in accordance with all applicable Mission and Agency directives and requirements.

- Provide technical inputs about programs for which s/he has Agreement/Contracting Officer Representative or activity manager (i.e. contracts and/or grants) responsibilities to the DG Director and Program Office in order to prepare for and complete USAID's annual report, semi-annual portfolio reviews, annual budget requests, and other briefings as required by the Government of Rwanda, Congress, Department of State, USAID/Washington, US Embassy, and USAID/Rwanda.
- Plan, implement, participate in, comment upon, or prepare Mission views on evaluations, assessments or audits of activities.
- Organize technical evaluation committees and participate in the evaluation of DG contract and grant proposals. Analyze budgets and assess the appropriateness of various modalities of assistance. Advise on program justifications and documentation requirements.
- Provide technical advice and recommendations to the DG Team and implementing partners regarding program design and implementation so as to maximize the impact on good governance and democracy in Rwanda.
- Assist in determining the additional analyses, assessments, or reviews that are required to develop Mission activities in the area of good governance and democracy development, designing and overseeing the implementation of such analyses or assessments, and follow up as necessary.

2. **Coordination, Technical Advice and Policy Dialogue**

- Participate in, coordinate or manage USAID inputs into democracy sector assessments conducted in conjunction with other USG agencies, international organizations, or other donors.
- Maintain contact and engage with high-ranking Government of Rwanda Officials, staff and senior representatives of international organizations and missions, NGOs, civil society, media, political parties, and foreign donors active in the democracy sector, USAID assistance providers, and other U.S. Government agencies involved in the promotion of good governance and democracy.

3. **General Management**

- Provide support for maintaining and updating the DG office budget and program planning systems.
- Support the updating and maintenance of the DG resource site.
- Continuously gather information about and keep current on developments in Rwanda and report on such developments as required to the DG Team and Director.
- Carry out other tasks related to USAID/Rwanda's democracy and governance sector programming as assigned by the DG Director or his/her designee.

The Advisor will handle all assigned work either independently or as part of teams according to established Mission policies, practices and programmatic guidance, and in accordance with all applicable USAID regulations and guidance. The Advisor is expected to make independent judgments while working as part of the Democracy and Governance Team. As a highly qualified professional, substantial reliance is placed on the employee to independently plan and carry out the specific activities required for fulfilling the major duties and responsibilities of this position.

B. Period of Performance

The Personal Services Contract will be for twelve (12) months, with possible extensions. Extensions will be contingent on the need for continued services, satisfactory performance and availability of funds.

C. Qualifications/Selection Criteria:

Only citizens of the United States or persons who at the time of contracting are lawfully admitted permanent residents of the United States are eligible for selection. In addition, as recruitment is being done locally under a class justification exempting this requirement from full and open competition, only those who meet the following definition of a resident hire are eligible for selection:

Resident Hire means a U.S. citizen who, at the time of hire as a PSC, resides in Rwanda and is legally authorized to work in Rwanda, either as the spouse or dependent of a U.S. citizen employed by a U.S. government agency, under any U.S. government-financed contract or agreement, or otherwise legally resident with the authorization to work.

The following technical evaluation criteria will be used to evaluate the applications. These criteria are assigned values from a total of 100 points as set forth below.

a) <i>Education</i>	<i>10 points</i>
b) <i>Experience</i>	<i>30 points</i>
c) <i>Knowledge</i>	<i>15 points</i>
d) <i>Skills and Abilities</i>	<i>20 points</i>
e) <i>Language Proficiency</i>	<i>10 points</i>
f) <i>Past Performance</i>	<i>15 points</i>
<i>TOTAL</i>	<i>100 points</i>

The evaluation criteria will be evaluated and scored by the technical evaluation committee. Additional guidance regarding the technical evaluation criteria are set forth below.

a) Education 10 points

A Master of Science/Arts or equivalent level in Political Science, Law, International Relations or related field is required. Higher/additional degrees and additional education relevant to the requirements above are desired.

b) Experience 30 points

A minimum of four years of progressively responsible experience in the following illustrative areas: international development, local capacity building, human rights. Experience in the following fields

is desirable: administration of justice, local governance strengthening, civil society development, elections, and legislative strengthening. The following types of experience are also desirable:

- Experience with other international donors or Civil Society Organizations (CSOs) managing international development programs;
- One or more years of overseas experience in a developing nation;
- Experience working on complicated, politically sensitive issues;
- Proven organizational and administrative skills.

c) Knowledge 15 points

Professional knowledge of a broad range of development issues is required. In addition, knowledge of Sub-Saharan Africa, preferably East and/or Central Africa cultural and/or work environments, is desirable.

d) Skills and Abilities 20 points

The following skills and abilities are desirable.

- Sound and independent judgment, with the skills necessary to strategize, develop, and effectively implement activities in a fast-paced, often high-pressure environment;
- The ability to juggle and prioritize multiple tasks and objectives;
- Effective program/project management skills;
- The ability to work as part of a team and to maintain cordial and professional relationships within USAID and with host government officials, NGOs, and contractor personnel;
- Excellent interpersonal skills and a genuine passion for development;
- A high degree of professionalism, discretion, and sound judgment in representing the USG;
- Knowledge of Microsoft Word, Excel, Outlook, and other software necessary for completing the required responsibilities;
- The ability to prepare required reports and other documents in proper format and language.

e) Language Proficiency 10points

Excellent oral and written English Communication skills are critical to successful performance.

f) Past performance / Professional reference checks 15 points

Applicants must provide at least three references and provide current contact information, including both an e-mail address and a telephone number. The applicant's past performance in positions that require similar skills to that required by this solicitation will be evaluated.

Required Summary Statement

Applicants are **required** to address the above selection criteria in a summary statement attached to the application. This summary statement, limited to two pages, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The summary statement must include the name of the applicant and the announcement number at the top of each page. **Failure to provide this summary statement may result in lower scores against the selection criteria above.**

Those applicants determined to be competitively ranked will also be evaluated on interview performance. These interviews may be conducted in person or by telephone. A writing test and samples of past work will be required.

A. Compensation

This position is classified at GS-12 scale. The actual salary of the successful candidate will be negotiated within that pay range depending on qualifications, work experience and previous earning history.

Benefits/Allowances: In addition to the salary, a Resident Hire US/PSC will receive the following benefits in accordance with USAID regulations/procedures and policies.

1. Contribution toward Health Insurance not to exceed 72% of the actual cost the PSC for your annual health insurance, or the maximum U.S. Government contribution announced periodically by USAID's Office of Acquisition & Assistance whichever is less.
2. Contribution for Life Insurance up to 50% of the actual annual costs to your life insurance not to exceed \$500 per year.
3. Annual and Sick Leave at the rate of 4 hours each per pay period. If the candidate has previous service as a US/PSC or USG employee, s/he may be eligible for 6 or 8 hours of annual leave.

Excluded Benefits/Allowances: Locally hired US/PSC employees (Resident Hires) do not receive benefits that are provided to off-shore hired US/PSC employees. If applicants have any questions about benefits/allowances they should inquire from the contact person for this solicitation.

Benefits that are excluded include:

1. Medevac Insurance, Access to Embassy medical facilities, Cost of Travel to/from Post; Shipment of UAB, HHE or POV; R&R and Home Leave Travel; and Housing.
2. Allowances (if applicable, as found in the Standardized Regulations (DSSR) - sections cited below):
 - Post Allowance (Section 220), Post Differential (Chapter 500), Payments during

Evacuation/Authorized Departure (Section 600)

US Taxes: The successful candidate is subject to US taxes and will have Federal Income and Social Security Taxes withheld from his or her salary.

B. Applicable Policy Directives and Regulations Pertaining to PSCs

- (1) Acquisition and Assistance Policy Directives (AAPDs) or Contract Information Bulletins (CIBs) contain changes to USAID policy and General Provisions in USAID regulations and contracts. Those documents can be found at this website: <https://www.usaid.gov/work-usaid/aapds-cibs>
- (2) USAID Acquisition Regulation (AIDAR) applicable to award and administration of USPSC resident hires is contained in [AIDAR Appendix D](#) and can be found at: <https://www.usaid.gov/sites/default/files/documents/1868/aidar.pdf>. The link comprises the prescribed Contract Schedule, General Provisions as appropriate, as well as the FAR Clauses to be incorporated in full text and by reference.
- (3) Standard of Ethical Conduct for Employees of the Executive Branch can be accessed at: [https://www.oge.gov/Web/oge.nsf/0/076ABBBFC3B026A785257F14006929A2/\\$FILE/SOC%20as%20of%2081%20FR%2081641%20FINAL.pdf](https://www.oge.gov/Web/oge.nsf/0/076ABBBFC3B026A785257F14006929A2/$FILE/SOC%20as%20of%2081%20FR%2081641%20FINAL.pdf)

C. Instructions to Applicants

1. Interested applicants are requested to submit the following information:
 - a) A recent CV or resume. The CV/resume must include sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria and must contain the following information:
 - (i) Personal Information: Full name, mailing address, email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held)
 - (ii) Education: High school, name, city and state, date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received.
 - (iii) Work Experience: provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if federal job), duties, and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
 - (iv) Other Qualifications: other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title and year), job-related skills; for example, other languages, computer software/hardware, tools, machinery, typing speed, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications,

memberships in professional or honor societies, leadership, activities, public speaking and performance as awards (give dates but do not send documents unless requested).

- b) Applicants are strongly encouraged to address each of the evaluation criteria above on a separate sheet describing specifically and accurately what experience, training, education, and/or awards they have received that are relevant to the criterion. Failure to address minimum selection and/or quality factors may result in your not receiving credit for all your pertinent experience, education, training, and awards. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
 - c) Applicants are required to provide three (3) references with complete contact information including email address and telephone numbers. The Applicant's references must be able to provide substantive information about the applicant's past performance and abilities. USAID/Rwanda reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.
 - d) Written cover letter of not more than one page.
 - e) Form AID 302-3 must be signed and those submitted unsigned will be rejected.
2. Applicants should retain for their record copies of all enclosures that accompany their submissions.
 3. The solicitation number must be referenced on the application.
 4. Any attachments provided via email must be in or compatible with Microsoft Word Version 2010 or Adobe Acrobat Portable Document Format (PDF) and not "Zipped".
 5. Highly ranked applicants may be interviewed in person or by phone.

[END OF SOLICITATION]