



# USAID | SENEGAL

FROM THE AMERICAN PEOPLE

**RE-SOLICITATION NUMBER:** 72068523R10001-001

**ISSUANCE DATE:** December 7, 2022

**CLOSING DATE/TIME:** January 4, 2023 – 11:59 pm (GMT)

**SUBJECT:** Re-Solicitation for a USAID Project Management Specialist (Energy)  
Cooperating Country National Personal Services Contract (CCN/PSC)  
(Senegal Local Compensation Plan)

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 Re-solicitation.

Offers must be in accordance with **Attachment 1** of this Re-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 Re-solicitation.

This Re-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 Attached 1.

Sincerely,

Rodney Stubina, PhD  
Acting Supervisory Regional Executive Officer

**I. GENERAL INFORMATION**

1. **RE-SOLICITATION NUMBER:** 72068523R10001-001
2. **ISSUANCE DATE:** December 7, 2022
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 4, 2023 – 11:59 pm (GMT)
4. **POINT OF CONTACT:** Recruitment team, email at [Usaiddakar-hr@usaid.gov](mailto:Usaiddakar-hr@usaid.gov)
5. **POSITION TITLE:** USAID Project Management Specialist (Energy)
6. **MARKET VALUE:** From FCFA 29,560,871 to FCFA 45,994,583 equivalent to grade FSN-11 (no relocation benefits; see page 8 for benefits). In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Senegal. 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 need for services and performance. The base period will be for one year, estimated to start on o/a February 1, 2023. Based on Agency need, the contracting Officer may exercise an additional option period for four years for the dates estimated as follows:

Base Period:	o/a February 1, 2023 to January 31, 2024
Option Period 1:	o/a February 1, 2024 to January 31, 2028

8. **PLACE OF PERFORMANCE:** US Embassy/USAID compound in Senegal, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** USAID policy is that a Cooperating Country National (CCN), meaning an individual who is a cooperating country (Senegal) citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country (including citizens of ECOWAS member states) may apply. A CCN is preferred over a local-hire Third Country National (TCN) in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. A local-hire TCN must only be used when qualified CCNs are not available. Therefore, CCN applications will be screened first. If qualified CCNs are not available, USAID will consider applicants from TCNs.
10. **SECURITY LEVEL REQUIRED:** Facility Access

**11. STATEMENT OF DUTIES****BASIC FUNCTION OF POSITION**

Under the supervision of the USAID/Senegal Deputy Office Director, with guidance and support on technical issues from the EG Office Director, the incumbent is a Cooperating Country National (CCN) and performs a variety of duties for programs related to energy. The incumbent will: 1) serve as Contracting Officer Representative (COR) and/or Activity Manager for assigned activities; 2) provide technical assistance and serve as a technical advisor on energy project design and development; 3) provide strategic direction and vision for USG-funded activities and projects in electricity generation and transmission, 4) provide technical assistance to the design and implementation of clean energy projects leading to expanded economic growth opportunities, climate change mitigation through greenhouse gas

emissions reduction, and climate change adaptation; 5) lead the efforts in promoting clean and sustainable energy concepts within the region and the larger development community in which USAID works; 6) conduct analysis of economic environment in Senegal as required to inform policy and program decisions on development and management of USAID Power Africa energy projects; 7) serve on cross-cutting teams as assigned and contribute to energy project design and development expertise and knowledge to USAID Missions related to the Power Africa Initiative.

The incumbent will be based in Dakar in USAID/Senegal's Economic Growth Office and will liaise with the Power Africa Coordinator's office, the Power Africa Regional Transaction Advisor, the regional and bilateral USAID Missions in the region, as well as the Africa Bureau's Office of Sustainable Development (AFR/SD) Division in Washington, D.C. He will coordinate activities with the other USG partners of Power Africa as well as the non-USG partners. The incumbent may be expected to perform work related travel.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **Technical Assistance and Support - 50%**

#### **1. Provide Policy and Energy Sector Advice and Support to USAID/Senegal**

The incumbent will be responsible for advising USAID/Senegal on the formulation of energy projects in support of Power Africa and follow up on relevant energy programs or legislation. He/she will lead the planning and development of select energy projects. As a member of the Economic Growth Office, he/she will gather information, develop plans, structure, and implement program initiatives and technical assistance activities that support the Power Africa Initiative and Mission energy programs. The incumbent will be responsible for preparing an Energy Plan for USAID/Senegal that aligns with achieving Power Africa goals, develop budgets, and undertake steps that are necessary to advance energy projects. The incumbent will work with the USAID/West Africa regional mission to help coordinate regional energy activities. He will serve as the point contact for stakeholder inquiries relating to assistance in energy.

#### **2. Develop Synergies Between USAID/Senegal and Other Stakeholders in the Energy Sector**

The incumbent will collaborate with other USAID missions, donors, and partners to the maximum extent possible to achieve the greatest possible synergies in national and regional energy activities. He/she will explore ways to achieve synergies through enhanced coordination, capacity building activities, programs of joint technical assistance and support. In addition, the incumbent will advise on decisions regarding alternative ways to fund its initiatives, including Development Finance Corporation (DFC) and/or Global Development Alliance (GDA) mechanisms. When investment programs are pursued, the incumbent will work closely with the Economic Growth Office private sector team to plan, design, and implement those partnerships. In addition, the incumbent may also be required to review and make judgments upon proposed requests for assistance in energy, and to advise the Mission on initial structuring of public private partnership arrangements, on the development of sector market strategies, and sustainability of various energy development options. The incumbent will have a strong network of local and regional energy contacts. He/she will maintain strong and supportive relations with USAID technical offices in Washington, other U.S. Government agencies involved in power and energy development such as the Millennium Challenge Corporation (MCC), the U.S. Trade Representative (USTR), the U.S. Trade Development Agency (USTDA), the U.S. Department of Commerce (DOC), the State Department, and the Treasury Department, the Development Finance Corporation (DFC) other donors and multilateral partners, and regional African institutions such as the OMVG (Organisation pour la Mise en valeur du Fleuve Gambie), OMVS (Organisation pour la Mise en valeur du Fleuve Senegal), and the Economic Community of West African states (ECOWAS). The incumbent will serve as an important source of expert information, advice, and assistance to USAID/Senegal, the Power Africa Coordinator's Office, the Africa Bureau in Washington, and other USG officials on energy issues.

### **Manage Mission Energy Activities - 30%**

The incumbent will be part of the Mission's Economic Growth Team and will contribute to the development of measures to identify and advance bankable energy projects. He/she will have major responsibilities in the conceptualization, planning, development, and management of energy initiatives and programs, including those sponsored by the Power Africa Initiative. This will include coordinating with the activities being implemented by USAID/Senegal and regional missions, including activities aimed at supporting the West Africa Power Pool, the transboundary energy projects OMVS and OMVG, working to synchronize regional policies and investment incentives, attracting new foreign and local investors in Senegal's energy sector, and supporting and building the enabling environment within the energy sector. He/she will be knowledgeable on environmental effects of various types of energy interventions and shall advise USAID and partners on the most sustainable options.

In addition to providing direct support to USAID/Senegal, the incumbent will be responsible for assisting the Power Africa Coordinator's Office and USAID Africa Bureau in its implementation of Power Africa. This may include provision of technical support to selected late-stage projects in Senegal with the goal of providing an extra push that will help move the project forward towards financial closure and ultimate construction. The incumbent will work with the Regional Transaction advisor and the ECON office at State, to help identify quality candidate energy transactions in Senegal, provide direct assistance in the definition, structuring, and implementation of late-stage transactional activities, work with international and regional financial institutions in the structuring and closure of the transactions, talk to developers and other partners to identify potential project opportunities, and sort and review proposals from public and private sector project sponsors.

### **Mission Representation on Energy Infrastructure and Communication - 20%**

The incumbent will represent USAID/Senegal on most matters relating to energy infrastructure. He/she will liaise with senior national and regional authorities, other USG employees, agencies, and private business leaders on energy infrastructure issues. The incumbent will work in close coordination with other members of the Power Africa Initiative and implementing partners. The incumbent will also work in closely with the World Bank, African Development Bank (AfDB), New Partnership for Africa's Development (NEPAD), regional banks, other donors, international financial institutions, and/or host-country governments to bring targeted transactions towards/to financial closure. He/she will also participate, as required, in round table discussions, workshops, and seminars to present the findings of the Mission's activities and work in the energy sector. In addition, the incumbent will arrange meetings with government officials, regional organizations, regulators, researchers, and the private sector to collect information for the preparation of notes, policy briefs, and concept papers, as necessary.

As a member of USAID's Economic Growth Office, the incumbent is expected to respond flexibly and capably to a wide range of work-related requirements. This includes, but is not limited to, responding to congressional or other inquiries, maintaining and reporting on indicators for Power Africa Initiatives and Mission energy activities, supporting VIP visits, contributing to the portfolio reviews, performance management plans, accruals, the annual Operational Plan, responding to Washington policy and operational requests, and carrying out other assignments at the discretion of his/her supervisor, the Economic Growth Office Director, and USAID/Senegal Mission's Front Office. It also includes preparing reports and other deliverables for the Mission as directed.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

**Supervision Received:** The incumbent will be supervised by the Economic Growth Office Deputy Director. He/She will be provided with information regarding the objectives to be achieved and any priorities/deadlines that must be met in carrying out the work tasks. The incumbent will handle the

assignments independently with minimum supervision, according to established policies, previous training, and accepted practices. He/She will be expected to develop his/her own work schedule, procedures for accomplishing tasks, and independently resolve problems which may arise during accomplishments of those objectives. The incumbent will be expected to provide finished, accurate, concise reports as required without day-to-day assistance.

**Supervision Exercised:** Position is non-supervisory.

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A minimum of a Master's degree in a relevant field of energy, engineering, and/or finance.
- b. **Prior Work Experience:** A minimum of seven (7) years of substantive practical energy-specific experience directly or indirectly managing energy project development, working for an engineering consulting firm, international finance institution, or working in the private sector. Hands-on experience doing project oversight and backstopping, implementing energy project transactions with an understanding of project planning, design, development, implementation, and management. Prior experience and successful record of forging public-private sector partnerships and strategic partnerships.
- c. **Post Entry Training:** He/She will be expected to undertake a certification course for Contractor Officer's Representative (COR) and become a certified COR as soon as practical and in compliance with USAID regulations or policy, as specified by the Bureau for Management, Office of Human Resources.
- d. **Language Proficiency:** Must be fluent in spoken and written English and French – Level 4. Candidates will be required to demonstrate excellent written and oral communication skills. The applicant should have demonstrated ability to make oral presentations and prepare written reports logically and persuasively for senior USG officials, donors, foreign and local government officials, and the private sector.
- e. **Job Knowledge:** Must have a practical and experience-based understanding of the energy sector in Senegal and the region, and a broad understanding of existing energy initiatives and/or programs. Must have a sound understanding of energy project management and evaluation, as well as understanding of bankable deals and project risks. Must be familiar with legal and regulatory processes associated with energy and infrastructure projects including negotiations of energy projects in Senegal and/or the West Africa region, demonstrated understanding of regulatory, institutional, and governmental and inter-governmental policy matters. The candidate must be familiar with clean and renewable energy options and the ability to understand and articulate benefits and trade-offs.
- f. **Skills and Abilities:** The applicant must possess good interpersonal skills, including a demonstrated ability to perform in a complex institutional and multicultural environment. The person must be able to analyze and evaluate complex information from a variety of sources and support innovative solutions to complex problems. He/she should have strong oral and written communication skills and an ability to communicate with high level government officials, financial institutions, and managing complex multi-disciplinary teams of consultants. Must have concise and effective English and French writing skills.

### III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The 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. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

#### **Selection Process**

After the closing date for receipt of application, a Selection Committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Incomplete applications from applicants will not be scored. Candidates will be tested on English writing skills and relevant technical skills. As part of the selection process, only shortlisted applicants will be invited to participate in an oral interview. Required reference checks will be conducted only for shortlisted applicants who meet the specified requirements. The applicant's references must be able to provide substantive information about his/her performance and abilities.

#### **Evaluation Summary**

Prior work experience: 20 points

Education: 10 points

Job Knowledge: 25 points

Abilities and Skills: 20 points

Language Skills: 15 points

Technical Writing Test: 10 points

**Total Possible Points: 100 points**

*USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.*

### IV. SUBMITTING AN OFFER

To ensure consideration of applications for the intended position, Offers must be received by the closing date and time specified in Section I, item 3 and submitted electronically to: [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov) with **the following email subject line: [name of applicant] RE-SOLICITATION 72068523R10001-001 Energy Specialist.**

Qualified applicants are required to submit the following five (6) items in separate email attachments in one email submission:

1. **Cover letter:** The cover letter should contain an overview of the applicant's qualifications and **must state how the applicant meets the technical evaluation criteria: 1) minimum education, language proficiency, years of prior work experience requirements, and 2) knowledge, skills and ability, listed above in the section entitled Evaluation and Selection Factors.** The filename should be: Cover letter [name of applicant] RE-SOLICITATION 72068523R10001-001.

2. **Current résumé/curriculum vitae (CV).** The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated technical evaluation criteria, listed above. The title of the file should be: Resume/CV [name of applicant] RE-SOLICITATION 72068523R10001-001.
3. Applicants are required to provide **no less than five (5) references** who are not family members or relatives. References should include not less than three (3) from current or former supervisors (from both paid or volunteer work) who can provide information regarding applicant job knowledge and professional work experience. Applicants must provide accurate e-mail addresses for all references. The filename should be: References [name of applicant] RE-SOLICITATION 72068523R10001-001.
4. Offeror Information for Personal Services Contracts **form AID 309-2** which can be found at <https://www.usaid.gov/forms/aid-309-2> or [https://sn.usembassy.gov/wp-content/uploads/sites/209/AID\\_FORM\\_309-2.pdf](https://sn.usembassy.gov/wp-content/uploads/sites/209/AID_FORM_309-2.pdf) . Offerors are required to **complete and sign the form.**
5. Copies of relevant **academic degrees/diplomas, certificates** should be submitted in a single searchable PDF file. The filename must be: Supporting documents [name of applicant] RE - SOLICITATION 72068523R10001-001.
6. Copy of the National Identity Card.

Offers must be received by **January 4, 2023** and submitted to [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov).

**ALL DOCUMENTS MUST BE SUBMITTED IN ENGLISH except for supporting documents.**

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

1. The Contracting Officer (CO) will provide the successful Offeror instructions about how to complete all the pre-award forms and clearances necessary (medical and security).
2. 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 PSC is normally authorized the benefits and allowances in accordance with Mission policy and Local labor laws in Senegal.

Benefits: Annual bonus; Anniversary bonus; Medical insurance, and Supplementary pension plan

Allowances: Transportation; Meal; Miscellaneous; and Seniority

#### **VII. TAXES**

1. USAID regulations and policies governing **CCN and TCN 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	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [insert from Phoenix/GLAAS]	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).

**Please note that only shortlisted applicants will be contacted to participate in the oral interview process.**