



# USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

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| <b>SOLICITATION NUMBER:</b>   | <b>72066824R00004</b>   |
| <b>ISSUANCE DATE:</b>         | <b>March 6, 2024</b>  |
| <b>CLOSING DATE AND TIME:</b> | <b>April 06, 2024, at 1700 Juba time</b>  |
| <b>SUBJECT:</b>               | <b>Solicitation for U.S. Personal Service Contractor<br/>USPSC/TCNPSC Supervisory Program Officer GS 15</b> |

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 in South Sudan, as described in this solicitation.

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

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 offer. Submit your application to: [jubahr@usaid.gov](mailto:jubahr@usaid.gov)

Any questions must be directed in writing to the Point of Contact specified in **Attachment 1**.

Sincerely,

Leslie Petersen  
Contracting Officer

*Embassy of the United States in South Sudan  
Kololo Road, adjacent to the European Union's compound  
Juba, South Sudan Telephone:  
+211.912.105.107  
Website: <https://www.usaid.gov/south-sudan>*

**I. GENERAL INFORMATION**

1. SOLICITATION NO.: 72066824R00004
2. ISSUANCE DATE: March 06, 2024
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **April 06, 2024, at 1700 Juba time**
4. POINT OF CONTACT: Leslie Petersen at [lpetersen@usaid.gov](mailto:lpetersen@usaid.gov) and Suzan Lasu at [slasu@usaid.gov](mailto:slasu@usaid.gov)
5. POSITION TITLE: Supervisory Program Officer
6. MARKET VALUE: **\$123,041 - \$159,950, equivalent to GS-15.** Final compensation will be negotiated within the listed market value based on the successful candidate’s salary history, work experience and educational background.
7. PERIOD OF PERFORMANCE: The **base** period will be One year, estimated to start on June 01, 2024. Based on Agency need, the Contracting Officer may exercise (an) additional **option period of one-year** for the date(s) estimated as follows:

|                              |                                    |
|------------------------------|------------------------------------|
| <b>Base Period:</b>          | <b>June 01, 2024-May 31, 2025</b>  |
| <b>Option Period (OP) 1:</b> | <b>June 01, 2025 -May 31, 2026</b> |

8. PLACE OF PERFORMANCE: Juba, South Sudan with possible travel as stated in the Statement of Duties.
9. ELIGIBLE OFFERORS: U.S. citizens, lawful permanent U.S. residents, or Third Country Nationals (TCN) are eligible offeror per AIDAR 702 and Appendix D.
10. HIRING PREFERENCES: In order of preference, U.S. Citizens (including lawful permanent U.S. residents) offers will be evaluated first and only when it is determined that there are no qualified U.S. Citizens (including lawful permanent U.S. residents) then offers from Third Country Nationals (TCN) will be considered. References ADS 309.3.1.4 and 309.3.1.10.
11. SECURITY LEVEL REQUIRED: Facilities Access.

**II. STATEMENT OF DUTIES**

The Supervisory Program Officer leads the USAID South Sudan Program Office in Juba. The incumbent works closely with the USAID Front Office to manage all Mission-wide objectives and priorities and also works closely with the humanitarian assistance arm of the Mission to support integrated planning and implementation to achieve Mission strategic objectives. The incumbent oversees the effective execution of all Program Office workstreams, including strategic planning, budgeting, design, monitoring, evaluation and learning (MEL), gender equity, and development communications. The incumbent supports the Front Office with participating in or executing externally facing engagements with major donors, partners, and government counterparts. The incumbent oversees seven staff members, including one USPSC and six Foreign Service National staff.

**III. MAJOR DUTIES AND RESPONSIBILITIES:**

- a. **Execution of Strategic Objectives and Priorities 40%**
  - o Advises the USAID Front Office on all development planning and implementation issues; operationalizes strategy by translating objectives to resource and action planning; participates directly in and guides Mission policy discussions, program planning, implementation, and evaluation.
  - o Supports alignment with U.S. foreign policies towards South Sudan; communicates about USAID strategy and vision to Mission stakeholders, including implementers and major donors; and oversees

internal change management and communication efforts to inspire staff enthusiasm and engagement to achieve strategic objectives.

- Identifies and resolves programming and operational bottlenecks; cultivates strategic contacts major donor partners, and implementers; and leads engagement with external Missions stakeholders.
- a. Program Development and Implementation 30%**
  - Provides major programmatic and planning input on all aspects of USAID decision-making in South Sudan, with particular emphasis on overseeing program strategy development and coherence; project development; budgeting; host country, donor, and partner coordination; performance management; and communications and outreach.
  - Supports Mission management to coordinate the USAID program with the U.S. Ambassador, Deputy Chief of Mission, and other members of the Country Team. This includes coordinating budgeting and reporting requirements across the interagency for all foreign assistance funding to South Sudan.
  - Ensures the integration of cross-cutting issues such as gender equity initiatives, combating gender-based violence, disability inclusion, youth empowerment. Oversees the coordination, drafting, and editing of major Mission programming documents for Washington, including the Mission's strategic framework, Operational Plan, Performance Plan and Report, Mission Resource Request, Congressional Notifications as well as ad hoc tasks.
- b. Supervision and Coordination 30%**
  - Serves as a member of Mission senior staff with full responsibility for the management of the Program Office, including direct hire, USPSC, and local staff. Increases Program Office staff capacities through training, mentoring, coaching, and guidance; and supports staff morale.

#### IV. MINIMUM QUALIFICATION FOR THIS POSITION

- a. **Education:** A master's degree in business administration, Economics, International Public Administration or other discipline related to international development is required.
- b. **Prior Work Experience:** Minimum 8 years of experience in supporting field-based development programming; project design and management; strategy development; budget planning and execution; monitoring and evaluation; and reporting or related field, preferably with USAID.
- c. **Language Proficiency:** Level 4 English language proficiency is required. Incumbents must have excellent written English communication skills and the ability to write Solicitations, the scope of work, and negotiation memorandum. Experience must include but is not limited to the following: verbally providing technical advice to broad audiences to employees and managers on regulations, procedures, and eligibility determinations; delivering effective presentations or training.
- d. **Job Knowledge:** The incumbent should have strong knowledge of the following:
  - Project design and management practices
  - USAID planning, strategy development and reporting
  - Knowledge of procurement systems
  - Knowledge of USAID budget planning and execution.
  - Knowledge of monitoring and evaluation and best practices.
- e. **Skills and Abilities:** The incumbent must have the ability to establish and maintain strong relationships with technical and support offices. The position requires strong organizational, analytical and communication skills. The incumbent must be flexible, creative and must be able to resolve conflict, bottlenecks, and coordinate closely with relevant staff and stakeholders. Ability to communicate effectively, both orally and in writing; be able to develop and maintain an extensive range of contacts

within the agency, interagency, as well as in the public and private sectors. Must have excellent writing skills including reports, evaluations, and cables.

#### V. POSITION JOB ELEMENTS

- **Post Entry Training:** Ethics training. Foreign Affairs Counter Threat (FACT).
- **Supervision Received:** The incumbent will be supervised by the Deputy Mission Director.
- **Supervision Exercised:** The incumbent will directly or indirectly supervise all Program Office staff.
- **Available Guidelines:** The USAID Automated Directives System; mission orders; the Federal Acquisitions Regulations Handbook and Foreign Affairs Manual; and host country laws.
- **Exercise of Judgment:** Professional-level judgment in planning and executing work. Substantial reliance will be placed on the incumbent to plan, prioritize and carry out the duties and responsibilities of the position independently. The incumbent will be expected to analyze and address problems by applying relevant guidance on a case-by-case basis. The use of initiative, discretion, cultural sensitivity, collaboration, and teamwork is expected of the incumbent to resolve challenges for which there are no clear or immediate solutions. If no formal guidance exists, the incumbent will use their own personal, well-informed judgment.
- **Authority to Make Commitments:** None
- **Nature, Level, and Purpose of Contacts:** The incumbent must maintain contacts with all levels of Embassy and Mission personnel, government officials, implementing partners, the private sector, and donors to obtain and exchange information and coordinate development assistance efforts.

#### VI. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION (EVALUATION AND SELECTION FACTORS)

- Applications which clearly meet the minimum qualification required for this position will be evaluated and ranked based on the following selection factors. These selection factors will be evidenced by the cover letter and curriculum vitae/resume, as well as interviews and reference checks (if applicable).
- **Education (10%):** A master's degree in business administration, Economics, International Public Administration or other discipline related to international development is required.
- **Work Experience (40%):** Minimum 8 years of experience in supporting field-based development programming; project design and management; strategy development; budget planning and execution; monitoring and evaluation; and reporting or related field, preferably with USAID.
- **Language Proficiency (10%) Level 4** English language proficiency is required. Incumbents must have excellent written English communication skills and the ability to write Solicitations, the scope of work, and negotiation memorandum. And experience must include but is not limited to the following: verbally providing technical advice to broad audiences to employees and managers on regulations, procedures, and eligibility determinations; delivering effective presentations or training.
- **Knowledge: (10%)** The extent to which the candidate can demonstrate knowledge of:
  - Project design and management practices
  - USAID planning, strategy development and reporting
  - Knowledge of procurement systems
  - Knowledge of USAID budget planning and execution
  - Knowledge of monitoring and evaluation and best practices.
- **Skills and Abilities (30%)** The extent to which the candidate is able to demonstrate the following:
  - Ability to establish and maintain strong relationships with technical teams and support offices.
  - Strong organizational, analytical and communication skills
  - Flexibility and creativity
  - Ability to resolve conflict, bottlenecks, and coordinate closely with and work through backstops.

- Ability to communicate effectively, both orally and in writing in English
  - Ability to develop and maintain an extensive range of contacts within the agency, interagency, as well as in the public and private sectors.
- Must be able to obtain and maintain USG Facility Access Certification and a Department of State medical clearance for South Sudan in a timely manner.

## **VII. 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 will conduct reference checks, including a reference from individuals who have been specially identified by the Offeror, and may do so before or after a candidate is interviewed.

After the closing date, applications will be initially screened to determine whether applicants have met the advertised minimum qualifications. Applications possessing the minimum qualifications will be evaluated by a Technical Evaluation Committee against the factors below. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check until communication from the applicant. Only **finalists** will be contacted by USAID with respect to their applications.

The final selected candidate **must** obtain security and medical clearances within a reasonable period (USAID will provide details to the selected candidate). A substantial delay in obtaining either security or medical clearance will make the applicant ineligible for selection.

### **a. Evaluation factors:**

1. Education 10%
2. Prior Work Experience 40%
3. Languages 10%
4. Knowledge 10%
5. Skills and Abilities 30%

#### **Total possible points = 100%**

These factors will be the basis for scoring applications and creating an initial ranking of candidates. Only the highest-ranked applicants (finalists) will be interviewed. Those finalists will then be evaluated on their interview performance, and, finally, satisfactory professional reference checks.

**b.** USAID reserves the right to interview only the highest-ranked applicants in person or by phone OR not to interview any candidate.

**c.** In summary, the steps in the applicant rating system are as follows:

1. Meet minimum requirements - Pass/Fail
2. Evaluation of application in relation to the evaluation factors, which when combined, are of equal importance to interview performance.
3. Interview performance which is of equal importance to evaluation factors
4. Reference Checks - Pass/Fail

## **VIII. SUBMITTING AN OFFER**

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror

Information for Personal Services Contracts with Individuals,” available at <https://www.usaid.gov/forms/aid-309-2>.

2. Offerors must also submit the following documents:
  - Updated resume/CV
  - Cover letter of no more than 2 pages addressing the offeror’s technical knowledge, skills and abilities, and their relevant experience.
3. Offers must be received by the closing date and time specified in **Section I, item 3**, and all documentations submitted to [jubahr@usaid.gov](mailto:jubahr@usaid.gov).
4. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

#### **IX. 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:

- Medical History and Examination Form (Department of State Form)
- Questionnaire for Sensitive Position for National Security (SF-86), or
- Questionnaire for non-Sensitive Positions for National Security (SF-85)
- Fingerprint Card (FD-258)
- OF-306 Declaration of Federal Employment
- AID 500-4, Fair Credit Reporting Act of 1970, as Amended
- AID 6-85, Foreign Activity Data
- OF-126, Residence and Dependency Report
- SF-144, Statement of Prior Service – Worksheet

#### **X. BENEFITS AND ALLOWANCES**

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

##### **1. BENEFITS:**

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

##### **2. ALLOWANCES (if applicable):**

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at:

[https://aoprals.state.gov/content.asp?content\\_id=282&menu\\_id=101](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101)

- (g) Cost-of-Living Allowance (Chapter 210)
- (h) Post Allowance (Section 220)
- (i) Separate Maintenance Allowance (Section 260)
- (j) Education Allowance (Section 270)
- (k) Education Travel (Section 280)
- (l) Post Differential (Chapter 500)
- (m) Payments during Evacuation/Authorized Departure (Section 600)
- (n) Danger Pay (Section 650)

#### **XI. TAXES**

USPSCs are required to pay Federal income taxes, FICA, Medicare, and applicable State Income taxes.

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

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

**USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at: [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)

See AAPD 21-04 EXECUTIVE ORDER 14042 ON ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL AWARDS (OCT 2021) (DEVIATION) (FAR Deviation No. M-OAA-DEV-FAR-22-01c) 52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70:]

## PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

### Subpart 52.2—Text of Provisions and Clauses

*Definition.* As used in this clause -

*United States or its outlying areas* means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;

The territories of American Samoa, Guam, and the United States Virgin Islands; and

(4) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(5). *Authority.* This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(6) *Personal Services Contracts with individuals.* As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

**(7) 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:

| ITEM NO (A) | SUPPLIES/SERVICES (DESCRIPTION) (B)   | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F)   |
|-------------|---|--------------|----------|----------------|--|
| 00<br>01    | <b>Base Period - Compensation, Fringe Benefits</b>                            | 1            | LOT      | \$ _TBD        | \$ _TBD at Award after negotiation with Contractor |
|             | <b>and Other Direct Costs (ODCs)</b>  |              |          |                |  |
|             | - Award Type: Cost  |              |          |                |  |
|             | - Product Service Code: <i>[e.g. R497]</i>                                    |              |          |                |  |
|             | - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i> |              |          |                |  |
| 10<br>01    | <b>Option Period 1 – Compensation, Fringe</b>                                 | 1            | LOT      | \$ _TBD        | \$ _TBD at Award after negotiation with Contractor |
|             | <b>Benefits and Other Direct Costs (ODCs)</b>                                 |              |          |                |  |
|             | - Award Type: Cost  |              |          |                |  |
|             | - Product Service Code: <i>[e.g. R497]</i>                                    |              |          |                |  |
|             | - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>                         |              |          |                |  |

**(8) Acquisition and 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 21-05 Revised and expanded Fringe Benefits for U.S. Personal Services Contractors under AIDAR Appendix D
- AAPD 21-01 Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J
- AAPD 18-02: Changes to the Medevac Policy for USPSCs and TCNPSCs
- AAPD 15-02: REVISED Extends Implementation of The USAID Policy for Leave And Holidays, Including Family And Medical Leave
- AAPD10-01: Changes in USG Reimbursement Amounts for Health Insurance and Physical Examination Costs
- AAPD 06-10: PSC Medical Expense Payment
- AAPD06-08: Using the Optional Schedule to Incrementally Fund Contracts.

**(9) 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> .

## **XII. 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.

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 ATTACHMENT 1]**