



# USAID | SUDAN

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72066722R00018**

**ISSUANCE DATE: 12/01/2022**

**CLOSING DATE/TIME: 12/14/2022**

**SUBJECT: Solicitation for a Cooperating Country National Personal Service (CCNPSC - Local Compensation Plan) ALL INTERESTED APPLICANTS**

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 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 offers.

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

Sincerely,

**Susan Chuwa Easley**  
**Contracting Officer (CO)**



**GENERAL INFORMATION**

- I. SOLICITATION NO.: 72066722R00018**
- II. ISSUANCE DATE: 11/30/2022**
- III. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: 12/13/2022 at 11:59 pm Khartoum time.** Applications received after this closing date and time will not be considered.
- IV. POINT OF CONTACT: USAID Human Resources Office, e-mail at [khartoumusaidhr@usaid.gov](mailto:khartoumusaidhr@usaid.gov)**
- V. POSITION TITLE: Project Management Specialist (Agriculturalist) – General Development Office (GDO)**
- VI. MARKET VALUE: \$57,233.50- \$85,695.10 US Dollars, equivalent to FSN-11.** In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Khartoum/USAID. Final compensation will be negotiated within the listed market value.
- VII. PERIOD OF PERFORMANCE: One Year, renewable as appropriate** estimated to start in January 2023.
- VIII. PLACE OF PERFORMANCE: Khartoum, Sudan,** with possible travel as stated in the Statement of Duties.
- IX. ELIGIBLE OFFERORS: Sudanese Citizens or non-Sudanese lawfully admitted for permanent residence in Sudan.**
- X. SECURITY LEVEL REQUIRED:** The successful candidate will be required to obtain a security clearance “Sensitive but Unclassified” (SBU) a.k.a Facility Access, as a pre-condition for employment
- XI. STATEMENT OF DUTIES**
  - 1. General statement of purpose of the contract**

**BASIC FUNCTION OF POSITION**

The USAID Project Management Specialist (Agriculturalist) contributes agriculture-related technical knowledge and broad-based project management skills to advance economic growth and food security in Sudan. S/he will provide expertise across a multi-sector agriculture-related portfolio such as, but not limited to, value chain development, natural resource management, irrigation, horticulture, livestock, and on-going resilience programs. S/he will draft project management guidelines and formulate an office-wide project management plan. The incumbent will ensure that new agriculture sector programs are linked as possible to ongoing food aid/food security resilience projects to



leverage results. S/he will represent USAID Sudan with a wide community of technical agriculture experts including officials in the Government of Sudan (GOS), major donors, and technical experts across agriculture sectors to share knowledge and best practices, to coordinate actions and programs, and to form partnerships as appropriate.

**2. Statement of duties to be performed**

The incumbent will be instrumental in contributing agriculture sector technical expertise and management skills to the design, development, implementation, monitoring and coordination of new and ongoing agricultural programs. The incumbent will ensure a new agriculture portfolio is aligned with the Mission’s strategic framework. In particular, s/he will work closely with the Bureau for Resilience and Food Security (RFS), Office of Transition Initiatives (OTI), and the Bureau for Humanitarian Assistance (BHA) counterparts at the Mission, in Washington D.C. and in the Nairobi Regional Office, to ensure that ongoing activities are leveraged as possible with new follow-on resilience, agricultural and economic initiatives to improve results. S/he will use strong interpersonal and communication skills to liaise with USAID management, teams and partners to implement a strong project performance management framework that will inform the Mission of project progress, bottlenecks and other issues. The Project Management Specialist (Agriculturalist) will be the Agreement Officer’s Representative (AOR) of those projects determined by the Agriculture Office Leadership. In this capacity, to ensure that projects are aligned with GOS, major donor, public international organizations (PIOs), and other partner agriculture activities, s/he participates regularly in agriculture sector working groups. S/he will analyze and assess data from a variety of sources, including field assessments, monitoring reports, technical data, and reporting from partners to assess the overall Sudanese food security status. S/he will work closely with FEWSNET Sudan in order stay abreast of early warning information and the latest food security situation.

**MAJOR DUTIES AND RESPONSIBILITIES % OF TIME**

**Portfolio Development, Project Management and Coordination of the Agriculture Office**

- Participates in USAID planning and strategy sessions that establish agricultural development and resilience goals and identifies core programming principles that ensure resilience and development assistance are effectively coordinated, and build on each other to achieve Mission goals. Suggests approaches regarding program design and implementation of ongoing and new projects to bridge the gap between shorter-term resilience activities and longer-term development efforts.
- The job holder is responsible for developing a performance management plan encompassing project implementation, monitoring (including agreed upon monitoring indicators), and reporting etc. S/he is responsible for drafting guidelines on performance management policies for the agriculture office.
- Performs research and collects data from the agriculture technical community to ensure a deep knowledge of the strengths and weaknesses of the agriculture sector in Sudan and in coordination with the Agriculture Office Deputy Director make recommendations for technical priority interventions.
- Performs regular field visits to monitor programs assigned to the incumbent.



- Ensures that partners are in compliance with all relevant USAID regulations, policies, and procedures.

**B. Regular Field Monitoring trips to assess performance and progress of USAID agricultural office funded activities and to assess the overall food security situation**

- Regularly visits partner projects and checks and ensures quality of implementation of USG supported agriculture and related food security and resilience activities. Develops deep knowledge of project implementation issues, food security situation in the field, and performs regular reporting and recommends improvements and course corrections.
- Ensures USAID agriculture sector partners are in compliance with Agency budget, monitoring, reporting and other project-related data and recommends improvements. Keeps the USAID/Sudan agriculture office informed of ongoing status and developments.
- The Specialist works closely with the Famine Early Warning Systems Network (FEWS NET) to coordinate and share early warning and food security data from field visits.

**C. Ensure agriculture sector coordination through engagement with external partners**

- USAID/Sudan will play a large coordination role within the international development community, including participating in regular agriculture coordination meetings, sharing information and using it for the advancement of agriculture development in Sudan, aligning USAID agricultural projects as possible with external partners to enhance activity results, and working cooperatively to troubleshoot resulting in improved project results. The USAID Project Management Specialist (Agriculturalist) will participate in regular technical agriculture meetings that include Government of Sudan officials, major donors, public international organizations, research organizations and think tanks, private sector, and other external partners to help advance Sudan’s agriculture goals. S/he will help represent USAID/Sudan perspectives, strategies, and program activities to the international agricultural community in Sudan.
- Seeks out technical experts in relevant agriculture and resilience fields to engage with them in information exchange and in-depth discussion on technical agriculture issues.

**POSITION ELEMENTS**

- a. **Supervision Received:** The Specialist will report to the Agriculture Office Director and/or their designee.
- b. **Supervision Exercised:** Continuing supervision of other Division and Office staff is not anticipated.
- c. **Available Guidelines:** USAID/RFS Guidelines, information bulletins, USAID Automatic Directive Services (ADS) and USAID Mission Orders and other Agency guidelines are available



d. **Exercise of Judgment:** The incumbent is expected to take initiative and act independently with little direction. S/he must be able to exercise sound judgment in carrying out assigned duties. S/he must be able to interpret guidelines and, in instances not clearly covered by guidelines, the incumbent will use her/his own personal, well-informed judgment in devising innovative approaches to resolving technical, managerial, and administrative problems. The incumbent keeps her/his supervisors informed and seeks additional guidance and assistance when needed.

e. **Authority to Make Commitments:**

The Job Holder exercises the authority given to all USAID activity managers and CORs/AORs and may make administrative arrangements consistent with ADS guidance and Mission policy. The Job Holder takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the supervisor informed of activity and project status. The Job Holder may not independently commit the USG to the expenditure of funds; but, within the scope of the authority delegated, the Specialist may indicate to ranking counterpart and IP officials that they will make a recommendation to USAID on a specific activity issue or problem. The Specialist may negotiate a referendum for the immediate supervisor.

f. **Nature, Level, and Purpose of Contacts:**

The incumbent is required to maintain productive and close working relationships at all levels within the Mission, e.g. with senior management, activity managers, and technical office personnel. S/he advises and presents options to the USAID/Agriculture Office Director, and other Mission personnel on food security and agriculture technical issues. The incumbent's responsibilities require frequent consultation at working levels within USAID/s RFS Bureau in Washington. The incumbent is expected to establish and maintain close professional relationships with technical decision makers in public sector institutions concerned with food security and agriculture, including GOS, major donor, public international organization, other partner, and Agriculture Office cooperating partner representatives on assigned agricultural projects. External Contacts are a major force for broad-based coordination to the agriculture and food security sectors and the incumbent will play a major role in this.

g. **Time Expected to Reach Full Performance Level:** Twelve Months

XII. **PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.



## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

All candidates must meet the Minimum Qualifications. Applications will be screened accordingly, and only those who meet the below, required criteria, will be moved forward in the recruitment process.

- a. **Education:** Bachelor's degree is required in a field relevant to technical agriculture development sectors such as irrigation and water management, natural resource management, livestock, horticulture, or related fields.
- b. **Prior Work Experience:** At least five years of progressively responsible and related field work experience in a technical agricultural field that will serve as a strong foundation to carry-out oversight of USAID agricultural-related projects is mandatory.
- c. **Language Proficiency:** Level IV fluency in both oral and written English and Arabic is required.
- d. **Job Knowledge:**  
Strong knowledge and substantial experience in international development fields, in particular, agriculture development, food security, irrigation, extension, or another technical agriculture field. S/he must have a background in working with vulnerable populations, in a resilience or agriculture-related technical field program management position. The incumbent should have an understanding of specific GOS practices, programs and strategies relevant to his/her portfolio of projects
- e. **Skills and Abilities:**  
Proven management and coordination skills to apply in managing the project portfolio in the USAID/Sudan agriculture office is required. S/he must also be able to work effectively across all levels of agriculture professionals. Technical expertise in an agriculture and food security related field, such as irrigation, natural resource management, livestock/veterinary medicine, horticulture etc. Must have skills in collecting and analyzing information, including informal, participatory, qualitative and quantitative methods. Ability to provide rapid, concise, accurate reporting, both verbally and in writing is required. Ability to work cooperatively in teams and multi-cultural environments is essential. Excellent interpersonal and communication experience to develop a strong network across USAID/Sudan practices, programs and strategies relevant to his/her portfolio of projects.

## 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.**

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application.

<b>Selection Evaluation Factors</b>	<b>Scoring Percentage</b>
Education/academic requirement	10 points
Experience	30 points
Job Knowledge	30 points
Skills & Abilities	15 points
Technical Writing Skills	10 points
<b>TOTAL</b>	<b>100 points</b>

**\* As per details reflected under Qualifications above.**

*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.*

**SELECTION PROCESS:**

To be considered for candidacy, offerors must address each criterion in their application as to how they meet the minimum qualifications required for the position mentioned in Section II, Item a-b. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the offeror to provide all pertinent information.

Applications will be initially screened and scored in accordance with evaluation factors and points mentioned above. Offerors in a competitive range might be tested for English language competency and technical knowledge. Offerors with passing marks from the recruitment and language tests, will be invited for an interview. The recruitment tests and the interview will be structured around the evaluation factors mentioned above. The successful offeror will be selected based on a review of his/her qualifications, work experience, knowledge, skills and abilities; a written test; an interview; and the results of reference checks. References may be obtained independently from other sources in addition to the ones provided by an offeror.



Only offerors within a competitive range who are shortlisted will be contacted. No response will be sent to unsuccessful offerors.

Internal candidates employed under Chief of Mission Sudan are only eligible to apply upon completion of one year in their current position.

#### **IV. SUBMITTING AN OFFER**

Interested offerors must submit the following:

1. Eligible offerors are required to complete and submit the **AID 309-2 (Offeror Information for Personal Services Contracts with Individuals)** form. The **AID 309-2** Application form can be found on the USAID website [Offeror Information For Personal Services Contracts With Individuals \(AID 309-2\)](#). **Continuous Pages** are required if your work experience description goes beyond Section C

- **Continuous Pages** of Section C of form AID 309-2 can be found in the following link  
<https://drive.google.com/file/d/1RvrjVG8ga4E9FNx-OtCqYTO4nN7FKcqV/view?usp=sharing>

2. A resume or curriculum vitae (CV) without photo.
3. A copy of transcript.
4. A copy of **Sudanese ID card or valid Sudanese Residency and Employment Permit**. Please note that USAID is not able to sponsor offerors for the permit.
5. A **cover letter** (optional), a **certified copy for name change** (if any).
6. All required documents must be scanned and submitted **via email only**. Please ensure documents are in Microsoft Word or Adobe Acrobat PDF formats. Please do not submit documents in zip files or web links.
7. Application must be received by the closing date and time specified in **Section I, item III**, and submitted to the address in **Section I, item IV**.

**To ensure consideration of application for the intended position, the offeror must prominently reference the Solicitation Number in the application submission. The email subject should read: First name Last name – USAID 72066722R00018**

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

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

#### **VI. BENEFITS AND ALLOWANCES**

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

1. BENEFITS:

U.S. Agency For International Development  
2200 Khartoum Place  
Washington D.C. 20521-2200

International Postal Address:  
Block 088, Kilo Asharah, Soba, Khartoum  
P.O. Box 699,  
Khartoum, Sudan

Tel: +249-187-22000,  
VOIP: +202-216-6236,





Basic Rate: \$48,236.00 - \$72,356.00

2. ALLOWANCES (as applicable):  
COLA\*\*: \$8,682.70 - \$13,024.10  
Meal Allowance: \$315.00  
Family Allowance:  
\$557.00 annum per Employee's dependent Spouse (only one spouse is authorized)  
\$827.00 per annum for each unmarried, dependent child under the age of 21, up to six children

## VII. TAXES

In accordance with Mission policy, LE staff is responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

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

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/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
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).

**Important:**

**Please Remember: The email subject MUST include: First name Last name – USAID 72066722R00018.**

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

Applications received after the closing date and time contained in this solicitation will be considered late and will not be considered