1. Solicitation Number: 2017-001 USAID Niamey
2. Issuance Date: January 13, 2017
3. Closing Date/Time: February 3rd, 2017 at 17:30
4. Position Title: OFDA Senior Program Officer
5. Market Value: GS 13 ($73,846 - $96,004)
   Final compensation will be negotiated within the listed market value based upon the candidate’s past salary history, work experience and educational background.
6. Organization Location of Position: USAID/Niger
7. Direct Supervisor: Country Representative
8. Supervisory Control: None
9. Period of Performance: A base of two (2) year with an option of three year extensions up to a maximum of 5 years. (Exercise of option will depend on continuing need of services, availability of funds and satisfactory or better performance.).
10. Place of Performance: USAID/Niger
11. Security Access: The selected applicant must be able to obtain USAID Top Security and Medical clearances
12. Area of Consideration: U.S. Citizens
13. Start Date: Immediate upon receipt of security/medical clearances
Statement of Work for a US Personal Services Contractor (PSC) OFDA Senior Program Officer, USAID/Niger

I - INTRODUCTION
The resident USPSC USAID/OFDA Senior Program Officer serves as the principal contact point for OFDA programming in Niger. The incumbent will provide full time in-country coordination and management of OFDA programming for humanitarian emergency and disaster risk reduction activities throughout Niger. The SPO may assist in humanitarian assistance activities elsewhere in the region as needed. This position requires effective daily coordination with representatives from other USAID offices, the US Embassy, other USG agencies, the Government of the Republic of Niger, U.S. military representatives, as well as with relevant donor representatives and UN and NGO agencies. The SPO must be prepared to function effectively in a challenging and restrictive work environment and be willing to strictly adhere to U.S. Embassy security guidelines. The SPO may be required to serve as a critical component of a U.S. government disaster assessment team, DART, RMT, or to backfill other staff members in the overseas office.

II – CORE FUNCTIONAL AREAS OF RESPONSIBILITY
The OFDA SPO will primarily provide full time in-country coordination and management of OFDA programming for humanitarian emergency and disaster risk reduction activities throughout Niger. The SPO may assist in humanitarian assistance activities elsewhere in the region as needed.

This position requires effective daily coordination with representatives from other USAID offices, the US Embassy, other USG agencies, the Government of the Republic of Niger, U.S. military representatives, as well as with relevant donor representatives and UN and NGO agencies. The SPO must be prepared to function effectively in a challenging and restrictive work environment and be willing to strictly adhere to U.S. Embassy security guidelines. The SPO may be required to serve as a critical component of a U.S. government disaster assessment team, DART, RMT, or to backfill other staff members in the overseas office.

The SPO’s responsibilities will include the following:

- Serve as the principal contact point for OFDA programming in Niger. Coordinate closely with both field and headquarters-based components of OFDA’s Regional Team and maintain regular contact with concerned staff in the USAID Missions and U.S. Embassy in Niger.

- Lead OFDA’s Niger-based program staff in the development of OFDA’s programming for response and disaster risk reduction activities in Niger, ensure complementarity between the two strategies, and oversee implementation of each.

- Continually assess emergency response and disaster risk reduction needs in Niger in order to ensure that OFDA’s programs are appropriately responsive.

- Support the Regional Advisor in maintaining relations with the senior leadership of the Niger humanitarian community in representing USAID and OFDA on humanitarian issues. This will include but is not limited to UN agencies, IOs, and NGOs, U.S. government personnel, donors, host government authorities, and others.
• Travel as permitted to assess, evaluate and monitor humanitarian conditions in Niger, and make strategic recommendations for appropriate interventions.

• Participate in and report on joint donor humanitarian evaluations and UN-led assessments, and participate actively in the international community response structures.

• Provide regular reporting, through official cables and other means, on issues related to the humanitarian situation in Niger. Provide overviews of patterns and trends in the humanitarian situation and keep the Regional Advisor, Team Lead, and other staff current on response issues. Provide regular reports on site visits, meetings, general atmospherics and other issues that impact humanitarian relief efforts.

• With guidance from the Regional Advisor, coordinate with the donor community on policy issues affecting humanitarian operations, and develop integrated, non-duplicative programs.

• Prepare briefing papers, notes and presentations on OFDA programming for official U.S. government visitors interested in humanitarian issues.

• Conduct performance reviews and evaluations, and coordinate staff development plans for OFDA Niger program team members, with guidance from the RA.

• Sign-up for and serve as needed, on Washington-based Response Management Teams (RMTs), which provides services and support to DARTs deployed in response to disasters. The duties on RMTs will be varied.

• Serve as the OFDA after-hours duty officer on a rotational basis, for approximately one week every six months; and

• As needed, serve on DARTs which may require immediate (within 24 hours) deployment overseas for an extended period of time.

• Plan approach or methodology to be used in carrying out assignments.

III - EDUCATION/EXPERIENCE REQUIRED /DESIRED FOR THE POSITION:

In order to be considered for this position a candidate must meet the Required Minimum Qualifications listed below. Consideration and selection will be based on panel evaluation of Required Minimum Qualifications, and Evaluation Factors. Additionally, interviews and writing samples may be requested. Applicants are encouraged to write a brief appendix to a resume, OF-612 to demonstrate how prior experience and/or training addresses the Required Minimum Qualifications and Evaluation Factors listed below:

a) REQUIRED MINIMUM QUALIFICATIONS

• Education: Master's Degree with significant study in or pertinent to specialized field (i.e., international relations, economics, food policy, East African studies, or related field or country).

• Work Experience: Three (3) years of progressively demonstrated experience in emergency relief, disaster risk reduction and/or disaster preparedness programming and management. Two (2)
years of this experience must be overseas field experience as demonstrated by short-term deployments or assignments. Substantial overseas field experience is highly preferred.

- **Language**: English and French language proficiency: English V/V; French I/I.

- **Skills Abilities and Knowledge**: Good understanding of emergency humanitarian assistance and the grants mechanism programming processes to non-governmental organizations (NGOs), international organizations (IOs) including the United Nations (UN) agencies and to other partners to ensure the implementation and delivery of this assistance. The incumbent must have a thorough knowledge of humanitarian emergency issues and disaster risk reduction assessments.

Demonstrated diplomatic, interpersonal and representational skills in a leadership role with the ability to represent the Agency at senior levels with host country government, Agency senior officials and other agencies as required.

b) **EVALUATION CRITERIA:**

**Education (20 POINTS):** a minimum of a Master's degree or equivalent in public health (MPH), Social Sciences, International Development and/ or in related field.

**Work Experience (30 POINTS) :** a minimum of five (5) years of progressively responsible experience in the design, implementation and monitoring of humanitarian assistance programs. Preference given to experience in the Sahel and with US government programs.

**Job Knowledge (25 POINTS):** Knowledge of health, nutrition, food and agriculture, technical and programmatic issues required

**Skills/Abilities (25 POINTS):** Demonstrated managerial, administrative, analytical and decision-making abilities required. Ability to readily analyze, understand and discuss new program design, implementation and monitoring approaches. S/he must demonstrate ability to mentor local staff. Strong interpersonal, communication and teambuilding skills also required. S/he must be able to represent and communicate US government positions with host government officials.

V. **POSITION ELEMENTS**

**Supervision Received:** Supervisory controls will be minimal. The resident hire USPS is expected to act independently with minimal direction and will have wide latitude for the exercise of independent judgment. The Senior Regional Advisor for the SWAN Regional Office will provide direction in terms of broadly defined program goals and objectives. The incumbent consults with the supervisor to develop deadlines, projects and work to be done. The incumbent is responsible for planning approach or methodology to be used in carrying out assignments.

**Available Guidelines:** Agency rules, regulations and policies.

**Exercise of Judgment:** To carry out major duties, the incumbent will be expected to exercise considerable professional judgment and acumen in the advice and direction given to officers within the Mission and to partners and stakeholders outside. S/he will exercise considerable judgment in the analysis and interpretation of data, particularly when published sources of data are unreliable. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes that result from such elements as continuing changes in program (level of funding)
Authority to Make Commitments: Incumbent will be expected to serve as a representative of USAID and perform liaison functions.

Nature, Level, and Purpose of Contacts: The incumbent will have the technical competencies to perform humanitarian assistance programming, disaster risk reduction assessments, and grant mechanisms. Serves as the primary contact person for OFDA Niger’s humanitarian assistance programming activities. Contacts are senior leadership of the Niger humanitarian community in representing USAID and OFDA on humanitarian issues, including UN agencies, IOs, and NGOs, U.S. government personnel, donors, host government authorities and others.

V. PERIOD OF PERFORMANCE:
A base of two years with the option of up to three one year extensions, for a total contract period not to exceed five years. Exercising the options to extend will depend on continuing need of services, availability of funds, and satisfactory or better performance.

VI. APPLYING:
Qualified individuals are requested to submit:

2. A cover letter addressing how they meet the required qualifications for this position (see Qualification section of this Solicitation).
3. Three references, who are not family members or relatives, with telephone and email contacts;
4. Biographical Data Sheet – Form AID 1420.

Applications should be submitted to US Embassy Human Resources Office

Mailing Address: BP 11201
E-mail Address: HRONiamey@state.gov

Applications must be received by the closing date and time at the address specified herein. To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview. USAID will not pay for any expenses that may be associated with the interviews.

VII. COMPENSATION
This position is classified at a U.S. Government GS 13 ($73,846- $96,004)- The actual salary of the successful candidate will be negotiated within the listed market value based upon the candidate’s past salary history, work experience and educational background). Salary is not negotiable beyond this range.
VIII. MEDICAL AND SECURITY CLEARANCE REQUIREMENTS

1. The successful applicant must receive medical clearance for serving in Niger. Details of how to obtain US Department of State Medical Unit medical clearance will be provided once a job offer is made and accepted.

2. The successful applicant must be able to receive USAID security clearance that involves applicant’s comprehensive background investigation performed by a US Government Agency.

The successful applicant must be able to report to post in Niamey, Niger to assume duties promptly upon medical and security clearances being granted.

IX. NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS:

All individuals contracted as PSCs are required to have a DUNS Number.

USAID will provide a generic DUNS Number and PSCs are not required to register with CCR.

For general information about DUNS Numbers, please refer to FAR Clause 52.204-6, Data Universal Numbering System (DUNS) Number (10/2003)

http://acquisition.gov/comp/far/current/html/52 200 206.html#wpl137

All incomplete applications will be rejected

I. CLOSING DATE FOR THIS POSTION: February 3rd, 2017

The US Mission in Senegal 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.

Applications must be received by the closing date and time at the address specified in the cover letter or they will not be considered eligible for evaluation or award, unless the Contracting Officer determines that the documents were mishandled by the receiving agency or there is acceptable evidence to establish that it was received by the Government installation prior to the time and date specified in the solicitation. You are directed to Federal Acquisition Regulation, Part 15.208 “Submission, modification, revision, and withdrawal of proposals” for further information.

The position will be filled subject to availability of funds.

II. LIST OF REQUIRED FORMS FOR PSCS:

Forms outlined below can found at


1. Standard Form A302.3
2. Standard Form 171 or Optional Form 612.
3. Contractor Physical Examination (AID Form 1420-62). **
4. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
5. Questionnaire for Non-Sensitive Positions (SF-85). **
6. Finger Print Card (FD-258). **
**Forms 3 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.**

**III. CONTRACT INFORMATION BULLETINS (CIBS)/ACQUISITION AND ASSISTANCE POLICY DIRECTIVE (AAPDS) PERTAINING TO PSCS:**

CIBs/AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website

http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc to determine which CIBs/AAPDs apply to this contract.

**IV. BENEFITS/ALLOWANCES:**

A resident USPSC is authorized the following benefits and allowances:

A. BENEFITS:

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Eligibility for Worker's Compensation
- Annual & Sick Leave

Security & Medical Clearances

The Contractor will be required to obtain a medical clearance prior to service. Also, a temporary employment authorization security clearance must be initiated prior to entrance on duty.

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

_EQUAL EMPLOYMENT OPPORTUNITY (EEO): The US Mission in Senegal 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. USAID/Senegal also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs._

_The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief._