



USAID | NIGERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062024R10019

ISSUANCE DATE: July 24, 2024

CLOSING DATE: August 6, 2024

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) USAID Project Management Specialist (Environment).

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), seeks offers from qualified persons to provide personal services under contract as described in this solicitation.

USAID provides reasonable accommodations to applicants with disabilities. Reasonable accommodation is a modification or adjustment to a job, the work environment, or how things are customarily done that enables a qualified individual with a disability to apply for a job, perform job functions, and ensure equal benefits and privileges of employment. A reasonable accommodation may be requested for any part of the application or hiring process. Requests are considered on a case-by-case basis. If you need accommodation at any point in the employment process, please contact abujahr@usaid.gov.

USAID is an Equal Employment Opportunity employer and does not discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information. We encourage all eligible applicants of any of the above-mentioned groups to apply.

Offers must be per **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 preparing and submitting the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Stacie Scott

Stacie Scott
Executive Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72062024R10019
2. **ISSUANCE DATE:** July 24, 2024
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** August 6, 2024
Applications will be reviewed every two weeks. Applicants are strongly encouraged to apply early. Once the position has been filled, the solicitation will be closed.
4. **POINT OF CONTACT:** EXO/HR, e-mail at abujahr@usaid.gov
5. **POSITION TITLE:** USAID Project Management Specialist (Environment).
6. **MARKET VALUE:** \$46,262 to \$71,702 equivalent to **FSN-11; 40 Hours per week** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of United States Mission, Nigeria (Effective April 21, 2024). Final compensation will be negotiated within the listed market value. Salary and allowances are denominated in US dollar and paid in Naira at the prevailing U.S. Embassy exchange rate. Continued US dollar denomination and payment of LE Staff compensation is subject to renewal and approval by the Secretary for Management via PID (public interest determination).
7. **PERIOD OF PERFORMANCE:** Five (5) years renewable, estimated to start o/a October 2024.
8. **PLACE OF PERFORMANCE:** Abuja, Nigeria with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Open to Cooperating Country Nationals (Nigerian Citizens and Permanent Residents).
10. **SECURITY LEVEL REQUIRED:** CCNPSC Clearance.
11. **STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

The USAID Project Management Specialist (Environment) is located in the Economic Growth and Environment (EGE) Office of USAID/Nigeria. The EGE Office is responsible for planning, managing, and evaluating projects and activities to achieve USAID/Nigeria's Development Objective (DO) 1, Broadened and Inclusive Economic Growth, as well as implementing Feed the Future, Power Africa and other Presidential Initiatives in Nigeria and coordinating with regional and global programs. As a key member of the EGE Office, the USAID Project Management Specialist (Environment) is responsible for designing and managing environment activities to ensure completion of activities within scope, budget, and timeline. The Project Management Specialist (Environment) works under the direct supervision of the Deputy Office Director.

2. Statement of Duties to be Performed:

The Project Management Specialist (Environment) has the following duties:

1. Program Development and Management (50%)

- Activity Design: Advises on the development of climate, biodiversity and clean energy as well as other related cross-cutting activity designs as assigned by leading and/or participating in inter-mission activity design teams.
 - Activity/Project Management: Serves as the Agreement Officer's Representative (AOR)/Contracting Officer's Representative (COR) on awards amounting to \$6 million. Acts as interface and primary point of contact for selected and designated activities/projects. Supervises and manages contractors and grantees implementing projects. Builds a collaborative relationship and creates partnerships with and across implementing partners for effective programming. Ensures appropriate allocation and use of funds. Drafts and makes recommendations on necessary program documents, participating in meetings. Ensures compliance by projects to USAID regulations. Ensures availability of files for contracts, cooperative agreements and grants as required in guidelines. Ensure smooth implementation and delivery of USG support in line with Nigeria's economic growth priorities and USAID strategic objectives.
 - Project/Program Monitoring and Evaluation: Leads in monitoring and reporting of results for projects, including thorough review of annual and quarterly work plans and reports, analysis and feedback. Provides technical expertise, as well as monitoring, reporting, evaluation, and approving of programming and financial progress of the activities throughout the life of the project, including quarterly site visits, monthly meetings, and other follow up as needed. Works with the EGE team, Program Office and other support teams to plan rigorous impact and performance evaluations in line with USAID policies. Leads quality assurance processes particularly through evaluation and facilitates the provision of high-quality technical inputs across the economic growth portfolio to assist country programs to improve their development effectiveness in the economic growth sector. Contributes to and supports EGE's collaborating, learning and adapting action plan and learning agenda.
 - Financial management: Tracks project's financial information such as burn rates and pipelines, as appropriate. S/he will make recommendations on a quarterly basis on required financial management actions such as increasing obligations and commitments, extending completion, realigning the budget, or other financial management activities.
 - Closing projects: Initiate activity close out strategies and possible follow-on activities for interventions approaching completion. Ensuring completion of the structural and legal analysis of possible follow up activities to USAID activities.

2. Coordination and Outreach (30%)

- Liaises with relevant stakeholders in the clean energy and environment space including from the private sector, NGOs, the Government of Nigeria, multilateral and bilateral donors, CSOs etc. to ensure coordination in implementing clean energy and environment programs.
- Coordinates USAID activities with the Government of Nigeria and other donors to ensure complementarity of funding efforts and identifies opportunities for cross-sector synergies to increase the effectiveness of USAID investments.

- Participates in the organization of high-level visits, publicity events, and outreach for environment and clean energy and other EGE activities that involve Mission and Embassy Front Offices and USAID leadership from Washington.
- Collaborate with Development Outreach and Communication team and Embassy Public Affairs to highlight environment issues, programming, success stories etc. for dissemination on social media, websites, or other publications.
- Participate in team meetings, partner meetings, office retreats etc.
- Complete routine reporting activities on environment issues such as weekly updates for the EGE and Senior Leadership Team meetings.
- Prepare program management documents including progress, financial, and project status reports.
- Contribute to the documentation of Mission strategies as well as monthly and annual reports to USAID headquarters, Mission Management and other U.S. government agencies.

3. Climate Lead 20%

- Serves as the Climate Integration Lead (CIL) for the Economic Growth and Environment Office and the deputy CIL for the Mission, ensuring compliance with USAID climate risk management processes, as detailed in relevant ADS mandatory references.
- Serves as the technical advisor to EGE staff and IPs, working to identify and analyze climate vulnerabilities, and develop mitigation measures by monitoring, identifying, and sharing opportunities to integrate climate change adaptation and mitigation into EGE strategies, programming, and operations.
- Assists EGE in design to ensure an appropriate level of climate risk screening is considered throughout the program cycle, including at the strategy (Country Development Cooperation Strategy), project (Project Appraisal Document), and Activity levels, providing guidance to design teams and AORs/CORs/Activity Managers to properly identify, mitigate, and document climate risks.
- Works within the Mission information system, and with other tools, to document and manage compliance with USAID climate risk requirements and contributes climate risk expertise to the management and improvement of existing information systems.

4. Supervisory Relationship: The USAID Project Management Specialist (Environment) will work under the direct supervision of the FSN Deputy Office Director. S/he will be given wide latitude in planning and executing work assignments.

5. Supervisory Controls: This is not a supervisory position.

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 Bachelor's degree in natural resource management, climate science, environmental science/studies, sustainable development, energy studies, electrical engineering, biodiversity, or ecology is required.
- B. Prior Work Experience:** A minimum of five (5) years of progressively responsible work experience in designing and implementing climate, clean energy, biodiversity or other

environment projects, including at least one year managing donor-funded assistance programs in the climate change or environment sector is required.

C. Language Proficiency: Level IV (fluent) English in oral and writing ability is required

D. Job Knowledge: Familiarity with global climate change, sustainable landscapes, biodiversity preservation, and renewable energy is required. In depth knowledge and understanding of the economic, political, social, and cultural characteristics of Nigeria; development problems in the environmental sector in Nigeria including how climate change may impact development priorities; an understanding of the resources, resource constraints, and overall development prospects and priorities of Nigeria is required.

E. Skills and Abilities: The Specialist must possess interpersonal and communication skills required to work effectively with mid and senior level officials from USAID, Government of Nigeria, donor organizations, and other stakeholders. Diplomacy, tact, cultural sensitivity in order to establish and maintain effective working relationships with stakeholders and within USAID/Nigeria. Must be able to work effectively in a team environment and coordinate well with others. The ability to develop and maintain a network of technical experts and partners in the sector is necessary. The incumbent must possess analytical skills necessary to conduct technical analysis, as well as management of complex obligations and contracting procedures. S/he must also possess excellent oral and written communication skills and computer skills in order to develop presentations, reports, manage electronic files, participate in virtual meetings etc. Excellent organizational skills and the ability to multitask and stay organized in a complex, frequently changing environment is a requirement. Demonstrated problem solving skills, as well as the ability to effectively manage stress, is required.

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>.

Offerors that meet the minimum requirements, as outlined in this solicitation, will be evaluated, and ranked based on the following adjectival evaluation criteria and characteristics:

EVALUATION CRITERIA / ADJECTIVE DEFINITION

Exceptional	<ul style="list-style-type: none"> ● A comprehensive and thorough application of exceptional merit. ● Offeror meets and fully exceeds the Government expectations and presents a very low risk or no overall degree of risk of unsuccessful contract performance. ● Strengths significantly outweigh any weaknesses that may exist.
Very Good	<ul style="list-style-type: none"> ● An offeror demonstrating a strong grasp of the requirements of the position. ● Offeror meets position requirements and presents a low risk of unsuccessful contract performance. ● Strengths significantly outweigh any weaknesses that exist.
Satisfactory	<ul style="list-style-type: none"> ● An offeror demonstrating a reasonably sound application and a good grasp of the position requirements. ● Offeror meets position requirements and presents a moderate risk of unsuccessful contract performance. ● Strengths outweigh weaknesses.
Marginal	<ul style="list-style-type: none"> ● The offeror shows a limited understanding of the requirements. ● Offeror meets some or most of the position requirements but presents a significant risk of unsuccessful contract performance. ● Weaknesses equal or outweigh any strengths that exist.
Unsatisfactory	<ul style="list-style-type: none"> ● The offeror does not meet the position requirements. ● Presents an unacceptable degree of risk of unsuccessful contract performance. ● Deficiencies and significant weaknesses demonstrate a lack of understanding of the Government’s needs. ● Weaknesses and or deficiencies significantly outweigh any strengths that exist.

The evaluation committee may conduct reference checks, including references from individuals specifically identified by the offeror, and may do so before or after a candidate is interviewed. Finalists will be invited for in-person interviews during the selection process. No response will be sent to unsuccessful offerors. USAID/Nigeria reserves the right to conduct interviews with the most highly ranked offerors and make the interview a deciding factor in selection.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the following:

A. AID 309-2. (Offeror Information for Personal Services Contracts with Individuals)

B. Cover Letter/Letter of Interest

C. Current Resume

D. Copy of Degree Certificate

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

By submitting your offer materials, you certify that all the information on and attached to the offer is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the offer to be investigated.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (CO) informs the successful offeror about being selected for a contract award, the CO will provide the successful offeror instructions about how to complete and submit the forms needed to obtain medical and security/facility access.

VI. BENEFITS AND ALLOWANCES

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

BENEFITS:

- a. Allowances
- b. Paid Leave (annual and sick leave)
- c. Health Insurance
- d. Annual Bonus

Additional information may be provided to the selected offeror at time of salary offer.

VII. TAXES

CCNPSCs are responsible for filing and paying local income taxes, consistent with Nigerian law.

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

USAID regulations and policies governing **CCNPSC** 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
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	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: SC/620-MAARD-0012-3-24003/DV/2022/2023/620-M/1130007/1210601/7222/231021	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.

6. **FAR Provisions Incorporated by Reference**

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
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