



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: March 21, 2016

CLOSING DATE: May 2, 2016 at 5:00 p.m. Ghana Time

SOLICITATION # SOL-624-16-000009 FOR RESIDENT HIRES U.S. PERSONAL SERVICE CONTRACTOR OR THIRD COUNTRY NATIONAL SENIOR ENERGY ADVISOR

Ladies/Gentlemen:

The United States Government, represented by the United States Agency for International Development/West Africa (USAID/West Africa), is seeking applications from qualified U.S. citizens currently residing in Ghana or Third Country Nationals (TCNs) interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation. In Ghana, NSDD38s are required for all U.S Direct Hire and USPSC positions except for Resident Hire USPSC and TCN positions. Ghana does not have NSDD38 to support recruitment for Offshore USPSCs. Thus, this position is open to U.S. citizens currently residing in Ghana (U.S. Resident Hires USPSCs) and TCNs.

In order to be considered for the position, a candidate must meet the minimum qualifications listed in the solicitation at the time of submission and must submit all required documentations. The Senior Energy Advisor position will be located in Accra, Ghana.

Interested candidates meeting the requirements of the solicitation must submit all the materials required for consideration (see details on section 6.0):

- Signed AID 302-3 Form (available at <http://www.usaid.gov/forms/>)
- Cover Letter;
- Curriculum Vitae or resume;
- Supplemental document addressing the evaluation factors;
- List of at least three professional references who are familiar with your work experience.
- Residence Permit (for Resident Hire USPSCs)

All application packages are to be submitted to: accrapsc@usaid.gov.

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be in a format compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Form a302-3 must be signed. Incomplete and unsigned applications will not be considered.

USAID/West Africa anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application. Any questions on this solicitation may be directed to Dinah McKeown at dmckeown@usaid.gov or the undersigned at jascott@usaid.gov.

Yours faithfully,

Janine Scott
Acting Supervisory Executive Officer

SOLICITATION NUMBER: SOL-624-16-000009

ISSUANCE DATE: March 21, 2016

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POSITION TITLE: Senior Energy Advisor

MARKET VALUE: (\$87,263.00 - \$113,444.00) the market value for this position is equivalent to GS-14 level. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

AREA OF CONSIDERATION: Open to: Resident Hired U.S. Personal Service Contractors and Third Country Nationals (TCNs).

Resident hire means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country as a spouse or dependent of a U.S. citizen employed by a U.S. government agency or under any U.S. government-financed contract or agreement, or for reasons other than for employment with a U.S. government agency or under any U.S. government-financed contract or agreement. A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

TCN means an individual (i) who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty, and (ii) who is eligible for return to his/her home country or country of recruitment at U.S. Government expense.

This position is open to U.S. citizens currently residing in Ghana (Resident Hire USPSC) and TCNs as Ghana is unable to obtain additional NSDD38 to support recruitment for Offshore USPSCs.

PERIOD OF PERFORMANCE: Two (2) years with option to extend for three (3) additional years. Extensions will be contingent on

satisfactory performance, continued need for the services and availability of funds.

PLACE OF PERFORMANCE: Accra, Ghana

SECURITY/MEDICAL CLEARANCE: Selected applicant must obtain Facility Access (USPSC) or Employment Authorization (TCN) and Medical Clearance within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

1.0 BACKGROUND:

The United States Government (USG) is committed to promoting economic growth in the West Africa region through a dynamic and coordinated regional assistance program managed by the United States Agency for International Development, West Africa Mission (USAID/West Africa) located in Accra, Ghana. This effort includes a major regional program focused on expanding electricity generation, access, investment, and trade. This program falls under - and is implemented in coordination with - Power Africa, launched by U.S. President Obama in 2013.

Power Africa works with host-governments, the private sector, and other development partners to expand electricity generation, access, investment, and trade in sub-Saharan Africa (SSA). In August 2014, President Obama expanded Power Africa's goals to include achieving 30,000 megawatts (MW) of new, cleaner power generation capacity and 60 million new home and business connections across SSA. The President also pledged a new funding level of \$300 million per year to scale up the breadth and depth of Power Africa's engagement across the continent. As a result, the Power Africa Coordinator's Office has asked USAID/West Africa to significantly expand its activities in the energy sector, noting that the Mission will be integral to the oversight, management, and implementation of activities equivalent to an estimated \$200 million over 5 years.

To support the implementation of this expansion process and accelerate power sector development in the region, USAID/West Africa will recruit a Senior Energy Advisor (the 'Advisor') to scale-up and support the design and implementation of USAID/West Africa's regional energy program (the 'Program').

2.0 BASIC FUNCTION OF POSITION

The Advisor is a member of USAID/West Africa's Regional Economic Growth Office (REGO) based in Accra, Ghana. S/he will support the scale-up, management, and implementation of an expanded regional energy program that falls under - and is implemented in coordination with - Power Africa. S/he will report to the USAID/West Africa Energy Team Leader on administrative and management issues within the Regional Economic Growth Office. The Advisor will provide

services and support to USAID Missions throughout West Africa, and to non-presence countries (NPCs) and limited-presence countries in West Africa, as directed by the USAID/West Africa Energy Team Leader. As a senior-level advisor and technical expert, s/he will exercise significant independent judgment on matters of policy and technical direction and will make decisions to ensure successful program implementation.

As part of USAID/West Africa's energy Team, the Advisor will provide senior-level technical and strategic support for program design, management, and implementation to USAID/West Africa's Economic Growth Officers, USAID Mission Directors throughout the region, and other stakeholders in Power Africa. S/he will support serving as liaison to senior-level counterparts, including relevant Power Africa Transaction Advisors and bi-lateral Missions, the West Africa Power Pool (WAPP), the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE), the ECOWAS Regional Electricity Regulatory Authority (ERERA), West African Gas Pipeline Authority (WAGPA), and the Power Africa Interagency, which includes the Department of State, the Millennium Challenge Corporation (MCC), the Department of Energy (DOE), the U.S. Trade and Development Agency (USTDA), the U.S. African Development Foundation, and other Power Africa partners. S/he will assimilate, analyze, and respond to rapidly changing circumstances and help guide USAID projects to achieve results. S/he will also mentor junior staff, and will facilitate collaboration, camaraderie, and high achievement in a teamwork setting.

The Advisor occupies an important position in USG foreign assistance to the West African region. S/he must have sufficient technical mastery of renewable and conventional energy and power programs, associated policy and regulatory frameworks, and issues related to power sector investment to provide analysis, options and strategic and tactical advice to USAID's Energy Team Lead, Economic Growth Officers and Mission Directors in the West African region, as well as other stakeholders under Power Africa. S/he must have the capacity and demonstrated expertise to represent USAID and Power Africa at the highest level in interagency and international settings, at meetings with senior government officials, and with technical counterparts, donors, non-governmental organizations, and implementing partners.

S/he must have exceptional leadership skills to overcome work-related difficulties and challenges, and must be able to assimilate, analyze and respond to rapidly changing circumstances and help guide USAID projects to achieve results. S/he must also have experience mentoring junior staff, and be able to facilitate collaboration, camaraderie, and high achievement in a teamwork setting.

S/he must have demonstrated experience in bringing state-of-the-art practices to the sustainable development and management of renewable and conventional energy resources and to power generation and distribution in West Africa. The Advisor must be experienced in proposing and advancing innovative approaches to addressing political constraints to power sector development and creating conditions attractive to private investment in energy and power. Outstanding communication and interpersonal skills, as well as the ability to communicate cross-culturally and exhibit cultural sensitivity are essential.

3.0 MAJOR DUTIES AND RESPONSIBILITIES

- A. Support scale-up and implementation of the USAID/West Africa Energy Program. This includes: providing senior-level technical and strategic support for program design and implementation; supervising the work of implementing partners; monitoring and evaluating implementation progress and budgets; performing site visits; addressing issues/problems as they arise; quarterly and monthly Power Africa reporting; providing feedback and progress reports to USAID/West Africa Energy Team leader and other senior USAID staff; and ensuring overall alignment with relevant USG initiatives beyond Power Africa, including Enhancing Capacity for Low Emissions Development Strategies (EC-LEDS), Global Climate Change (GCC), Partnership for Growth (PFG), and others that may apply.
- B. Provide technical support to bilateral West Africa missions and NPCs in USG energy and power initiatives, where needed.
- C. Provide professional advice to the governments of West Africa on sector reform, including appropriate models for private sector participation, approaches to improving utility management and operations, and development of an enabling legal and regulatory framework and institutions.
- D. Support on-going dialogue among West African government authorities, USG stakeholders, private sector, donors and partners to reach consensus on and ownership of program objectives and activities.
- E. Ensure timely roll-out of: energy related activities and transactions; developing, tracking and monitoring milestones; and preparation of reports pertinent to performance monitoring and evaluation.
- F. Take critical step in assisting outreach efforts, including public events, press releases, and close coordination with the USAID/West Africa Development, Outreach and Communications (DOC) officer, the Power Africa Communications team, and other USG partners.

4.0 POSITION ELEMENTS:

- A. **Supervisory Controls:** The Advisor will be supervised by the USAID/West Africa Energy Team Leader. Performance is evaluated annually based on an agreed annual work plan. While this position reports to the Energy Team Leader, s/he will have considerable administrative and technical discretion and will need to be attuned and responsive to the various clients of the Energy portfolio including the Regional Mission, bilateral Missions, and programs of NPCs and limited-presence countries. The second-line supervisor for the

Advisor will be the USAID/West Africa Trade and Investment Office Director who heads the Trade and Energy Teams within the Economic Growth Office.

- B. **Supervision Exercised:** s/he may supervise at least 1 foreign-service national (FSN) and/or third country national staff, as directed by the Trade and Investment Office Director. S/he may contribute to the yearly performance evaluations for staff and others, as delegated by the Economic Growth Office Director.
- C. **Exercise of Judgment:** The Advisor will exercise judgment for USAID's regional efforts in the energy and power sectors, including Power Africa and the GCC-Clean Energy Initiative, and will be responsible for any Congressional mandates in those sectors. S/he is responsible for supporting the design and management of programs worth approximately \$60 million over 5 years, and ensuring the compliance of those programs with USAID's Environmental Procedures (Reg. 216). Specifically, responsibilities will be in the areas of technical direction and management of energy activities and technical leadership in strategic planning and program design. The Advisor will have discretionary authority to solve, without assistance, the vast majority of problems encountered. The Advisor must be capable of using judgment, technical expertise, and ingenuity to continually assess, interpret, apply and integrate energy as a priority within other sectoral plans and priorities (e.g., health, agriculture, HIV/AIDS, and water and sanitation).
- D. **Available Guidelines:** Verbal and written instructions, as well as USAID Handbooks and Administrative Notices. The USAID Automated Directives System (ADS) and the USAID/West Africa's Regional Development Cooperation Strategy (RDCS). The Advisor will need a general awareness of USG policies as they apply to USAID/West Africa and familiarity with the operations and programs of bi-lateral Missions. S/he will also rely on Power Africa's guiding documents and best practices guidelines. Specifically, the Senior Energy Advisor will use the Power Africa Project Approval Document (PAD), USAID's Climate Change Strategy, USAID's Policies in EC-LEDS, and PADS in relevant regional and bi-lateral Missions.
- E. **Nature, Level, and Purpose of Contacts:** The incumbent will have contacts with senior national level government officials (Ministers, Permanent Secretaries), as well as senior-level regional and local officials and senior level executives from private companies working in the energy sector. The incumbent will also represent USAID in meetings with Development Partners (UN Agencies, NGOs, bilateral aid organizations), and the Private Sector. The position requires well-developed negotiation and persuasion skills and also the ability to justify and defend positions and to mediate among decision makers.

The Advisor must have an in-depth technical understanding of power sector challenges and opportunities, based on practical experience in developing country contexts – preferably within West Africa. The Advisor must be highly motivated and have experience in developing and managing energy programs and activities in complex political environments requiring coordination among multiple stakeholders. Ideal candidates will have strong leadership and communication skills, and preferably experience with USAID processes and procedures.

F. Authority to Make Commitments: The Advisor will not have independent authority to commit funds on behalf of the U.S. Government; but he/she will have significant responsibilities and discretion with respect to program expenditures, expenditure reviews and approvals

G. Travel Requirements: The Advisor will be required to travel within West Africa in implementing his/her roles. S/he will also be required to travel outside West Africa region as part of his roles and work within the Power Africa initiative. It is estimated that the Advisor will travel about 30% of his/her time to various partners and project sites.

5.0 MINIMUM QUALIFICATIONS AND SELECTION CRITERIA:

MINIMUM QUALIFICATIONS:

A. Education

A graduate degree in a technical discipline related to energy and/or power, public policy or finance as related to energy and/or power systems, or other relevant field (electric engineering or petroleum engineering or chemical engineering or Finance a combination of these) is required.

B. Experience

Minimum of 10 years of experience in the energy/power sector with a focus on such issues as public policy reform and private sector investment (Independent Power Producers; Public-Private Partnerships) in generation, transmission, and distribution; or privatization, utility management and performance improvement (e.g., aggregate loss reduction; technological transformation; change management); infrastructure rehabilitation and expansion; or off-grid electrification. In addition, some understanding of the current status of the energy and power sectors in West Africa, as well as experience working in the region is highly preferred.

C. Skills & Abilities

The candidate must have international experience in the energy/power sector, with experience in West Africa a decided advantage. The candidate must have a background in at least two of the following areas and this must be documented in the applicant's CV: i) public-private partnerships; ii) production/power generation and distribution; power sector financial transactions; iii) project development (including feasibility studies and project financing); and iv) energy sector policy reform. The Advisor must be capable of achieving capacity-building results and of managing energy programs (especially power sector reform) in difficult political environments requiring coordination with multiple stakeholders. The candidate must be able to build effective working relationships with senior country officials, USG partners, donors, international financial institutions, and other sector counterparts. The position also requires the

ability and willingness to travel within West Africa. The ability to produce quality work under pressure and to meet deadlines is crucial to successful performance in this position.

The position requires a solid understanding of policies, strategies, technology, and social components related to energy sector reform, utility management, rehabilitation and expansion of electricity infrastructure, and off-grid electrification. Experience in the restructuring, recapitalization, and privatization of state-owned utilities would be an asset. Strong analytical and communication skills and problem-solving abilities are required.

The candidate must demonstrate the project management skills needed to effectively lead and manage multi-disciplinary teams in the design and execution of programs and projects. Experience with USG policies and operational programs are preferred.

D. Language

The incumbent must possess Level IV ability (fluency) in spoken and written English, as well as an excellent ability to process information from a wide variety of sources into cohesive, polished documents. The incumbent will have to conduct business in French and therefore must have a professional level of French proficiency: French language reading/speaking skills at the Level 3/3¹ is a requirement. Language Proficiency Definitions can be found at https://careers.state.gov/gateway/lang_prof_def.html

EVALUATION CRITERIA

A. Education

A minimum of a Master's Degree in a field related to the duties described above. This could be in some field of power and/or energy engineering or in renewable energy or finance with an obvious focus on the reform of energy/power policies and/or institutions. The Master's Degree (or equivalent) is mandatory for consideration.

Candidates meeting the minimum qualifications will be evaluated and ranked based on the following selection criteria:

B. Technical Experience (75%)

1. (65%)

Demonstrated, long-term (at least 10 years), 'hands on' experience in applied management and/or technical assistance in the following²:

¹ Link to Language Proficiency Definitions - https://careers.state.gov/gateway/lang_prof_def.html

² For items (i) and (ii) candidates must have demonstrated experience in the reform and transformation of public policy in the energy and/or power sectors, particularly from centrally-controlled state operations to public-private partnerships and/or to major private investment programs.

- i) Improving the operations of power generation, transmission and/or distribution agencies/utilities; integration of power from multiple sources to stabilize supplies;
- ii) Improving and/or rationalizing financial operations of energy and/or power sectors including analysis/development of pricing policies and agreements, power supply and purchase agreements, taxation, concessions, tendering, leasing, and incentives for independent power producers' (IPPs) investment in energy and/or power sectors;
- iii) Improving the regulatory environment for private sector investment in the power sector, including tariff analysis and setting, regulatory procedures, and the development and operation of energy and /or power markets;
- iv) Energy efficiency and demand-side management including engineering and/or administrative solutions for loss reduction across generation, transmission or distribution and in the application of appropriate codes in the design/construction/operation of energy-efficient structures; and
- v) Communication and awareness of energy/power programs, garnering broad public support for energy efficiency, demand-side management, and regulation.

Demonstrated experience in the above (i-v) in the renewable energy sector.

2. (10%)

Demonstrated experience working with international donors and other programs in developing countries that support energy related programs.

Managing special cross-cutting initiatives or task-force groups to accomplish energy-related programmatic goals.

C. Communications/Interpersonal Skills (25%)

1. (15%)

Strong interpersonal skills and the ability to work in a multi-cultural setting are required. Demonstrated positive and productive teaming abilities are absolutely critical. Candidates must have demonstrated ability to elevate and empower those around him/her. Experience working in teams is required. Candidates must be able to motivate team members and work toward positive outcomes, work as a member of a technical and office management team, and work independently.

2. (10%)

Strong verbal and computer (word processing, spreadsheet, and database) skills are required, with proven ability to communicate quickly, succinctly, and tactfully in both speech and writing;

ability to facilitate meetings and make oral presentations logically and persuasively to senior government officials and partners (USG and West African) in a multi-cultural context; ability to produce concise, clear reports. Candidates will be required to submit writing samples.

6.0 INSTRUCTIONS TO APPLICANTS:

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

- Signed Form AID 302-3, Offeror Information for Personal Services Contracts (available at <http://www.usaid.gov/forms/>)

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form a302-3 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

- Cover letter and a current resume/curriculum vita (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
- Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
- Applicants also must address the above **Section 5.0: Selection Criteria**, in a summary statement to be included in the application. This summary statement, limited to two pages, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The summary statement must include the name of the applicant and the announcement number at the top of each page.
- Residence Permit (for US citizens resident in Ghana)

7.0 LIST OF REQUIRED FORMS

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Application for Application for Federal Employment (AID 302-3);
2. Contractor Physical Examination (AID Form 1420-62)*;
3. Questionnaire for Sensitive Positions (for National Security) (SF-86)*; or
4. Questionnaire for Non-Sensitive Positions (SF-85)*;
5. Finger Print Card (FD-258).*

* Forms 2 through 5 shall be completed **only** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

8.0 CONTRACT INFORMATION BULLETIN (CIBs) ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs

CIBs AND AAPDSs contain information or changes pertaining to USAID policy and General Provisions in USAID regulation and procedures concerning acquisition and assistance including Personal Service Contracts can be found at: <http://www.usaid.gov/work-usaid/aapds-cibs>. AIDAR Appendix D and J apply to USPSC and TCNPSC respectively and can be found at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf

9.0 BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized benefits and allowances listed in this section.

NOTE: In accordance with AIDAR Appendix D, Sec. 4(d) and General Provision #22, contractor meeting the definition of Resident Hire PSC is not eligible for any fringe benefits except contribution for FICA, Medicare, Health and Life Insurance.

TCNPSC MAY be eligible for benefits in accordance with AIDAR Appendix J, sec. 4(c)(2)(ii)(B).

BENEFITS:

- Employee's FICA Contribution (U.S. citizens only)
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment (Annual across the board salary increase)
- Eligibility for Worker's Compensation
- Annual and Sick Leave

ALLOWANCES (If Applicable):

- (1) Temporary Lodging Allowance (Section 120)*
- (2) Living Quarters Allowance (Section 130)*
- (3) Post Allowance (Section 220)*
- (4) Supplemental Post Allowance (Section 230)*

- (5) Post Differential (Chapter 500)*
- (6) Payments during Evacuation/Authorized Departure (Section 600)* and
- (7) Danger Pay (Section 650)*
- (8) Educational Allowance (Section 270)*
- (9) Separate Maintenance Allowance (Section 260)*
- (10) Educational Travel (Section 280)*

* Standardized Regulations (Government Civilians Foreign Areas).

FEDERAL TAXES: USPSCs are not exempt from payment of Federal and State Income Taxes.

TCN positions in Ghana are not covered by the ICASS service provider/USG housing pool system. In lieu of a Living Quarters Allowance (DSSR Section 130), TCN PSCs are eligible for a housing allowance. The rental allowance is in US dollars in accordance with 15 FAM Exhibit 237 (a) space standards charts. Accra is locality 3. Residential make ready services are provided. Shipment of Privately Owned Vehicle (POV) is not covered under TCN contracts.

END OF SOLICITATION