



USAID | BENIN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068022R10005

ISSUANCE DATE: April 25th, 2022

CLOSING DATE/TIME: May 06th, 2022, at
12:00 noon Cotonou Local Time

**SUBJECT: Solicitation for a Cooperating Country Personal Service Contractor
(CCNPSC) Acquisition and Assistance Specialist : (CAREER LADDER)
(Local Compensation Plan)**

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, Sections I through V** 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 the attached information.

Sincerely,

James Berscheit
Supervisory Regional Executive Officer, West Africa

U.S. Agency for International Development
C/O American Embassy, 01 B.P. 2012
Cotonou, BENIN

Tel: (229) 21-36-76-00, 21-30-06-50
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<http://www.usaid.gov/bj>

**ATTACHMENT 1 72068022R10005- Acquisition and Assistance Specialist
(CAREER LADDER)**

I. GENERAL INFORMATION

- 1. SOLICITATION NO. :** 72068022R10005
- 2. ISSUANCE DATE:** April 25th, 2022
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** May 06th, 2022 at
12:00 noon Benin Local Time
- 4. POINT OF CONTACT:** cotonouhr@usaid.gov and copy Clemencia Acacha Bonou at cacacha@usaid.gov and Jean-Luc Tinongbe at jtinongbe@usaid.gov

5. POSITION TITLE: Acquisition and Assistance Specialist (CAREER LADDER)

6. MARKET VALUE: This is a “laddered” position.

The full performance level of this position is equivalent to **FSN-11: (FCFA 18,024,666 – FCFA 33,345,636.**

However, if USAID’s evaluation does not result in an award at the full performance level, USAID may make an award to a Cooperating Country National (CCN) at a lower level with contract options to place the contractor at each progressive (laddered) level until the full performance level is reached.

The entry level of this position is equivalent to **FSN-09: FCFA 12,394,049– FCFA 22,928,993**

The intermediate level of this position is equivalent to **FSN-10, (FCFA 14,174,603 – FCFA 26,223,017.**

In accordance with AID Acquisition Regulation (AIDAR) Appendix J and the Local Compensation Plan of USAID/Benin, final compensation will be negotiated within the listed market value of the performance level for which the Cooperating Country National Personal Services Contractor (CCNPSC) is selected.

- 7. PERIOD OF PERFORMANCE:** Five-year renewable contract. The position will be reviewed annually and renewed contingent on satisfactory performance, continued need for the services, and availability of funds.
- 8. PLACE OF PERFORMANCE:** Cotonou, Benin, with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperating Country National (CCN) Personal Service Contractor (PSC) are eligible offerors. (Per ADS 309.3.1.4 (d) Order of Preference for Types of PSCs). Cooperating country national (CCN) means an individual who is a cooperating country citizen.

10. SECURITY LEVEL REQUIRED: Employment Authorization

11. STATEMENT OF DUTIES

This position is established as an Acquisition and Assistance Specialist “Ladder” position, which includes positions at the FSN-09, FSN-10, and the full performance level of FSN-11.

At the full performance level, the CCNPSC will perform the following general duties:

- a. The Specialist provides professional-level procurement planning advice and guidance to USAID/Benin Technical Offices, Development Objective (DO) Teams, and any designated regional clients, including advice on procurement policy and procedures in the design and implementation of Mission activities. The Specialist coordinates the development of procurement objectives for assigned portfolios in terms of potential implementing partner (IP) organizations, competitive issues, and socioeconomic issues, and identifies and constructs appropriate contract and/or grant instruments. The Specialist ensures that acquisition plans are current, have appropriate milestones, and related schedules are adequate.
- b. The Specialist reviews Global Acquisition and Assistance System (GLAAS) Requisitions (REQs), requesting acquisition/assistance for major and complex programs/ projects/ activities and/or services. The Specialist analyzes requirements, advises on instrument selection or procurement approach, and verifies if the request meets Federal Acquisition Regulation (FAR), Automated Directive System (ADS), 2 CFR 200, AIDAR, and/or other Mission, Agency, or US Government (USG) policies; ensures that necessary Mission clearances have been obtained, and that waivers and other supporting documentation are complete; recommends revisions regarding SOWs or program descriptions, budgets, classification of terms, reporting requirements, and any special conditions, and ensures that required performance indicators are developed and included in the initial Request for Proposal or Request for Application; and, develops solicitation documentation in accordance with all appropriate regulations, selects and includes correct required clauses, and transmits solicitations for proposal and notice of funding opportunities using Internet-based technology. The Specialist responds to offerors/applicants' questions during the proposal/application submission phase; and determines the need for, and prepares, clarifying amendments as required for solicitation documents. As necessary, the Specialist holds a pre-proposal/pre-application or consultative meetings with partners to fully explain the Agency and counterpart's needs, and to discuss solicitation documents. The Specialist applies a high degree of judgment and analysis when deciding among and between competing and often conflicting regulations and objectives, where the activities involved include multi-million-dollar issues, often with significant political and/or legal implications.
- c. The Specialist performs compliance review of applications and offers for responsiveness to particular solicitations/funding opportunities, and ensures that the evaluation team documents the relative strengths and weaknesses of each proposal/application; guides Development Objective (DO) Teams in the practice of 'best value' selection, and in performance-based technical approaches; and, obtains reports and references, ensuring that past performance of the offeror/applicant is relevant and of high quality. The Specialist ensures that successful offeror/applicant have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out contracts/agreements.

The Specialist requests audit reports or pre-award surveys from the Office of the Inspector General, and/or the Defense Contract Audit Agency, and obtains clearance from the Department of Labor and/or the Small Business Administration on a variety of Equal Employment Opportunity (EEO) and workplace issues. The Specialist analyzes cost proposals and technical scores from technical evaluation committees; and based on the analysis, establishes the competitive range and presents documentation for signature to the Contracting & Agreement Officer/Regional Contracting & Agreement Officer.

The Specialist performs analysis of cost issues, considering economic conditions and factors of material, labor, and transportation costs; examines cost and pricing data submitted by offerors/applicants, to substantiate direct and indirect costs and profit; determines reasonableness of costs submitted; ensures data provided is consistent with USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policy; and, identifies circumstances that may require a waiver.

The Specialist coordinates issues of technical weakness and excessive cost with DO Teams prior to commencement of negotiation; and clarifies and, as necessary, instructs the members of the Team, host-country counterparts, and other Mission staff on the USAID procurement process. The Specialist designs the negotiation strategy, identifies areas subject to negotiation, and consults with technical specialists concerning data submitted by offerors; conducts extensive negotiations on cost and technical issues prior to acquisition/assistance award, presenting USAID issues of concern, and persuading offerors/applicants to upgrade technical deficiencies and reduce costs where appropriate; requests submission of Revised Proposals, and prepares appropriate contract or grant instruments for award; coordinates the last stages of selection with DO Teams and/or the technical evaluation committee(s); negotiates and awards grants and cooperative agreements with US-based and indigenous Private Voluntary Organizations (PVOs) and Non-Governmental Organizations (NGOs), colleges and universities, and other non-profit organizations; analyzes transactions to ensure compliance with Agency cost-sharing and registration policies, as well as local laws governing status; and, coordinates contracting activities with other government agencies, frequently negotiating and drafting interagency agreements. The Specialist presents award decisions to the Contracting & Agreement Officer/Regional Contracting & Agreement Officer, with all the appropriate supporting documentation, including the development of appropriate performance indicators, in conjunction with DO teams; and, organizes and conducts orientation meetings with selected contractors, to ensure that mobilization efforts will be conducted efficiently, and that all terms and conditions of procurement instruments are clear and well-understood by all parties. The Specialist provides support during debriefings to unsuccessful offerors.

- d. The Specialist monitors partner's performance in relation to the completion schedule required by the contract or assistance instrument; ensures timely submission of technical progress reports, making periodic visits to partner work sites, and representing the Office at performance-related meetings held by other Mission Offices; assists any client Missions to develop appropriate indicators for work plans and contract documents; ensures contractors fully understand performance standards contained in the Contract, and seeks corrective action in cases of non-compliance; expedites Change

Orders or revisions when circumstances require; and, issues 'show cause' or 'cure notices,' and/or recommends termination of contracts for default or for convenience, and negotiates termination settlements.

- e. The Specialist analyzes, and takes action to resolve, audit findings, such as cost items questioned or unresolved; supports recommendations with detailed analysis of each cost, category, or element as necessary; prepares necessary documents to resolve all aspects of audits, questioned or ineligible costs, and accounting issues; and presents documentation to the Contracting & Agreement Officer/ Regional Contracting & Agreement Officer for signature. The Specialist reviews completed (after full performance) contract/agreement files to determine that all contractual actions are satisfied, and that there are no pending administrative actions to be resolved; ensures that all file documents are signed, that there are no litigation actions pending, and that the contract is complete in every respect and ready to be closed; and, ensures that contracts nearing annual anniversaries or final completion have a completed performance report from the Contracting Officer's Representative(COR)/Agreement Officer's Representative (AOR), and submits reports to the Contractor/Recipient for comment.
- f. The Specialist provides guidance and mentoring to junior-level staff, trainees, procurement technicians, and file clerks on basic principles of United States Government (USG) and USAID acquisition, general procurement management, procurement policy direction, new/changed procurement policies, etc., as required.
- g. As required, the Specialist may be called upon to provide information and advice to the Contracting/Agreement Officer or Regional Contracting/Agreement Officer and/or his/her designee on critical procurement issues, or on the effect of new or revised USG, USAID, or host-country requirements. The Specialist attends key Mission meetings on behalf of the Office, as assigned.

The full Position Descriptions for FSN 9/10/11 are attachments to this solicitation.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, a candidate must first meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will receive further consideration. Below are the Minimum Qualifications at each performance level:

Entry Level (FSN-09):

a. Education: A Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management or in a related field is required.

b. Prior Work Experience: A minimum of three years of progressively responsible experience in procurement or a closely related field is required. ***NB: Additional experience may NOT be substituted for Education.***

c. Language Proficiency: Level IV (Fluent) English, in speaking and writing, is required. Language proficiency will be tested.

Intermediate Performance Level (FSN-10):

a. Education: A Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management or in a related field is required.

b. Prior Work Experience: A minimum of five years of progressively responsible experience in procurement or a closely related field is required. ***NB: Additional experience may NOT be substituted for Education.***

c. Language Proficiency: Level IV (Fluent) English, in speaking and writing, is required. Language proficiency will be tested.

Full Performance Level (FSN-11):

a. Education: A Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management or in a related field is required. Candidate must possess, at a minimum a FAC-C level 1 certification.

b. Prior Work Experience: A minimum of seven years of progressively responsible work in procurement or a closely related field is required. As this position is part of a recognized and established career ladder, a minimum of two years of this experience must have been gained working in a USAID Contracting/A&A Office, with at least one year at the next lower, FSN-10, grade level. ***NB: Additional experience may NOT be substituted for Education.***

c. Language Proficiency: Level IV (Fluent) English, in speaking and writing, is required. Language proficiency will be tested.

III. EVALUATION AND SELECTION FACTORS

Offerors seeking consideration for the full performance level will be considered in isolation first, and only if no acceptable offeror is found at that level, the Technical Evaluation Committee (TEC) will proceed to review offerors at the lower levels.

Depth and relevance of qualifications will be primarily assessed by a review of candidates' applications and an interview. After candidates' applications have been initially reviewed, only those which give evidence of meeting the minimum requirements will receive further consideration. The TEC will identify a short-list of candidates who will be invited to an interview. After reviewing all results, the TEC will make a determination of candidates who have the requisite qualifications and experience to successfully fill the position.

The TEC will consider all offerors below the full performance level on an equal basis for their demonstrated potential to rise to the full performance level.

Evaluation will be based on the following:

At FSN-09 Grade Level:

- a. Work Experience (20%):** Degree and complexity of relevant work experience for pre-award and post-award procurement responsibilities.
- b. Job Knowledge (30%):** Knowledge of public and/or private-sector business processes. Understanding of how to execute and administer procurements as it relates to acquisition through methods of negotiation, and small purchase procedures.
- c. Skills and Abilities (30%):** The ability to plan and administer acquisition activities and provide procurement support in a timely and effective manner; and ability to deal effectively with colleagues in USAID Mission, and with external customers.

Good analytical, negotiating and time management skills, along with strong proofreading skills and attention to detail. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict. CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS throughout all phases of the procurement process.

- d. Communication (20%):** Speaks and writes clearly, concisely and effectively; demonstrates tact in communication; tailors language, tone, style and format to match audience.

At FSN-10 Grade Level:

- a. Prior Work Experience (20%):** Degree and complexity of relevant work experience specifically for pre-award and post-award procurement responsibilities.
- b. Job Knowledge (30%):** Knowledge of public and/or private-sector business processes. Understanding of how to execute and administer procurements as it relates to acquisition through methods of negotiation, and small purchase procedures.
- c. Skills and Abilities (30%):** Ability to plan and administer acquisition activities, and provide adequate acquisition and assistance support for agency programs and projects in a timely manner; and ability to deal effectively with colleagues in USAID Mission, and with external customers.

Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS, in accordance with US law throughout all phases of the procurement process.

- d. Communication (20%):** Effective oral and written communication of USAID acquisition and assistance procedures and policies.

At FSN-11 Grade Level:

Perform the same duties as the FSN-10 Grade Level but with less supervision, greater decision-making authority, and greater independence of action.

- a. Prior Work Experience (20%):** Degree and complexity of relevant work experience specifically for pre-award and post-award acquisition and assistance responsibilities.
- b. Job Knowledge (30%):** High-level knowledge of US Federal Acquisition Regulations, and knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A good knowledge of host-country and regional markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods. Knowledge of business processes in public or private sectors.
- c. Skills and Abilities (30%):** The ability to plan and administer large and complex acquisition activities and provide adequate acquisition assistance and support for agency programs/projects/activities in a timely manner. The ability to apply governing contracting regulations, procedures, and policies to individual complex acquisition and assistance programs. An ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required.

Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS, in accordance with US law throughout all phases of acquisition and assistance procurement processes.

- d. Communication – (20%):** Applicant skills in oral and written communication in the English language, including the ability to obtain, evaluate, and interpret reports, and to effectively communicate organizational mission and policies to staff and to partners will be evaluated.

IV. SUBMITTING AN OFFER

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and supplemental materials as described in this section.

Candidates who fail to provide the required documentation will result in rejection of their applications from further consideration.

Offerors must submit the following documents, or their applications will not be considered for this position:

1. Signed U.S. government AID 309-2 form (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link: https://www.usaid.gov/sites/default/files/documents/FormAID_309-2_for-PSC-individual_.doc

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 309-2 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 309-2 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

If you encounter problems downloading the form, please contact us at cotonouhr@usaid.gov and copy Clemencia Acacha Bonou at cacacha@usaid.gov and Jean-Luc Tinongbe at jtinongbe@usaid.gov. Applicants should retain for their record copies of all enclosures that accompany their applications.

2. Cover letter and current resume or curriculum vitae (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. Complete dates (month/year) are also required on CV.
3. Offerors also must address the above Section III: Evaluation and Selection Factors, in a Summary Statement to be included in the application. This Summary Statement, limited to two (2) pages, must describe specifically and accurately what experience, training, education, and/or awards the Offeror has received that are relevant to each selection factor above. The Summary Statement must include the name of the Offeror and the announcement number at the top of each page.
4. Applications must include the names and contact information (telephone and email) for at least three professional references (who are not family members or relatives). The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one should be the current immediate supervisor or have been an immediate supervisor.

USAID may seek additional contacts for reference checks as appropriate or determined necessary. Candidates who do not wish to have current employers contacted must state this in the application; however, such employers would be contacted for references, if the candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the Contracting Officer. These candidates may be invited to return to USAID for additional interviews.

5. Note that only electronic submissions are accepted. Please do not send hard copies. Electronic submissions should be sent to: cotonouhr@usaid.gov, and copy Clemencia Acacha Bonou at cacacha@usaid.gov, and Jean-Luc Tinongbe at jtinongbe@usaid.gov. Please quote the solicitation number and position title of this solicitation in the subject line of your e-mail application. Submissions must be made via e-mail and MUST be PDF

format. Applicants are required to provide their full mailing address and contact information (telephone and e-mail). No response will be sent to unsuccessful applicants.

6. Relevant educational certificate (s), and resident permit and/or work permit.
7. Application must be in English Language.
8. **As this solicitation is for a “ladder” position, Offeror must identify the FSN-equivalent level at which he wants to be considered. If the TEC determines that an Offeror is not qualified at the position level(s) the Offeror identified, the Offeror will not be considered further unless the Offeror identified that they are willing to be considered at any lower level(s). An offeror who fails to identify any level for consideration, will be evaluated only against the FSN-9 performance level.**
9. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.
10. 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, item 4**.
11. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

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 following forms.:

1. Medical History and Examination Form (Department of State Forms)
2. Background Investigation Form
3. Fingerprint Card (FD-258)

VI. BENEFITS AND ALLOWANCES

Compensation for CCNPSCs will be in accordance with the local compensation plan.

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

1. BENEFITS:
 - Medical Insurance
 - Annual Leave
 - Local and American Holidays
 - Annual Bonus

2. ALLOWANCES:
 - Miscellaneous Benefits Allowance
 - Education Allowance (as applicable)

VII. TAXES

Taxes calculation and payment are made as per the local compensation plan.

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 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 describe below:

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	General Information - Grade Equivalent/ Step Equivalent - From / To	1	1	N/A	TBD at Award after negotiations with Contractor_
0002	Salary - Annual Salary (LCP) Step	1	1	CFA	TBD at Award after negotiations with Contractor_
0003	Benefits - Miscellaneous Benefit Allowance	1	LOT	CFA	TBD at Award after negotiations with Contractor_
0004	Social Security - CNSS	1	LOT	CFA	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.

END OF SOLICITATION

Typed Name and Signature of SECTION CHIEF or AGENCY HEAD	Date	Typed Name and Signature of Executive Officer	Date
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13. BASIC FUNCTION OF POSITION

The Acquisition and Assistance Specialist (Trainee) is located in the Office/Regional Office of Acquisition and Assistance, USAID/Benin. The function of the Office is to provide Acquisition and Assistance (procurement) support to Mission Technical Offices and Development Objective (DO) and Assistance Objective (AO) Teams in the Mission, and in any Regional Offices that may be supported by the Mission. The primary purpose of this position is to perform a variety of acquisition and assistance duties including writing grants, cooperative agreements, contracts, and other procurement instruments and preparing amendments in support of the Mission. The Specialist (Trainee) reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of scopes of work (SOW); drafts requests for proposal or quote; performs cost and price analysis; analyzes proposals or quotes received; drafts contracts and contract modifications; analyzes contractor-proposed budgets; recommends revisions to various contract provisions; writes Memoranda of Negotiation; and, prepares other required documentation. The Specialist (Trainee) maintains contract files and records up to date, prepares Contractor Performance Reports (CPRs), and supports award closeouts. The Specialist (Trainee) provides guidance related to administrative award modifications. The Specialist (Trainee) is responsible for carrying out day-to-day activities under the mentorship of more senior Office employees.

This position is a part of an established career ladder, which provides for the potential to progress to the FSN-10 and, subsequently, to the FSN-11 grade level. There is no potential for the Job Holder to become a permanent FSN-09 in this work assignment. Attainment of higher grade levels is contingent upon the Specialist (Trainee) successfully completing required training, meeting agree-upon objectives and milestones, and performing in a Fully Successful (or equivalent) manner. Promotion to the FSN-10 and to the target FSN-11 grade levels is not mandatory, and failure to achieve those high levels of performance may be the basis for dismissal.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

a. The Specialist (Trainee) is responsible for providing basic project acquisition and assistance support to USAID/Benin Technical Offices, DO and AO Teams, and any designated Regional clients. USAID programs are diverse and multi-sectoral. The Specialist (Trainee) is required to provide basic and limited acquisition assistance to designated Technical Offices, DO, and/or AO Teams, and to support a variety of programs/projects/activities. These programs/projects/activities are implemented through complex Government contracting and grant mechanisms, including but not limited to purchase orders, competitively negotiated technical assistance agreements, contracts, cooperative agreements, Participating Agency Service Agreements (PASA), and sole source contracts, requiring the Specialist (Trainee) to become familiar with the full range of USAID procurement instruments.

b. The Specialist (Trainee) is assigned work in such a manner as to provide training and the basis for independent selection of appropriate procurement instrument types for the situation at hand, and to accurately apply USG procurement laws, regulations, policies, and procedures governing each type of instrument. The developmental nature of the assignment provides exposure to the acquisition of goods and various types of services. The Specialist (Trainee) will become equally familiar with the procedures for acquisition of goods, and for managing personal service and non-personal service contracting actions.

c. The Specialist (Trainee) is expected to work with higher-level Specialists/Officers, and with technical specialists/activity managers in DO and AO Teams throughout Mission and/or the Region, assisting in the preparation of annual procurement plans, clear and concise statements of work, and supporting documentation. The Specialist (Trainee) will develop the ability to provide authoritative technical guidance to technical specialists/activity managers pertaining to their procurement-related responsibilities and procedures. Specific developmental duties include:

Pre-Award Duties – the Specialist (Trainee) participates in meetings on procurement planning; collates data, and prepares and updates tracking tools in order to monitor pending procurements; works with clients to assist in the preparation of justifications, waivers, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. Prepares solicitation documents in GLAAS, and the electronically posts Simplified Acquisitions and Personal Services Contracts; and, works with higher-level Specialists/Officers to ensure compliance with FAR and AIDAR advertisement requirements, including publication of

synopses and solicitations, as prescribed. The Specialist (Trainee) works with higher-level Specialists/Officers to prepare Requests for Proposal and Requests for Application. The Specialist (Trainee) assists higher-level Specialists/Officers in pre-award activities for competitive solicitations, and with pre-award assessment surveys of potential contractors or recipients, in order to ensure eligibility prior to an award being made.

Post-Award Duties – the Specialist (Trainee) assists higher-level Specialists/Officers in monitoring performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist (Trainee) manages the assigned developmental portfolio, assuring that funding is available when required; and, under the guidance of higher-level Specialists/Officers works with AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met. As assigned, the Specialist (Trainee) conducts site visits and attends meetings. The Specialist (Trainee) provides guidance to technical personnel, and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist (Trainee) assists in researching and resolving issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

d. The Specialist (Trainee) assists in the conduct of closeouts of contracts, grants, and cooperative agreements after completion. These include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

Performs other duties as assigned or required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required. **NB: Additional education may NOT be substituted for Experience.**
- b. **Prior Work Experience:** Three or more years of progressively responsible experience in acquisition and assistance, development assistance, or a closely related field is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or a related occupation, within a USG organization the Host Government, the private sector, or within an international or donor organization, in an English-language work environment. **NB: Additional experience may NOT be substituted for Education.**
- c. **Post Entry Training:** The Specialist (Trainee) will be provided formal training; successful completion of all mandatory Federal Acquisition Certification courses leading to successful completion of Contracting (FAC-C) Level I, in accordance with a formal individual development plan (IDP), is required for progression to the FSN-10 level; along, with at least a Fully Successful or equivalent performance evaluation. In addition, the Specialist (Trainee) will be provided formal and/or on-the-job training in the ADS, FAR, CFR, OAA-Intranet, the AIDAR, and Mission and Office operating and administrative procedures. Formal training, other than FAC-C Level I, will be provided based on availability of course offerings, and availability of funds.

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.

- d. **Language Proficiency** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV (Fluent) English and local language proficiency (if appropriate), both oral and written, is required. Familiarity with additional languages in Office-supported countries is desired.
- e. **Job Knowledge:** Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required. An understanding of US Federal and USAID Acquisition Regulations, and/or knowledge and understanding of how to execute and administer a complex acquisition portfolio, and/or the ability to quickly gain such understanding, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A basic understanding of markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is desirable.

- f. **Skills and Abilities:** The potential to acquire the ability to plan and administer acquisition activities, and provide acquisition assistance and support for Agency programs and projects in a timely manner, is required. The potential to gain the ability to apply contracting regulations, procedures, and policies to individual acquisition and assistance programs is required. And, an ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skill in the use of most elements of the Microsoft Business suite is desired.

Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

16. POSITION ELEMENTS

a. **Supervision Received:** The Acquisition Specialist (Trainee) works under the general supervision of the Contracting Officer/Regional Contracting Officer and/or his/her designee, or a higher-level Specialist/Officer, who makes assignments in terms of the broad range of developmental procurement actions the Trainee will perform. The Specialist (Trainee) will independently initiate necessary coordination with requesting Mission CORs/AORs, Technical Offices, and DO and AO Teams, providing basic policy guidance on how to best fulfill requirements, with OFM and RLA as necessary, and with staffs of other agencies, and with awardees. The Specialist (Trainee) will keep the higher-level Specialist/Officer, and/or the Contracting Officer/Regional Contracting Officer, and/or his/her designee, updated through status reports and verbal briefings. Completed work is reviewed closely at this level, in terms of reviewing the procurement approach for results achieved, in meeting delivery schedules, and in the selection of appropriate contract methods.

b. **Supervision Exercised:** This is a non-supervisory position.

c. **Available Guidelines:** At this level the Specialist (Trainee) will be introduced to the Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), the Automated Directives System (ADS), Contract Information Bulletins (CIBs), US Department of State Standardized Regulations, Federal Travel Regulations (FTR), Office of Management and Budget (OMB) Circulars, Mission Orders, and grant format requirements. Guidelines often are not directly applicable to the task at hand, and the Specialist (Trainee) is expected to use limited judgment in their application, requesting guidance in cases where the Specialist (Trainee) has not used the particular guideline in the past.

d. **Exercise of Judgment:** The Specialist (Trainee) is expected to exercise limited judgment in handling pre-award and post-award actions, when advising CORs/AORs and Mission staff, and when interacting with implementing partners (IPs) to resolve complex issues arising during program/project/activity implementation. The Specialist (Trainee) is expected to apply good judgment in dealing with visitors and callers; in the analysis of cost, financial, and other characteristics of prospective contractors and grantees; and, in deciding what questions need to be asked of client Mission representatives and proposed contractors/grantees, in order to ensure achievement of the acquisition objectives on contract, grant, or other assistance instrument. At this level the Specialist (Trainee) is expected to refer more difficult decisions and matters of policy to the Contracting Officer/Regional Contracting Officer and/or his/her designee, or to a higher-level Specialist/Officer.

e. **Authority to Make Commitments:** At this level, the Specialist (Trainee) will primarily participate in discussions and negotiations with potential contractors and grantees to reach agreement on statements of work/program descriptions and budgets, under the guidance of a higher-level Specialist/Officer. The Specialist (Trainee) may be delegated the authority to conclude negotiations and to structure the final terms and conditions of less-complex USAID acquisition and assistance instruments. The agreements will be reviewed by a higher-level Specialist/Officer, and approved and signed by a warranted Contracting Officer/ Regional Contracting Officer and/or his/her designee, in order to obligate funds.

f. **Nature, Level, and Purpose of Contacts:** The Specialist (Trainee) is in daily contact with staff throughout the Mission, and with grantees, potential grantees, visitors, and mid-level officials from both the public and private sectors, as well as with NGOs and IPs, in order to exchange and/or collect information, and to provide advice relating to program implementation.

g. **Time Expected to Reach Full Performance Level:** One year.

Typed Name and Signature of SECTION CHIEF or AGENCY HEAD	Date	Typed Name and Signature of Executive Officer	Date
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13. BASIC FUNCTION OF POSITION

The Acquisition and Assistance Specialist (Trainee) is located in the Office/Regional Office of Acquisition and Assistance, USAID/Benin. The function of the Office is to provide Acquisition and Assistance (procurement) support to Mission Technical Offices and Development Objective (DO) and Assistance Objective (AO) Teams in the Mission, and in any Regional Offices that may be supported by the Mission. The primary purpose of this position is to perform a variety of acquisition and assistance duties including writing grants, cooperative agreements, contracts, and other procurement instruments and preparing amendments in support of the Mission. The Specialist (Trainee) reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of scopes of work (SOW); drafts requests for proposal or quote; performs cost and price analysis; analyzes proposals or quotes received; drafts contracts and contract modifications; analyzes contractor-proposed budgets; recommends revisions to various contract provisions; writes Memoranda of Negotiation; and, prepares other required documentation. The Specialist (Trainee) maintains contract files and records up to date, prepares Contractor Performance Reports (CPRs), and supports award closeouts. The Specialist (Trainee) provides guidance related to administrative award modifications. The Specialist (Trainee) is responsible for carrying out day-to-day activities under the mentorship of more senior Office employees.

This position is a part of an established career ladder, which provides for the potential to progress to the FSN-10 and, subsequently, to the FSN-11 grade level. There is no potential for the Job Holder to become a permanent FSN-09 in this work assignment. Attainment of higher grade levels is contingent upon the Specialist (Trainee) successfully completing required training, meeting agree-upon objectives and milestones, and performing in a Fully Successful (or equivalent) manner. Promotion to the FSN-10 and to the target FSN-11 grade levels is not mandatory, and failure to achieve those high levels of performance may be the basis for dismissal.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

a. The Specialist (Trainee) is responsible for program/project/activity acquisition and assistance support for USAID/Benin Technical Offices, DO and AO Teams, and any designated Regional clients. USAID programs are diverse and multi-sectoral. The Specialist is required to provide acquisition assistance to designated Technical Offices and/or DO/AO Teams, and to support a variety of programs/projects/activities. These programs/projects/activities are implemented through complex Government contracting and grant mechanisms, including but not limited to purchase orders, competitively negotiated technical assistance agreements, contracts, cooperative agreements, Participating Agency Service Agreements (PASA), and sole source contracts.

b. The Specialist (Trainee) is expected and required to select the appropriate procurement instrument type for the situation at hand, and to accurately apply USG procurement laws, regulations, policies, and procedures governing each type of instrument. The advanced developmental nature of the assignment includes the acquisition of goods and various types of services. The Specialist (Trainee) must be equally familiar with the procedures for acquisition of goods, and for managing personal service and non-personal service contracting actions.

c. The Specialist (Trainee) is expected to work with technical specialists/activity managers in Technical Offices and DO/AO Teams throughout the Mission and the Region, assisting in the preparation of annual procurement plans, the development of clear and concise statements of work, and full supporting documentation. The Specialist (Trainee) must be able to provide authoritative technical guidance to technical specialists/activity managers, pertaining to their procurement-related responsibilities and procedures. Specific duties include:

Pre-Award Duties – the Specialist (Trainee) assists technical DO/AO Team personnel in the analysis of annual program plans, and advises on the selection of appropriate acquisition and assistance mechanisms to help achieve program objectives; assists technical personnel in the preparation of required descriptions of proposed activities, including statements of work, specifications, and activity descriptions; prepares pre-solicitation documents and clearances, including determinations, justifications, synopses, and solicitations and, reviews GLAAS Requisitions (REQs) for completeness and clarity. The Specialist (Trainee) advises on the adequacy of evaluation criteria, proposed contracting mechanisms, the extent of advertising required, and any other required terms and conditions. In coordination with Technical Offices and/or representatives of host-country governments, the Specialist (Trainee) evaluates and analyzes

bids and proposals, ensuring compliance with evaluation criteria. The Specialist (Trainee) assists in the development of pre-negotiation costs or programmatic objectives, in conjunction with the Contracting/Regional Contracting Officer and/or his/her designee, technical personnel, and others; recommends the competitive range, and negotiates with potential awardees; documents negotiations in writing; assists in technical and cost evaluations; recommends the selected contractor and prepares contract files, to include making required certifications and determinations necessary for each procurement action: and, prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented.

Post-Award Duties – The Specialist (Trainee) monitors performance as required by the terms and conditions of the award, through review of performance and review of financial reports; manages the assigned portfolio; assures that funding is available when required; and, works with DO/AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met; conducts site visits and attends meetings; and, provides guidance to technical personnel and assists in programmatic duties as required to avoid contractual/legal improprieties. The Specialist (Trainee) assists the CO/RCO with issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

d. The Specialist (Trainee) conducts closeouts of contracts, grants, and cooperative agreements after completion; closeouts include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

Performs other duties as assigned or required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required. **NB: Additional education may NOT be substituted for Experience.**
- b. **Prior Work Experience:** Four or more years of progressively responsible experience in acquisition and assistance, development assistance, or a closely related field is required. As this position is part of a recognized and established career ladder, a minimum of one year of this experience must have been gained working in a USAID Contracting/A&A Office at no less than the next lower grade level. **NB: Additional experience may NOT be substituted for Education.**
- c. **Post Entry Training:** The Specialist (Trainee) will be provided formal training; successful completion of all mandatory Federal Acquisition Certification courses leading to successful completion of Contracting (FAC-C) Level II, in accordance with a formal individual development plan (IDP), is required for progression to the FSN-11 level; along, with at least a Fully Successful or equivalent performance evaluation. In addition, the Specialist, as an advanced Trainee will be provided other formal and/or on-the-job training as considered appropriate, based on availability of course offerings, and availability of funds.

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.

- d. **Language Proficiency** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV (Fluent) English and local language proficiency (if appropriate), both oral and written, is required. Familiarity with additional languages in Office-supported countries is desired.
- e. **Job Knowledge:** Knowledge of public and/or private-sector business processes is required. At this level, knowledge of US Federal and USAID Acquisition Regulations, or knowledge and understanding of how to execute and administer an acquisition and portfolio, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A good knowledge of Regional markets pertaining to program and project requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is desirable.

- f. **Skills and Abilities:** The ability to plan and administer acquisition activities, and provide adequate acquisition assistance and support for agency programs and projects in a timely manner is required. The ability to apply governing contracting regulations, procedures, and policies to assigned acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skill in the use of most elements of the Microsoft Business suite is required.

Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

16. POSITION ELEMENTS

- a. **Supervision Received:** The Acquisition and Assistance Specialist works under the general guidance of the Contracting Officer/Regional Contracting Officer and/or his/her designee, or a higher-level Specialist/Officer, who makes assignments in terms of the range of procurement actions the Specialist will perform. The Specialist independently initiates necessary coordination with requesting Mission CORs/AORs, Technical Offices, and DO and AO Teams providing policy and strategic guidance on how to best fulfill requirements, and with OFM and RLA, staffs of other agencies, and with awardees. The Specialist keeps the Contracting Officer/Regional Contracting Officer, and/or his/her designee, updated through periodic status reports and through verbal briefings. Completed work is reviewed from the overall standpoint of providing a viable procurement approach for results achieved, in meeting delivery schedules, and in the selection of appropriate contract methods.
- b. **Supervision Exercised:** This is a non-supervisory position, although the Specialist may be assigned as an acting Leader for short periods of time. The Specialist may provide limited guidance to lower-level acquisition staff, trainees, and clerks.
- c. **Available Guidelines:** Guidelines include the Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), Automated Directives System (ADS), Contract Information Bulletins (CIBs), US Department of State Standardized Regulations, Federal Travel Regulations (FTR), Office of Management and Budget (OMB) Circulars, Mission Orders, and grant format requirements.
- d. **Exercise of Judgment:** The Specialist must exercise a high degree of sound judgment in handling all aspects of pre-award and post-award actions, when advising CORs/AORs and Mission staff, and when interacting with implementing partners (IPs) to resolve complex issues arising during program/project/activity implementation. The Specialist must exercise good judgment in dealing with visitors and callers; in the analysis of cost, financial, and other characteristics of prospective contractors and grantees; and, in deciding what questions need to be asked of Technical Officials and DO and AO Team representatives and proposed contractors/grantees, in order to ensure achievement of the acquisition objectives on contract, grant, or other assistance instruments. Unusual decisions and matters of policy are referred to the Contracting Officer/Regional Contracting Officer and/or his/her designee.
- e. **Authority to Make Commitments:** The Specialist is required to hold discussions and negotiations with potential contractors and grantees to reach agreement on statements of work/program descriptions and budgets. The Specialist has the authority to conclude negotiations and to structure the final terms and conditions of USAID acquisition and assistance instruments, as assigned. The agreements must be approved and signed by a warranted Contracting Officer/ Regional Contracting Officer and/or his/her designee, in order to obligate funds.
- f. **Nature, Level, and Purpose of Contacts:** The Specialist is in daily contact with staff throughout the Mission, with managers of any serviced Missions/Offices in the Region, Technical Office staffs and DO and AO Team Leaders, CORs/AORs, and with grantees, potential grantees, visitors, and mid- to high-level officials from both the public and private sectors, as well as with NGOs and IPs, in order to exchange and/or collect information, and to provide advice relating to program implementation.
- g. **Time Expected to Reach Full Performance Level:** One year.

Typed Name and Signature of SECTION CHIEF or AGENCY HEAD	Date	Typed Name and Signature of Executive Officer	Date
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13. BASIC FUNCTION OF POSITION

The Acquisition and Assistance Specialist is located in the Office/Regional Office of Acquisition and Assistance, USAID/Benin. The function of the Office is to provide Acquisition and Assistance (procurement) support to Mission Technical Offices and to Development Objective (DO) and Assistance Objective (AO) Teams in the Mission and in any Regional Offices that may be supported by the Mission. The primary purpose of this position is to review and recommend approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); review and recommend approval or revision of Scopes of Work (SOW); perform complex cost and price analysis; analyze proposals and/or quotes received; review contracts and contract modifications; analyze contractor-proposed budgets; recommend revisions to various contract provisions; write Memoranda of Negotiation; and, prepare other required documentation. The Specialist maintains up-to-date contract files, prepares Contractor Performance Reports (CPR), and supports award closeouts. As required, the Specialist provides guidance to client Missions in the Region on related administrative award modifications. The Specialist is responsible for carrying out day-to-day activities in an independent manner.

This position represents the full performance level of a career ladder, beginning at FSN-09. Attainment of this grade level represents that the Specialist has successfully completed substantial training, met agreed-upon objectives and milestones, and has performed at the Fully Successful (or equivalent) level. At this level, it is anticipated that the Specialist will play a significant role in mentoring lower-level trainees, and others, by identifying knowledge gaps and training needs.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

a. The Specialist provides professional-level procurement planning advice and guidance to USAID/Benin Technical Offices, DO and/or AO) Teams, and any designated Regional clients, including advice on procurement policy and procedures in the design and implementation of Mission activities. The Specialist coordinates the development of procurement objectives for assigned portfolios in terms of potential implementing partner (IP) organizations, competitive issues, and socioeconomic issues, and identifies and constructs appropriate contract and/or grant instruments. Negotiations are to ensure acquisition plans are current, have appropriate milestones, and related schedules are adequate.

b. The Specialist reviews GLAAS Requisitions (REQs) requesting acquisition/assistance for major and complex programs/projects/activities and/or services. The Specialist analyzes requirements, and determines instrument selection or procurement approach, if SOWs or other program descriptions are complete, and if the request meets FAR, ADS, AIDAR, and/or other Mission, Agency, or USG policies; ensures that necessary Mission clearances have been obtained, and that waivers and other supporting documentation are complete; recommends revisions regarding SOWs, budgets, classification of terms, reporting requirements, and any special conditions, and ensures that required performance indicators are developed and included in the initial Request for Proposal or Request for Application; and, develops solicitation documentation in accordance with all appropriate regulations, selects and includes correct required clauses, and transmits solicitations for proposal using Internet-based technology. The Specialist responds to offeror questions during the proposal submission phase; and, determines the need for, and prepares, clarifying amendments as required for solicitation documents. As necessary, the Specialist holds pre-bid or consultative meetings with partners to fully explain the Agency and counterpart's needs, and to discuss solicitation documents. The Specialist applies a high degree of judgment and analysis when deciding among and between competing and often conflicting regulations and objectives, where the activities involved include multi-million-dollar issues, often with significant political and/or legal implications.

c. The Specialist evaluates applications and offers for responsiveness to particular solicitations, and documents the relative strengths and deficiencies of each proposal; guides DO/AO Teams in the practice of 'best value' selection, and in performance-based technical approaches; and, obtains reports and references, ensuring that past performance of the offeror is relevant and of a high quality. The Specialist ensures that offerors have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out contracts. The Specialist requests audit reports or pre-award surveys from the Office of the Inspector General, and/or the Defense Contract Audit Agency, and obtains clearance from the Department of Labor and/or the Small Business Administration on a variety of EEO and workplace issues. The Specialist analyzes cost proposals and technical scores from technical evaluation committees; and, based on the analysis, establishes the

competitive range and presents documentation for signature to the Contracting Officer/Regional Contracting Officer. The Specialist performs analysis of cost issues, considering economic conditions and factors of material, labor, and transportation costs; examines cost and pricing data submitted by offerors, to substantiate direct and indirect costs and profit; determines reasonableness of costs submitted; ensures data provided is consistent with USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policy; and, identifies circumstances that may require a waiver. The Specialist coordinates issues of technical weakness and excessive cost with DO/AO Teams prior to commencement of negotiation; and, clarifies and, as necessary, instructs the members of the Team, host-country counterparts, and other Mission staff on the USAID procurement process. The Specialist designs the negotiation strategy, identifies areas subject to negotiation, and consults with technical specialists concerning data submitted by offerors; conducts extensive negotiations on cost and technical issues prior to contract award, presenting USAID issues of concern, and persuading offerors to upgrade technical deficiencies and reduce costs where appropriate; requests submission of Revised Final Proposals, and prepares appropriate contract or grant instruments for award; coordinates the last stages of selection with DO/AO Teams and/or the technical evaluation committee(s); negotiates and awards grants and cooperative agreements with US-based and indigenous PVOs and NGOs, colleges and universities, and other non-profit organizations; analyzes transactions to ensure compliance with Agency cost-sharing and registration policies, as well as local laws governing status; and, coordinates contracting activities with other government agencies, frequently negotiating and drafting interagency agreements. The Specialist presents award decisions of ultimate contractor/recipient to the Contracting Officer/Regional Contracting Officer, with all the appropriate supporting documentation, including the development of appropriate performance indicators, in conjunction with DO/AO teams; and, organizes and conducts orientation meetings with selected contractors, to ensure that mobilization efforts will be conducted efficiently, and that all terms and conditions of procurement instruments are clear and well-understood by all parties. The Specialist provides support debriefings to unsuccessful offerors.

d. The Specialist monitors contractor performance in relation to the completion schedule required by the contract or assistance instrument; ensures timely submission of technical progress reports, making periodic visits to contractor work sites, and representing the Office at performance-related meetings held by other Mission Offices; assists any client Missions to develop appropriate indicators for work plans and contract documents; ensures contractors are fully compliant with performance standards contained in the Contract, and seeks corrective action in cases of non-compliance; expedites Change Orders or revisions when circumstances require; and, issues 'show cause' or 'cure notices,' and/or recommends termination of contracts for default or for convenience, and negotiates termination settlements.

e. The Specialist analyzes, and takes action to resolve, audit findings, such as cost items questioned or unresolved; supports recommendations with detailed analysis of each cost, category, or element as necessary; prepares necessary documents to resolve all aspects of audits, questioned or ineligible costs, and accounting issues; and, presents documentation to the Contracting Officer/Regional Contracting Officer for signature. The Specialist reviews completed (after full performance) contract files to determine that all contractual actions are satisfied, and that there are no pending administrative actions to be resolved; ensures that all file documents are signed, that there are no litigation actions pending, and that the contract is complete in every respect and ready to be closed; and, ensures that contracts nearing annual anniversaries or final completion have a completed performance report from the COR/AOR, and submits reports to the Contractor for comment.

e. The Specialist provides guidance and mentoring to junior-level staff, trainees, procurement technicians, and file clerks on basic principles of USG and USAID acquisition, general procurement management, procurement policy direction, new/changed procurement policies, etc., as required.

f. As required, the Specialist may be called upon to provide information and advice to the Contracting Officer/Regional Contracting Officer and/or his/her designee on critical procurement issues, or on the effect of new or revised USG, USAID, or host-country requirements. The Specialist attends key Mission meetings on behalf of the Office, as assigned.

Performs other duties as assigned or required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. **Education:** Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required. **NB: Additional education may NOT be substituted for Experience.**

- b. Prior Work Experience:** Five or more or progressively responsible work in acquisition and assistance is required. As this position is part of a recognized and established career ladder, a minimum of two years of this experience must have been gained working in a USAID Contracting/A&A Office, with at least one year at the next lower, FSN-10, grade level. **NB: Additional experience may NOT be substituted for Education.**
- c. Post Entry Training:** The Specialist must have previously successfully completed all mandatory Federal Acquisition Certification – Contracting (FAC-C) Level I and Level II courses in accordance with a formal individual development plan (IDP). Level III training will be provided, in person or on-line, over a period of time as a part of the continuing requirement for all A&A professionals to complete a minimum of eighty (80) Continuous Learning Points for every two-year period. In addition, the Specialist will be provided with formal or on-the-job training to keep abreast of changes in the ADS, FAR, CFR, OAA-Intranet, the AIDAR, and Office and Mission operating and administrative procedures. Off-site formal training, if considered necessary, will be provided based on availability of course offerings, and availability of funds.

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.

- d. Language Proficiency** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV (Fluent) English and local language proficiency (if appropriate), both oral and written, is required. Familiarity with additional languages in Office-supported countries is desired.
- e. Job Knowledge:** Knowledge of US Federal and USAID Acquisition Regulations, and knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A good knowledge of host-country and regional markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is required. Knowledge of business processes in public or private sectors is required.
- f. Skills and Abilities:** The ability to plan and administer large acquisition activities, and provide adequate acquisition assistance and support for agency programs/projects/activities in a timely manner is required. The ability to apply governing contracting regulations, procedures, and policies to individual complex acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skill in the use of most elements of the Microsoft Business suite is required.

Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

16. POSITION ELEMENTS

- a. Supervision Received:** The Acquisition and Assistance Specialist works under the general guidance of the Contracting Officer/Regional Contracting Officer and/or his/her designee, who makes assignments in terms of the broad range of procurement actions the Specialist will perform. The Specialist works with considerable independence, initiating necessary coordination with requesting Mission CORs/AORs, Technical Offices, and DO and AO Teams, providing policy and strategic guidance on how to best fulfill requirements, and with the OFM and RLA, the staffs of other agencies, and with awardees. The Specialist keeps the Contracting Officer/Regional Contracting Officer and/or his/her designee updated through periodic status reports, and through verbal briefings. Completed work is reviewed from the overall standpoint of providing a viable procurement approach for results achieved, in meeting delivery schedules, and in the selection of appropriate contract methods.
- b. Supervision Exercised:** The Specialist may be assigned as a group/Team Leader, but will not serve as a full supervisor. The Specialist is expected to serve as mentor to lower-level trainees, and others, by identifying knowledge gaps and training needs, and to provide other work guidance to lower-level acquisition staff, trainees, and clerks as assigned.

- c. **Available Guidelines:** Guidelines include the Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), the Automated Directives System (ADS), Contract Information Bulletins (CIBs), US Department of State Standardized Regulations, Federal Travel Regulations (FTR), Office of Management and Budget (OMB) Circulars, other Mission Orders, and grant format requirements.
- d. **Exercise of Judgment:** At this full-performance level, the Specialist is expected to apply a high degree of judgment in all aspects of Acquisition and Assistance actions, in particular when advising CORs/AORs and Mission staff, and when interacting with IPs to resolve complex issues arising during program/project/activity implementation. The Specialist exercises good judgment in dealing with visitors and callers; in the analysis of cost, financial, and other characteristics of prospective contractors and grantees; and, in deciding what questions need to be asked of Technical Officials and DO and AO Team representatives and proposed contractors/grantees, in order to ensure achievement of the acquisition objectives on contract, grant, or other assistance instruments. Highly unusual decisions and matters of policy are discussed with the Contracting Officer/Regional Contracting Officer and/or his/her designee prior to making a final decision.
- e. **Authority to Make Commitments:** The Specialist independently holds discussions and negotiations with potential contractors and grantees to reach agreement on complex statements of work/program description, and often very large budgets. The Specialist has the authority to conclude complex negotiations and to structure the final terms and conditions of major USAID acquisition and assistance instruments. Upon completion, agreements are approved and signed by a warranted Contracting Officer/ Regional Contracting Officer and/or his/her designee, in order to obligate funds.
- f. **Nature, Level, and Purpose of Contacts:** The Specialist is in daily contact with staff throughout the Mission, with managers of any serviced Missions/Offices in the Region, Technical Office staffs and DO and AO Team Leaders, and CORs/AORs; with grantees, potential grantees, visitors, mid- to high-level officials, and VIPs from both the public and private sectors, as well as with international organizations, other donors, NGOs, and IPs, in order to exchange and/or collect information, and to provide advice relating to program implementation.
- g. **Time Expected to Reach Full Performance Level:** One year.