

ATTACHMENT 1

I. GENERAL INFORMATION

SOLICITATION NO: VA-669-19-00001 – RE-ADVERTISEMENT

1. **ISSUANCE DATE:** 09/25/2019
2. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 10/08/2019 at 17:30 Monrovia time
3. **POSITION TITLE:** AID Agriculture Development Specialist
4. **MARKET VALUE:** USD **50,647** to USD **78,619** equivalent to **CCN-12**. If no one is found who meet both the minimum education and experience requirements, the market value will be USD **39,577** to USD **61,473** equivalent to **CCN-11** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of the US Embassy in Monrovia, Liberia. Final compensation will be negotiated within the listed market value.
5. **PERIOD OF PERFORMANCE:** Initial contract will be for two years (with optional years included for extension, not to exceed five years), based on the programmatic needs and funding availability.

Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of series of sequential contract; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.

6. **PLACE OF PERFORMANCE:** Monrovia, Liberia with possible travel as stated in the statement of duties.
7. **SECURITY LEVEL REQUIRED:** Facility and computer access

8. **STATEMENT OF DUTIES**

The Agriculture Development Specialist will be based in USAID/Liberia's Economic Growth Office (EGO). S/he will participate in the planning, design, and management of new and existing agriculture projects. S/he will provide technical expertise and project oversight; lead out in project performance monitoring and documentation of program successes; and serve as the point of contact on local agriculture development matters and policies. The Agriculture Development Specialist will be required to travel within Liberia to perform reconnaissance in preparation for program designs; conduct site visits to assess program implementation, and meet with program beneficiaries and stakeholders to assure that program objectives are being met. During field visits to program implementation sites, the Agriculture Development Specialist often will be housed in modest accommodations and at times may have to walk to reach certain beneficiary communities. The Agriculture Development Specialist will work under the supervision of the Agriculture Team Lead, or as designated by the United States Direct Hire (USDH) EGO Office Director.

MAJOR DUTIES AND RESPONSIBILITIES:

The CCN Agriculture Development Specialist will undertake the following duties and responsibilities:

Technical Guidance (30%)

1. Serve as a principal strategic advisor and coordinator with and amongst USG-funded agriculture projects, including, but not limited to, Feed the Future (FtF) programs, USDA program, Food for Peace (FFP) programs, and USAID-funded programs relevant to FtF implementation, including energy and road infrastructure, natural resource management, nutrition, agriculture policy and agriculture-related private sector development. The incumbent will be aware of planning, ongoing projects and coordination opportunities of other donors and of the GOL that will strengthen the impact of USG and other-funded FtF programs.
2. Provide information and guidance on Liberian regulations and policies affecting agriculture and food security.
3. Undertake research or gather and report on the situation affecting Liberia's crops and commodities. This to also include leading or engaging in problem analyses of agricultural value chains.
4. Contribute to the development of EGO and Mission priorities, including the preparation of the Operational Plan (OP).
5. Assist in the preparation of relevant sections of the Country Development Cooperation Strategy (CDCS) (including helping to facilitate and/or implement recommendations from analyses), annual Program Performance Report (PPR) and semi-annual Portfolio Reviews, as well as other relevant program documents and reports as needed.
6. Lead the conceptualization, design, and drafting of EGO activities, as appropriate, by lending technical expertise that pertains to agriculture development, monitoring and evaluation protocols, and community forestry livelihood issues.
7. Support USAID technical offices in the creation and implementation of strategies, including cross-sectoral or Mission-specific agricultural development strategies.
8. Keep abreast of planned and ongoing projects of other donors and of the GOL, as well as coordination opportunities that will strengthen the impact of USG programs.

Program Management (30%)

1. Serve as the Contracting Officer Representative/ Agreement Officer Representative (COR/AOR) and/or Alternate COR/AOR for EGO activities, as requested (e.g., AOR of the Liberian Agribusiness Development Activity (LADA)).
2. Establish and maintain working files on agricultural development programs. Job duties include ensuring up-to-date maintenance of administrative files and records of relevant programmatic activities in collaboration with the EGO Program Assistant.
3. Advise Implementing Partners (IPs) on the preparation of annual work plans, evaluations and program modifications, and encourage timely submissions. Ensure coordination with and between both Mission M&E and IPs' M&E contacts.
4. Schedule and coordinate visits to program implementation sites to assess program

performance, including holding meetings with key programmatic partners, stakeholders and beneficiaries in the field. Provide written field trip reports, as required, to monitor progress and to ensure work is progressing in accordance with program plans, Mission priorities and U.S. Government compliance considerations.

Coordination (20%)

1. Coordinate stakeholders and act as point of contact for issues pertaining to agriculture in Liberia. Stakeholders include the USAID/Liberia Mission, the U.S. Embassy, USAID/Washington, and other regional West African countries, other parts of the U.S. government, international organizations, host country governmental ministries and agencies, NGOs, Community-Supported Organizations, and others in the country.
2. Work with other parts of USAID, across the U.S. government, and with other donors to promote collaboration around agricultural development to increase the effectiveness of the programs overall.
3. Advocate for proper agriculture development in coordination meetings with USAID staff, United Nations (UN), non-governmental organizations (NGO) partners and host country officials. Coordinate with all actors to address issues having an impact on agriculture in Liberia.
4. Prepare for USAID/Washington Bureau of Food Security staff as well as U.S. Department of Agriculture (USDA) staff monitoring trips to Liberia. Liaise with other Mission staff as needed to ensure country clearance, transport, and lodging arrangements are completed.
5. Represent USAID/Liberia and EGO at required meetings, scheduled events, and conferences related to assigned program and project activities.

Monitoring and Reporting (10%)

1. Report on general agricultural development issues, to include pest infestations; droughts; changes in crop yields; commodity price changes; changes in GOL expenditures in the agriculture sector; new or existing GOL policies affecting agriculture development; GOL actions on subsidies, price controls, land (re)distribution; and issues affecting agriculture-based communities.
2. Monitor and report on implementation of agriculture development programs, including progress and problems encountered. Carry out site visits to monitor project implementation, both in Monrovia and in the field. Prepare and distribute monitoring reports and follow up on any resulting recommendations.
3. Provide oversight to field activities, including field monitoring, coordinating and organizing field coordination workshops/events to strengthen collaboration between USG and other donor-funded agriculture initiatives.
4. Work closely with the Program Office to provide overall coordination and monitoring and analysis of the performance of all EGO activities.
5. Lead the internal tracking of performance indicators and results, and coordinate the annual Operational Plan (OP) and Performance Plan and Report (PPR) preparation processes for the EGO.
6. Provide monitoring and evaluation support (e.g., data quality assessments (DQAs)) to other EGO project managers.

7. Backstop other EGO technical staff in researching data and running reports, as requested, for evidence-based programming.
8. Perform a variety of research, reporting, briefing and analytical duties to provide programmatic and technical support for EGO's economic growth portfolio.

Communication (10%)

1. Maintain close working relationships with the USAID/Liberia Front Office and other USAID support offices (Controller's, Program, Executive Office (EXO), Office of Acquisition and Assistance (OAA) and take initiative in making any recommended changes to programming or approach.
2. Maintain productive contacts and working relationships with both public and private institutions. Maintain extensive contacts with the GOL, NGOs and other relevant stakeholders to follow trends in agriculture development.
3. Liaise with international donors, USG, NGO cooperating agencies and partners, and USAID/Washington specialists, e.g., in the Bureau of Food Security.
4. Coordinate closely across the Mission to support project synergies and accelerate development advances.

Supervision Received:

The Agriculture Development Specialist will work under the direction of the Agriculture Team Lead, or as designated by the USDH EGO Office Director. The Agriculture Development Specialist will develop a personal annual performance plan, in coordination with his/her supervisor, and will be evaluated annually on the basis of the performance plan. The employee handles the work according to governing policies and regulations.

Supervision Exercised: None.

10. AREA OF CONSIDERATION: Open to All Interested CCNs (Cooperating Country Nationals).

AIDAR, Appendix J. 1 (b) Definitions:

(6) "Cooperating country "means the country in which the employing USAID Mission is located.

(7) "Cooperating country national" ("CCN") means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:

All application packages are to be submitted:

Agriculture Development Specialist

USAID/Liberia, C/O American Embassy Service Entrance,

Gibson Street, Mamba Point, Monrovia

Or by email to: Agatha W. Mangou, Human Resources Assistant, email: amangou@usaid.gov and Sylvester Browne, Human Resources Specialist, email: sbrowne@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: A Master's degree in agriculture, agricultural economics, soil science, food sciences, natural resource management, or horticulture is required for both **CCN-12** and **CCN-11 levels**. Preference will be given to candidates with a PhD in agricultural economics or related field.

b. Prior Work Experience: **To qualify at the CCN-12 level**, a minimum of **7-10 years** of progressively responsible, professional-level experience in developing and/or managing agriculture, agricultural economics, and/or natural resources. Experience must have provided the opportunity for performing project design, program planning, and/or implementation work. At least 5 years of this experience in development related work, for donor agencies, GOL organizations, or private-sector institutions which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data is required. Experience should also include serving in a managerial capacity for at least three years. Demonstrated experience in establishing relationships with key public sector, donor and private sector stakeholders.

To qualify at the CCN-11 level, a minimum of **5-7 years** of progressively responsible, professional-level experience in developing and/or managing agriculture, agricultural economics, and/or natural resources. Experience must have provided the opportunity for performing project design, program planning, and/or implementation work. At least 3 years of this experience in development related work, for donor agencies, GOL organizations, or private-sector institutions which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data is required. Experience should also include serving in a managerial capacity for at least three years. Demonstrated experience in establishing relationships with key public sector, donor and private sector stakeholders.

c. Language Proficiency: Level IV (fluent) in English. Excellent English verbal communication skills, tact, and diplomacy, and the ability to establish and develop productive working relations with key stakeholders are required.

d. Knowledge: Agriculture Development Specialist is a recognized and appreciated expert in agriculture, agricultural economics, and/or natural resource management sphere possessing extensive knowledge of agribusiness, agriculture extension, marketing, and administration. The incumbent's required to have in-depth knowledge of own work area and detail understanding of the organization, including procurement processes, contract and grants management, and strategic goal of the mission. Job holder is required to have detailed and broad knowledge of political/legal/sector situation of country, and a detailed knowledge in economic growth core subjects. The incumbent must possess essential knowledge of appropriate government and non-government entities in the carrying out of work activities. Understanding of the Liberian legal system and policy environment; Liberian social and cultural characteristics; local business environment and practices; and of political and development prospects and priorities is also required.

e. Skills and Abilities: Proven ability to work independently with minimal supervision or guidance is required. The incumbent must have superior analytical and communication skills. Demonstrated ability to establish and maintain high-level contacts in the Liberian Government, donor organizations, bilateral and multilateral agencies, private-sector organizations, and educational institutions. The ability to obtain, evaluate and interpret factual data and prepare precise, accurate, and compete reports is required. The incumbent must have the ability to assist in the development of revised public policies. Skills in conceptualizing project programming, policies and plans and developing strategies for their implementation are required. Ability to work effectively in a team environment and proactively work to achieve consensus on policy, project and administrative matters is required. Strong computer skills and knowledge of software program applications authorized for USAID use, such as Word, Excel, PowerPoint or other database software, and word processing programs are also necessary.

III. EVALUATION AND SELECTION FACTORS

HOW TO APPLY

Interested candidates for this position should submit the following:

1. A clearly typed application letter which briefly summarizes why you believe you are qualified for this position.
2. Resume
3. Submit a fully completed and hand-signed copy of Form (AID-302-3). Forms are available at the USAID website, <http://www.usaid.gov/forms/> or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=ALL> or at Federal offices).
4. The names and contact details of three references that can attest for your professional qualifications and/or work experience.
5. Documentation (e.g. copied of certificates, awards, degrees) that address the minimum requirements of the position

To be considered for this position, applicants must meet the minimum qualifications required for the position. A competitive range of offers will be established through the review of the offeror's submitted required documents and ranked based on the set evaluation and selection factors. Applicants within the competitive range will be invited for interviews, as well as a written exercise.

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be Microsoft Word or PDF and should not be zipped. Note that attachments to email must not exceed 3 MB.

All of the above information must be included in the application package in order for the package to be considered complete.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex,

national origin, age, disability, political affiliation, marital status, or sexual orientation.