

**Base Notice: Personal Service Contract (PSC) for a Country Program Coordinator (CPC)  
in Lusaka, Zambia - ADF-10-Q-102**

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**Notice Type:**  
Combined Synopsis/Solicitation

**Posted Date:**  
February 25, 2010

**Response Date:**  
Mar 12, 2010 11:59 pm Eastern

**Archiving Policy:**  
Automatic, 15 days after response date

**Archive Date:**  
March 27, 2010

**Set Aside:**  
Total Small Business

**Classification Code:**  
R -- Professional, administrative, and management support services

**NAICS Code:**  
812 -- Personal and Laundry Services/812990 -- All Other Personal Services

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NOTICE INFORMATION

**Agency/Office:**  
Contracts Office

**Location:**  
African Development Foundation, Washington, DC

**Title:**  
Personal Service Contract (PSC) for a Country Program Coordinator (CPC) in Lusaka, Zambia

**Description(s):**

Added: Feb 25, 2010 12:58 pm

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in FAR Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; proposals are being requested and a written solicitation will not be issued.

Solicitation number ADF-10-Q-102 is issued as a Request for Quote (RFQ). The incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-38, December 10, 2009.

The Offeror assumes full responsibility for ensuring that offers are received at the place as delineated herein and by the date and time identified above. The Offeror assumes full responsibility for ensuring electronic proposals are formatted in accordance with ADF Security Requirements. The following file extensions are not allowable and application material/data submitted with these extensions cannot be considered: bat; cmd; exe; pif; rar; scr; vbs; hta; cpl; and zip files.

Microsoft Office compatible documents are acceptable. If the Offeror determines other formats are necessary, it is the Offeror's responsibility to verify with ADF that the format is acceptable. Proposal materials with unacceptable or unreadable formats may be found non-responsive.

A Firm-Fixed Price award will be issued in writing.

The following clauses apply to this acquisition: 52.212-2 Evaluation of Commercial Items; the evaluation factors stated in paragraph (9) of the solicitation are as follows: The significant evaluation factors, in the relative order of importance are: 1. Interview, 2. Technical Knowledge and Experience, and 3. Education. 52.212-4, Contract Terms and Conditions commercial Items and 52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive orders - Commercial Items. Clauses may be obtained at: <https://www.acquisition.gov/far/>.

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SUBJECT: Combine Synopsis/Solicitation for Personal Service Contractor (PSC) for a Country Program Coordinator (CPC) in Lusaka, Zambia

Ladies/Gentlemen:

The United States African Development Foundation (ADF) is seeking resumes from qualified Zambia citizens to provide services as a Country Program Coordinator under a PSC, as described in the attached solicitation. Applicants interested in applying for this position MUST submit the following materials:

- a. Resume with hand signed signature on the last page of the resume, and
- b. Supporting documentation specifically addressing:
- c. Education (Transcripts, Certificates of training, etc...) requirement shown in the solicitation
- d. Each of Evaluation Factors 2 and 3 shown in the solicitation.

Applicants should retain copies of all documentation submitted in response to the solicitation. All documentation in response to this solicitation shall be submitted via email to: [adfcontractbids@usadf.gov](mailto:adfcontractbids@usadf.gov).

Question regarding this solicitation should be directed to [adfcontractbids@usadf.gov](mailto:adfcontractbids@usadf.gov).

Sincerely,

Franklin F. Gunn, Contracting Gunn

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Combined Synopsis/Solicitation for U.S. Personal Service Contractor (PSC) Country Program Coordinator (CPC)

- 1. SOLICITATION NO.: ADF-10-Q-102
- 2. ISSUANCE DATE: February 25, 2010
- 3. CLOSING DATE/TIME: RECEIPT OF APPLICATIONS: March 12, 2010  
11:59 pm EST
- 4. POSITION TITLE: Country Program Coordinator (CPC)
- 5. MARKET VALUE: The salary range for this position is \$19,000.00 - \$27,000.00 per annum, plus benefits not to exceed \$8,749.00. The actual salary of the successful candidate will be negotiated within the daily pay range

depending on qualifications, salary and work history, experience, and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated.

6. PERIOD OF PERFORMANCE: One (1) year, with four (4) one-year option periods.

7. PLACE OF PERFORMANCE: Lusaka, Zambia

8. POSITION DESCRIPTION:

#### 8.1 INTRODUCTION

8.1.1 The United States African Development Foundation (ADF) is an independent Federal agency established to support African-designed and African-driven solutions that address grassroots economic and social problems. ADF provides grants of up to \$250,000 directly to under-served and marginalized community groups and enterprises. The grants help organizations create tangible benefits such as increasing or sustaining the number of jobs in a community, improving income levels, and addressing social development needs. ADF is a public corporation with a seven member Board of Directors who are nominated by the President and confirmed by the United States Senate.

8.1.2 The following seven key principles serve as guidelines for all ADF management planning, budgeting, and evaluation activities. These priorities help ensure ADF stays true to ITS MISSION.

- a. Model HIGH EFFECTIVENESS AND LOW OVERHEAD operations.
- b. Focus program activities on MARGINALIZED COMMUNITIES in Africa.
- c. Invest in African ideas through PARTICIPATORY DEVELOPMENT.
- d. Ensure projects produce long term SOCIAL AND ECONOMIC RESULTS.
- e. Promote AFRICAN LED AND MANAGED field project support.
- f. Achieve the highest levels of OPENNESS AND TRANSPARENCY.
- g. Support and develop an equal opportunity, RESULTS DRIVEN STAFF that rewards hard work, dedication to the mission, and personal success.

#### 8.2 OBJECTIVE

8.2.1 ADF seeks to hire an individual as a Personal Service Contractor (PSC) for the position of a Country Program Coordinator in Lusaka, Zambia.

#### 8.3 BACKGROUND

8.3.1 The Country Program Coordinator (CPC) is to assist ADF in fulfilling its administrative oversight and program management responsibilities of grant agreements in Africa.

#### 8.4 DUTIES AND RESPONSIBILITIES

8.4.1 Project Origination (30%): The CPC shall provide support and document the receipt of grant applications, conduct the initial screening and sorting of applications, and present candidate applications to the Regional Program Director (RPD). In accordance with RPD instructions, the CPC conducts a site visit and prepares a site visit report of select applicants. The CPC shall be responsible for maintaining correspondence with all applicants on the status of grant applications. Under the direction of the RPD, the CPC will orient the grantee to the ADF grant agreement. In some circumstances, the RPD may direct the CPC to conduct outreach activities to publicize ADF's country program and encourage groups to apply.

8.4.2 Monitoring (40%): The CPC shall use site visits to gather observations and grantee feedback and report to the RPD on the effectiveness of the in-country partner's support of grantees. The CPC shall conduct at least one site visit to every grantee at least once every two years, or as determined by an annual monitoring plan established with the RPD. The annual monitoring plan will ensure that all grantees receive a site visit at least once per year from the CPC, the RPD, or other ADF Headquarters Washington Office program staff.

The CPC will provide a site visit report for each grantee site visit to be included with the monthly CPC report and bi-annual assessments of the partner's performance. In special cases the site visit may also include remediation activities as directed by the RPD.

The CPC is expected to be familiar with the status of grantees by reviewing grantee quarterly reports and grantee disbursement requests on a timely basis.

8.4.3 Close-Out (15%): The CPC shall support grant close-out activities and grant audit follow up activities as directed by the RD in accordance with the annual work plan developed by the RPD.

8.4.4 Coordination (15%): The CPC shall coordinate the functions of the CPC office. This includes coordinating the use of funds and maintaining accurate financial records, performing monthly bank reconciliations of the CPC office ADF bank account, and ensuring the proper use and maintenance of ADF assets. The CPC shall be responsible for coordinating the work of support staff. The CPC shall assist in the coordination of ADF related visits and events as directed by the RPD. The CPC shall, on a limited basis, interface with outside stakeholders on behalf of ADF as directed by the RPD.

## 8.5 EDUCATION REQUIREMENT

8.5.1 A bachelor's degree from an accredited university in business administration, management, public administration, finance, accounting, community development, economics, or a related field.

## 8.6 EXPERIENCE

8.6.1 Applicant shall have three years of professional experience in business development, finance, banking, auditing, monitoring and evaluation, and/or management of international development programs.

8.6.2 Applicant shall have experience working with marginalized groups and/or community-based enterprises.

8.6.3 Applicant shall have experience managing client relationships, especially in a grants management, banking, business development, or international development context.

8.6.4 Applicant shall be fluent in at least one major local language.

8.6.5 Applicant shall be fluent in English, both spoken and written.

8.6.6 Applicant shall have professional experience in international development as it relates to auditing, monitoring, or evaluating international development programs.

8.6.7 Applicant shall have experience in working with international development agencies and/or development organizations.

## 8.7 SUPERVISORY RELATIONSHIPS

8.7.1 The CPC shall report to the RPD responsible for the designated country.

## 8.8 PHYSICAL DEMANDS

8.8.1 The work is generally sedentary and does not pose undue physical demands. During site visits, there may be some additional physical exertion including long periods of standing, walking over rough terrain, or the carrying of moderately heavy items (less than 50 pounds).

## 8.9 WORK ENVIRONMENT

8.9.1 While in the country of assignment, the work is generally performed in an office environment. However, the position also requires travel throughout the country of assignment, which may additionally involve numerous short trips throughout Zambia in which special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

## 9. EVALUATION FACTORS:

9.1 Evaluation Factors are used to determine the competitive ranking of qualified applicants in comparison to other applicants. The factors are listed in priority order from highest to least.

### 9.1.1 Interview - Factor 1

9.1.1.1 The interview will be based on Evaluation Factors 2 and 3. In addition, the applicants will be evaluated on their ability to fluently speak and write in the English language, as well as his/her ability to communicate fluently in a major local language.

### 9.1.2 Technical Knowledge and Experience - Factor 2

- a. Three years of professional experience in international development, community development, and/or business development;
- b. Demonstrated ability to operate independently in high visibility, high-pressure environments and operate in complex office environment, emergency and/or political crisis situations with minimal supervision;
- c. Knowledge of grant management or commercial/micro-lending;
- d. Knowledge of community needs assessment, mobilization, community enterprises participatory development, and/or monitoring the implementation of an assistance activity under a grant or cooperative agreement;

### 9.1.3 Education - Factor 3

9.1.3.1 Applicant shall have a Bachelor's degree from an accredited university in business administration, management, public administration, finance, accounting, community development, or economics.

9.2 BASIS OF RATING: Applicants who clearly meet the Education/Experience Requirements and Evaluation Factors will be further evaluated based on scoring of the Evaluation Factor responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks.

9.3 Applicants are required to address each of the Evaluation Factors 2 and 3 on a separate sheet describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Be sure to include your name and the solicitation number at the top of each additional page. Failure to specifically address the Evaluation Factors may result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

9.4 The Applicant Rating System is as follows:

9.4.1 Evaluation Factors have been assigned the following points:

9.4.1.1 Factor 1 - 45 Points

9.4.1.2 Factor 2 - 40 Points

9.4.1.3 Factor 3 - 15 Points

Total Possible Points 100 Points

9.5 Satisfactory Professional Reference Checks - Pass/Fail (no points assigned)

10. START DATE: Will be determined after contract award.

11. POINT OF CONTACT: See Cover Letter.

12. BENEFITS/ALLOWANCES:

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

- a. Employer's FICA Contribution
- b. Contribution toward Health Insurance
- c. Annual Increase (pending a satisfactory performance evaluation.
- d. Annual & Sick Leave

12.2 FEDERAL TAXES: PSCs are required to pay Federal Income Taxes, FICA, and Medicare in the host country.

13. OTHER SOLICITATION PROVISIONS AND CLAUSES:

In addition, the applicant must:

- a. Be a Zambia Citizen,
- b. Submit a resume with hand signed signature on the last page of the resume,
- c. Supporting documentation specifically addressing:
- d. Education (Transcripts, Certificates of training, etc...) requirement shown in the solicitation, and
- e. Each of the three (3) Evaluation Factors shown in the solicitation,
- f. Be able pass a basis security screening within 90 days after contract award, and
- g. Be able to obtain a State Department medical clearance within 90 days,
- h. Satisfactory verification of academic credentials, and Items (f) and (g) shall be completed ONLY upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

14. Applicants should retain copies of all documentation submitted in response to the solicitation. All

documentation in response to this solicitation shall be submitted via email to: [adfcontractbids@usadf.gov](mailto:adfcontractbids@usadf.gov) and resume and all supporting documentation must identify the solicitation number and country, i.e. (ADF-10-Q-0102, Lusaka, Zambia), in the subject line of the responding email.

**Primary Point of Contact.:**

Erik King

**Secondary Point of Contact:**

Franklin F. Gunn

**Contracting Office Address:**

1400 Eye Street, N.W.  
Suite 1000, 10th Floor  
Washington, District of Columbia 20005

**Place of Contract Performance:**

ADF Filed Office

Lusaka,  
Zambia

**Allow Vendors To Add/Remove From Interested Vendors:**

yes

**Allow Vendors To View Interested Vendors List:**

yes

**Recovery and Reinvestment Act Action:**

no

**Solicitation External Reference:**

<https://www.fbo.gov/spg/ADF/ADFADF1/ADFADFL/ADF-10-Q-102/listing.html>

**Solicitation External Reference To Packages:**

<https://www.fbo.gov/spg/ADF/ADFADF1/ADFADFL/ADF-10-Q-102/packages.html>

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PROCUREMENT NOTICE INFO

**Created:** February 25, 2010 12:15 pm

**By:** Erik King

**Modified:** February 25, 2010 12:58 pm

**By:** Erik King

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NOTICE HISTORY

**Original Notice:** ADF-10-Q-102 (Feb 25, 2010)