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LIBERIA

VACANCY NOTICE

- 1. SOLICITATION NUMBER:** SOL-669-16-000003-RE
- 2. ISSUANCE DATE:** January 26, 2016
- 3. CLOSING DATE/TIME:** February 19, 2016 4PM Local time
- 4. POSITION TITLE:** **Environmental Compliance, Science and Technology Advisor, USAID/Liberia**
- 5. MARKET VALUE OF POSITION (Base Pay): GS-13. (\$73,846.00 - \$96,004.00).** Salary is not negotiable beyond this range. Salary to be paid within this grade will depend on experience, qualifications, and salary history. The standard compensation package also includes a contribution for life and health insurance and a contribution to FICA.
- 6. PERIOD OF PERFORMANCE:** One year, to start on or about May 1, 2016 with the possibility of an extension of additional one year. Extensions will depend on the need for continuation of such services, availability of funds, and satisfactory performance.
- 7. AREA OF CONSIDERATION:** **U. S. Citizen resident in Liberia or Eligible Family Member (EFM)** only. Current employees serving a probationary period are not eligible to apply.
- 8. PLACE OF PERFORMANCE:** **Based in Monrovia, Liberia**
- 9. JOB DESCRIPTION:**

1. Overview:

Since the end of Liberia's civil war in the fall of 2003, USAID's programs have been instrumental in aiding the transition from relief and reconstruction. USAID/Liberia has shifted its emphasis to sustainable development, with programs that concentrate on establishing a stable democracy, changing the culture of impunity, systematic corruption and poor governance, closing severe gaps in access to quality education and health care, expanding economic opportunity through agricultural enterprise and natural resources management, and helping to rebuild essential infrastructure and sources of renewable energy.

USAID is the largest bilateral donor in the country and maintains close relationships with a range of Government of Liberia counterparts. The Mission's development program focuses resources in four technical areas - Economic Growth, Health, Education and Democracy, Rights & Governance, which are supported by four support offices – Program and Project Development, Acquisition & Assistance, Financial Management and Executive. The Environmental Compliance, Science and Technology Advisor is located in the Mission's Program and Project Development Office and will report to the Deputy Supervisory Program Officer.

2. Functions of the Position:

Located in USAID/Liberia's Program and Project Development (PPD) Office, the Environmental Compliance, Science and Technology Advisor serves as a U.S. Personal Services Contractor (USPSC) or Eligible Family member (EFM) who supports: i) the management of the Mission's environmental compliance activities; ii) the integration of USAID's Global Development Lab initiatives, in response to Ebola Virus Disease (EVD), into the Mission's longer-term development portfolio; and iii) the coordination of the U.S. Government's (USG) interagency health activities with a primary focus on the implementation of the Global Health Security Agenda (GHSA). The principal responsibility of the incumbent is working to ensure the successful implementation of mandatory environmental assessments as well as environmental compliance monitoring and reporting for all activities in the USAID/Liberia portfolio. USAID/Liberia intends to recruit for a Foreign Service National (FSN) Environmental

Compliance Specialist to serve as the Mission Environmental Officer (MEO). The Advisor will work closely with the Environmental Compliance Specialist to assist that individual to come fully up to speed on the requirements of the position. Both of them will coordinate with the Deputy MEO as well as with the Mission Environmental Compliance Team (comprised of representatives from technical and support offices) to fulfill monitoring and reporting responsibilities on environmental compliance for USAID/Liberia's health; infrastructure; agriculture; natural resources management; democracy, rights and governance; education and other programs. In order to ensure prudent environmental management and compliance, he/she works closely with all Contracting/Agreement Officer's Representatives (COR/AOR) and their alternates, activity managers, Team Leaders and Office Directors. The incumbent develops and maintains professional contacts in both the public and private sectors, including Government of Liberia (GOL) officials, implementing partners, consultants, non-governmental organizations, and other relevant development partners in Liberia. Secondary responsibilities for the Advisor include working closely with the Global Development Lab's Ebola Response Technical Advisor (ERTA) and PPD's Team Leader for Planning and Resource Management to coordinate Lab-funded and USAID/Liberia-funded activities that relate to the utilization of Information and Communications Technology (ICT). In addition, the Advisor will assist with the implementation of the GHSA by supporting the coordination of the GHSA-related activities of USAID/Liberia and other U.S. Government agencies.

Under the direction of the Monitoring, Evaluation and Learning Officer in the Knowledge and Implementation Management Team in PPD, the Advisor shall fulfill the following duties (60%):

- Advising Teams, Activity Managers and CORs/AORs, Operating Unit heads and, as needed, Mission Management on: (1) how best to comply with USAID's Environmental Procedures over life of the project, including effective monitoring of partner implementation of the environmental mitigation measures required by Initial Environmental Examinations (IEEs) and Environmental and Social Impact Assessments (ESIAs) and (2) how to obtain additional environmental expertise to assist in compliance with USAID's mandatory environmental procedures when needed.
- Through DO Team Leaders, ensure that A/CORs, COs and Acquisition staff are applying the Environmental Compliance Language (ECL) ADS 204 Help Document to all new solicitations and awards, especially the requirements for development, budgeting, implementation and monitoring of Environmental Mitigation and Monitoring Plans (EMMPs).
- Draft environmental documentation, or help identify technical drafting services, when needed for complex IEEs and EAs. The incumbent will work closely with members of the Environmental Compliance Team as they support these functions within their Teams. In addition, s/he will maintain a log tracking the status of environmental documentation for the Mission's portfolio to support reporting functions, as well as the other responsibilities enumerated herein.
- Advising implementing partners on how to ensure compliance with the environmental threshold decisions and monitoring and mitigation measures pertaining to their projects.
- Serving as the Mission Point of Contact with the Bureau Environmental Officers and Regional Environmental Advisors until such time as a full-time MEO has been recruited and is able to perform the full range of duties of the position.
- Conducting occasional training of implementing partner and Mission staff on implementation of 22 CFR 216 and environmentally sound project design and management.
- Reviewing quality and completeness of all 22 CFR 216 documents. All Mission 22 CFR 216 documents must be cleared by the MEO; the incumbent and deputy MEO will clear these

documents in the absence of a full-time MEO. These documents include Initial Environmental Examinations (IEE), Requests for Categorical Exclusions (RCE), Environmental Screening Form and Environmental Review and Reports (ESF/ERRs), Environmental Assessment Scoping Statements (EASS), Environmental and Social Impact Assessments (ESIA), Pesticide Evaluation Report and Safer Use Action Plans (PERSUAP), Water Quality Assurance Plans (WQAP), IEE or EA Amendments or other documents developed in fulfillment of 22 CFR 216 requirements.

- Serving as USAID/Liberia's principal expert on environmental compliance monitoring of all projects covering a range of technical areas including: health, infrastructure, agriculture, natural resources management, democracy and governance, education and other cross-cutting areas. The incumbent will work closely with AORs/CORs and their alternates, discussing any compliance issues and accompanying them on regular site visits. Site visits will be documented with a site visit report that details compliance issues, if any, and recommendations for corrective actions. Based on monitoring experience, the incumbent develops environmental monitoring checklists for different technical sectors and a tracking log for projects and activities.
- Preparing a quarterly monitoring report that summarizes the quarter's site visits, compliance issues and recommended corrective actions. In addition, the report documents the implementation of previous quarters' corrective actions until resolved.
- Ensuring that "best practices" for environmental compliance and environmentally sound project design and management are documented and shared within and outside the Mission.

Under the direction of the Team Leader for Planning and Resource Management in PPD, the Advisor shall fulfill the following duties (30%):

- Support current initiatives and the development of new opportunities in the areas of digital payments, connectivity/inclusion, and data system harmonization.
- Liaise with USAID/Liberia's technical teams and the ERTA to ensure that Lab-funded ICT investments and USAID/Liberia ICT investments are integrated and support the implementation of the Mission's Country Development Cooperation Strategy (FY 2013 – 2017).
- Facilitate the transition of Ebola-funded ICT programs into sustainable longer-term digital development activities to be funded by the Mission or other parties.
- Serve as AOR or Activity Manager for Mission-funded digital development activities.
- Provide support to and serve as the USAID/Liberia coordination point of contact on behalf of the Embassy Monrovia Interagency Health Working Group (HWG).
- Facilitate/support HWG meetings and ensure the free flow of information and program documentation.
- Assist HWG represented agencies in reporting to and coordinating with agency headquarters units.
- Synthesize and disseminate HWG input into reporting products.

Under the direction of the Team Leader for Planning and Resource Management in PPD, the Advisor shall fulfill the following duties (10%):

- Participate in USAID/Liberia program design and planning activities as appropriate including strategy development, portfolio reviews, program design, cross-cutting and special projects, technical evaluation committees, etc.

3. Minimum Qualifications

- a. Education: A Bachelor's degree, from any recognized university, in environmental science, environmental management, environmental engineering or other closely related field, is required. A graduate degree (Master's or doctorate) in one of the above listed disciplines is preferred.
- b. Prior Work Experience: Five-seven years of increasingly responsible relevant work experience, three of which must be in an environmental monitoring and/or evaluation position. Must have a proven track record of professional involvement and achievements, particularly in Environmental and Social Impact Assessments and environmental compliance monitoring. Demonstrated program management skills and experience managing professionals of multidisciplinary backgrounds. Experience developing environmental procedures and guidelines is strongly desirable. Experience in designing projects, contract and grants management and budget development and management is desirable.
- c. Language Proficiency: Level IV (fluent) oral and written English is required
- d. Job Knowledge: Knowledge of Liberian and other development institutions working in Liberia is required. The incumbent must have a thorough knowledge of environmental problems, policies and constraints that can be applicable in Liberia. Genuine understanding of sustainable policy and strategic options that consider socio-economic, environmental and cultural aspects is critical as is a working familiarity with current international "best practices" and Liberia-appropriate models for environmental assessment, mitigation and monitoring. Knowledge of the work of other donor agencies in Liberia with respect to environmental management activities is a plus. Incumbent must be able to write analytical reports on environmental compliance and monitoring issues.
- e. Skills and Abilities: Must have strong analytical skills. Ability to communicate clearly and effectively at all levels within the US government's Liberia Mission, as well as with national and local GOL institutions, and the private sector. The ability to develop and maintain mid- to senior-level contacts with GOL and USG officials, the private sector and NGO representatives is required. Must be able to clearly and diplomatically provide technical and policy guidance to project managers and contractors as and when needed. Proficiency in Microsoft Office Suite is required professional competency, both written and oral.

4. Selection Criteria

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. Following are the evaluation criteria for this position:

- a. Education Background (10 points)
- b. Work Experience (30 points)
- c. Job Knowledge (30 points)
- d. Skills and Abilities (30 points)

INSTRUCTIONS TO APPLICANTS:

All Applicants must address how they meet the Minimum Qualifications, as described below:

- a. Submit a fully completed and hand-signed copy of an (Offeror Information for Personal Services Contracts – Form AID 302-3),, cover letter and a current resume/curriculum vita (CV) containing the following information which clearly demonstrates your education, experience, knowledge, skills and abilities as they relate to the evaluation criteria. 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).
- b. Contractor Employee Biographical Data Sheet (AID 1420-17)

All applications packages are to be submitted to:

Sylvester Browne
Supervisory Executive Specialist
USAID/Liberia
Email: sbrowne@usaid.gov and kpaudel@usaid.gov

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:** attachments to an e-mail must not exceed 3 MB.

ADDITIONAL INFORMATION

ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance including Personal Service Contracts. Please refer to the USAID website http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/ to locate relevant AAPDs. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits.

1. ALLOWANCES: as applicable.*

- Temporary Lodging Allowance (Section 120).
- Living quarters allowance (Section 130) or government furnished housing.
- Post Allowance (Section 220).
- Supplemental Post Allowance (Section 230).
- Separate Maintenance Allowance (Section 260).
- Education allowance (Section 270).
- Educational Travel (Section 280).
- Post differential (Chapter 500).
- Payments during Evacuation/authorized Departure (Section 600), and

2. BENEFITS:

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase
- Eligibility for Worker's Compensation
- Annual & Sick Leave
- Access to Embassy medical facilities, and pouch mail service

Note: If a US citizen, the Contractor's salary will be subject to employee's FICA and Medicare contribution.

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

3. Contract Information Bulletins (CIBs) Pertaining to PSCs.

97- 16	Class Justification for Use of Other Than Full & Open Completion for Personal Services Contracts with U.S. Citizens Contracted with Locally with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or Less
97-11	(Corrected) 1997 FICA & Medicare Tax Rates for Personal Services Contracts
97-6	Contractual Coverage for Medical Evacuation (MEDEVAC) Services
97-3	New USAID Contractor Employee Physical Examination
96-23	Unauthorized Provision in Personal Services Contract
96-19	U.S. Personal Services Contract (USPSC) – Leave
96-11	PSC's Annual Health Insurance Costs
96-8	Determining a Market Value for PSCs Hired Under Appendix D, Handbook 14
94-9	Sunday Pay for U.S. Personal Services Contracts (PSCs)
93-17	Financial Disclosure Requirements Under a Personal Services Contract (PSC)

List of Required Forms for PSCs

1. Form AID 302-3
 - **2. Contractor Physical Examination (AID Form 1420-62).
 - **3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
 - **4. Questionnaire for Non-Sensitive Positions (SF-85).
 - **5. Finger Print Card (FD-258).
- Note: Form 5 is available from the requirements office.

*Standardized Regulations (Government Civilians Foreign Areas).

**The forms listed 2 thru 5 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.