

Changed Dec 30, 2008 9:30 am: Grants Specialist - ADF-09-HQ-R-0018

Notice Type:
Modification/Amendment/Cancel

Original Posted Date:
December 29, 2008

Posted Date:
December 30, 2008

Original Response Date:
Jan 13, 2009 3:00 pm Eastern

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January 28, 2009

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January 28, 2009

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

NAICS Code:
541 -- Professional, Scientific, and Technical Services/541990 -- All Other Professional, Scientific, and Technical Services

NOTICE INFORMATION

Agency/Office:
Contracts Office

Location:
African Development Foundation, Washington, DC

Title:
Grants Specialist

Description(s):
Added: Dec 29, 2008 5:29 pm Modified: Dec 30, 2008 9:29 am

Notice Information

Solicitation:

ADF-09-HQ-R-0018

Notice Type: Combined Synopsis

Agency/Office:

Contracts Office

Location:

African Development Foundation,
1400 Eye Street NW Suite 1000 10th. Floor
Washington, DC 20005

Title:

Personal Service Contract for Grants Specialist

Description(s):

(i) This is a combined synopsis/solicitation for the recruitment of qualified applicants interested in providing

Personal Service Contract (PSC) services as described herein and 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. (ii) This requirement is being issued as a Request for Proposals (RFP) and the solicitation number is ADF-09-HQ-R-0018. (iii) This solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-26. (iv) The North American Industry Classification System (NAICS) code is 541 - Professional, Scientific and Technical Services/541990-All other Professional, Scientific and Technical Services. (v) Contract Line Items (s) CLIN - n/a. (vi) Date and place of delivery - see attached statement of work. (vii) The statement of work follows. (viii) The provisions at 52.212-1 Instructions to Offerors - Commercial Items are not applicable to this requirement. (ix) The provisions at 52.212-2 are not being utilized; however, see the attached statement of work for the evaluation procedures that will be utilized. (x) The provisions at 52.212-3 are not applicable to this requirement. (xi) The clauses at 52.212-4 are not applicable to this requirement as this requirement is for personal services. (xii) The clauses at 52.212-5 are not applicable to this requirement. (xiii) Far clause 52.217-8 and 52.217-9 (60 calendar days and 30 calendars respectively shall be inserted), are applicable to this requirement. (xiv) The Defense Priorities and Allocations Systems (DPAS) do not apply to this requirement. (xv) Applications are due on 13 January 13, at 3:00 pm EST. (xvi) The following individual shall be contacted for information regarding this solicitation: Paul Robinson, Contract Specialists at probinson@usadf.gov, telephone (202) 673-6716, Ext 123.

POSITION TITLE: Grant Specialist

Salary Range \$41,210.00--\$48,079.00 Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and education background.

TERMS OF APPOINTMENT AND COMPENSATION: The term of the contract will be for a one (1) year.

PLACE OF PERFORMANCE: ADF Headquarters, 1400 I Street, NW, Washington, DC

SCOPE OF WORK - Grants Specialist

I. BACKGROUND

The African Development Foundation (ADF) is an independent corporation of the United States Government. Its mandate is to foster community-based development in Africa. ADF programs focus on: 1) responding to the priority needs of grassroots communities and marginalized groups; 2) assisting indigenous small and medium-sized enterprises to engage in profitable and sustainable local, regional, and international trade; and 3) documenting, promoting, and disseminating best practices related to community based participatory development and to enterprise development. ADF provides conventional grants to non-governmental organizations and community reinvestment grants to indigenously owned businesses in African countries.

II. INTRODUCTION

This position has been designated as a Personal Services Contractor (PSC) located in the Field Operation Division. The Division is responsible for overseeing and coordinating all aspects of ADF's representation and program development overseas, and ADF's internal review and approval of proposed country strategies, programs and projects. The Division is made up Regional Program Coordinators (RPCs) and Portfolio Analysts (PAs) based at ADF's headquarters, country representatives, and implementing partners located in Africa. The Division organizes and oversees the development and implementation of ADF country strategies; engages in outreach in the countries where ADF operates; identifies, screens and selects organizations that might benefit from ADF support; ensures compliance by applicants, grantees and contractors with all ADF policies and program guidelines pertaining to project development and approval; and works with strategic partners, U.S. government agencies, hosts governments, donors and development organizations to promote and expand ADF programs and to leverage additional funding.

II. DUTIES:

The incumbent serves as a Grant Specialist on the Regional Field Team in the office of field operations. Under the direction of the RPC, the Grant Specialist will specifically perform the following duties:

- maintain and updates grant management database in regards to disbursement requests, budget shifts,

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II. DUTIES:

The incumbent serves as a Grant Specialist on the Regional Field Team in the office of field operations. Under the direction of the RPC, the Grant Specialist will specifically perform the following duties:

- maintain and updates grant management database in regards to disbursement requests, budget shifts,

performance data, and financial reports.

- ensure that all documents are filed in both hard copy files and on agency electronic network.
- provide initial quality review of all documents coming from Partner and Regional offices.
- update and maintain external country briefing sheets.
- update and maintain project level information for ADF webpage review grant disbursements for compliance and accuracy. This requires an up to date understanding of project performance and the use of the grant budget.
- Work closely with Business Operations Unit (BOU) on all grant documentation both in project development and monitoring.
- track, analyzes and organize a variety of country level information for decision making purposes.
- Assist in the closeout process of completed projects and ensures that all pending issues are resolved and necessary information is provided in the database.
- Assist in reviews and processing grant time and budget amendments.
- Assist the RPC with the preparation of funding packages. Performs quality assurance review on grant documents and ensure completeness of funding packages.
- Performs sector level reviews to identify commonalities and best practices.
- Performs other duties as assigned.

III. EVALUATION FACTORS

1) Required Knowledge, Skills and Abilities

- University Degree
- Skill in preparing Excel spreadsheets and ability to use advance functions in order to organize, collate and present data, and ability to draw conclusions from this data to identify compliance with ADF requirements and adherence to budget parameters.
- The ability to communicate effectively orally and in writing.
- The ability to use MS Word and Power Point,
- A high level of attention to detail and accuracy to track and review project and funding data.
- Work experience (including internships) with a U.S. government and private volunteer organization (PVO) in international development

2) Highly Desired Knowledge, Skills and Abilities

- Ability to read and communicate in French and/or Swahili
- Field experience in working with grassroots groups in Africa

3) Supervisory Controls

The Grant Specialist reports to the assigned RPC. Regular work assignments flow out of the RPCs' field and headquarters activities. Special assignments may be made by an RPC with the specialist developing a mutually acceptable plan to accomplish the work. Within the parameters that are established for regular and recurring work and special projects, the specialist is responsible for planning and organizing work, coordinating with other staff, and conducting all phases of the assignment. Issues that are potentially sensitive or controversial or that may have impact on policy are discussed with or referred to the RPC. Regular and recurring assignments are reviewed for overall effectiveness and soundness of analysis and judgment. In addition to overall effectiveness and soundness, special projects are reviewed for technical adequacy and conformance with procedures and/or instructions.

4) Guidelines

ADF Current manual will guide and regulate daily work activities. The specialist must discuss with the supervisor prior to adapting and/or interpreting guidelines for application to the issues and problems that each case or assignment presents.

5) Complexity

The work involves many varied and detailed duties and responsibilities relative to project implementation and monitoring. The Regional Program Coordinator assigns the priority of tasks to ensure that the incumbent completes the work in the prescribed deadline.

6) Scope and Impact

The purpose of the work is to provide administrative and technical assistance to Regional Field Team in the project review, implementation, and monitoring of over fifty grants in Rwanda, Uganda and Burundi. The work supports the East Africa Region, and the program division's overall strategic goals and objectives to respond to the needs of disadvantaged populations.

7) Personal Contacts and Purpose Contacts

Personal contacts are with ADF staff and contractors, grantees, partner organizations, members of development organizations and the general public. The purpose of contacts is to obtain, clarify and provide or exchange information.

8) Physical Demands

The work is sedentary.

9) Work Environment

The work is performed in an office setting, but may involve travel to Africa with difficult or hazardous conditions.

V. Benefits/Allowances:

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

Employee's FICA contribution

Contribution toward Health and Life Insurance

Pay Comparability Adjustment

Eligibility for Worker's Compensation

Annual and sick leave

and any other negotiated benefits allowable under FAR subpart 31

Federal Taxes: ADF Personal Service Contractors are not exempt from payment of Federal Income Taxes.

VI. LIST OF REQUIRED FORMS FOR PSCS.

The Forms outlined below may be required and shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job:

1) Certify ability and willingness to travel and visit remote locations under harsh climate conditions with limited health care facilities;

2) Certify ability to meet the requirements of a background investigation to be conducted by ADF;

3) Questionnaire for Sensitive Positions (for National Security (SF-86) or

Questionnaire for Non-Sensitive Positions (SF-85); and

4) Finger Print Card FD-259

VII. INQUIRIES

Questions concerning the solicitation should be sent to probinson@usadf.gov no later than 3:00 PM Tuesday January 13, 2009; Response to questions will be posted on the Fedbizopps as an Amendment to the solicitation.

VIII. POINT OF CONTACT

Paul Robinson, Contract Specialist, email probinson@usadf.gov, telephone 202-673-3916, Ext 123, Fax 202-673-3810,

IX. EVALUATION CRITERIA

EVALUATION FACTORS FOR AWARD

Phase 1: Desired Qualifications

Phase 2: Technical Evaluation Factors

Phase 3: Interviews

PHASE 1: MANDATORY QUALIFICATIONS

- 1) University Degree from an accredited educational institution
- 2) Skill in preparing Excel spreadsheets and ability to use advance functions in order to organize, collate and present data, and ability to draw conclusions from this data to identify compliance with ADF requirements and adherence to budget parameters.
- 3) The ability to communicate effectively orally and in writing.
- 4) The ability to use MS Word, Excel, and Power Point.
- 5) A high level of attention to detail and accuracy to track and review project and funding data.
- 6) Work experience (including internships) with a U.S. government and private volunteer organization (PVO) in international development

Please submit your responses to the two (2) Desired Qualifications stated below.

As needed, Offerors shall cite the entity (ies) and location(s), period of service(s) and description of the service(s) provided that demonstrates the ability to provide the services identified in each of the factors.

DESIRED QUALIFICATIONS:

1. At least two years of relevant recent experience related to African grassroots economic development; (ADF reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation)
2. Working knowledge of Swahili and /or French.

PHASE 2: TECHNICAL QUALIFICATIONS

Please provide your responses to the Four (4) Technical Qualifications cited below.

Offerors shall cite the entity (ies) and location(s), period of service(s) and description of the service(s) provided that demonstrates the ability to provide the services identified in each factor

TECHNICAL QUALIFICATIONS:

1. Demonstrated knowledge and experience of grassroots development issues in Africa particularly affecting small producer groups and micro enterprise; (30 Points)
2. Demonstrated ability to develop and analyze technical excel spreadsheets to (1) track budget and funding data, (2) draw conclusions from this data to identify compliance with ADF requirements and adherence to budget parameters; (3) present results in an orderly and concise manner. (30 Points)

PHASE 3: INTERVIEWS

Based on Phase 1 and Phase 2 results, the top ranking candidates will be contacted for interviews. Interviews may be conducted in person or by telephone. ADF shall not reimburse interview costs.

These candidates will be evaluated based on the following:

- Written and verbal English communication skills.
- Work experience as it relates to the Statement of Work.

SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICE TO OFFERORS

PROPOSAL SUBMISSION:

A complete application consists of the following:

1. Three past performance references. The Offerors shall include complete contact information for all references to include phone numbers and email addresses. (ADF reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation)
2. Qualified individuals are requested to submit a resume, the resume shall contain at a minimum, Personal Information: full name, mailing address, email address, day and evening phone numbers, country of citizenship. Education: Name of schools attended (primary, secondary and college or universities), locations, dates, type of degrees received and major. Work Experience. Provide the following for paid and unpaid work

experience related to the jobs for which you are applying (do not send job descriptions); job title; duties and accomplishments; employer's name and address, superiors name and phone number, start and end dates (month and year), hours per week, salary. Other Qualifications: Other pertinent information related to the qualifications required for the position; including job-related skills, such as languages, computer skills.

3. Responses to Mandatory Qualifications and Technical Evaluation Factors

Applicants who fail to submit a complete application shall not be considered.

The Offerors assume the full responsibility for ensuring that offers and references are received at the place as delineated herein and by January 13, 2009 by 3:00 p.m. EST. All offers shall be closed and sealed and shall be fully identified on the sealed envelope if delivered via third party carrier or hand delivered. When the proposals are hand-carried or sent by courier service, the address for offers is the African Development Foundation; 1400 Eye Street, N.W., Suite 1000, 10th Floor; Washington, D.C. 20005.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. All applications shall be submitted in a sealed envelope with the solicitation number cited on the outside of the envelope for identification purposes.

Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) subpart 15.412.

Interested offerors may register at <http://www.fedbizopps.gov> to receive notification when the solicitation and any amendments are issued and available for downloading. Please note that the General Services Administration provides the notification service as a convenience and does not guarantee that notifications will be received by all persons on the mailing list. Therefore, we recommend that you monitor the Fedbizopps site for all information relevant to desired acquisitions.

METHOD OF AWARD

ADF anticipates awarding one personal service contracts as result of the solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as a result of this solicitation nor does it constitute any authorization by ADF to reimburse costs incurred in the preparation of an application.

Award shall be made based on the best overall value to the Government. The Contracting Officer (CO) will use the technical merits of each proposal to determine the successful offeror.

Primary Point of Contact:

Paul Robinson

Contracting Office Address:

1400 Eye Street, N.W.

Suite 1000, 10th Floor

Washington, District of Columbia 20005

Place of Contract Performance:

African Development Foundation

1400 I Street, NW

Suite 1000

Washington, District of Columbia 20005

United States

Allow Vendors To Add/Remove From Interested Vendors:

Yes

Allow Vendors To View Interested Vendors List:

No

Solicitation External Reference:

<https://www.fbo.gov/spg/ADF/ADFADF1/ADFADFL/ADF-08-HQ-R-009/listing.html>

Solicitation External Reference To Packages:

<https://www.fbo.gov/spg/ADF/ADFADF1/ADFADFL/ADF-08-HQ-R-009/packages.html>

Primary Point of Contact.:

Paul Robinson

Secondary Point of Contact:

Lottie Plater

Contracting Office Address:

1400 Eye Street, N.W.

Suite 1000, 10th Floor

Washington, District of Columbia 20005

Place of Contract Performance:

African Development Foundation

Washington , District of Columbia 20005

United States

Allow Vendors To Add/Remove From Interested Vendors:

yes

Allow Vendors To View Interested Vendors List:

yes

Solicitation External Reference:

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