

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE 1 OF 19 PAGES
2. CONTRACT NUMBER	3. SOLICITATION NUMBER ADF-08-SOL-001	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED	6. REQUISITION/PURCHASE NUMBER
7. ISSUED BY African Development Foundation 1400 Eye Street Suite 1000, 10th Floor Washington, D.C. 20005			CODE	8. ADDRESS OFFER TO (If other than Item 7) African Development Foundation 1400 Eye Street Suite 1000, 10th Floor Washington, D.C. 20005	

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and 1 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in _____ until 5PM local time October 25, 2007
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Ellen Teel	B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER EXT. 202 673-3916 121	C. E-MAIL ADDRESS eteel@usadf.gov
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OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)							
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">AMENDMENT NO.</td> <td style="width:50%;">DATE</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>AMENDMENT NO.</td> <td>DATE</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>				AMENDMENT NO.	DATE			AMENDMENT NO.	DATE	
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AMENDMENT NO.	DATE										

14. ACKNOWLEDGMENT OF AMENDMENTS <i>(The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):</i>	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
15A. NAME AND ADDRESS OF OFFEROR			17. SIGNATURE
15B. TELEPHONE NUMBER	AREA CODE NUMBER	EXT.	
15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.			18. OFFER DATE

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise)
24. ADMINISTERED BY (If other than Item 7) CODE		25. PAYMENT WILL BE MADE BY CODE
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA (Signature of Contracting Officer)
		28. AWARD DATE

SECTION C: DESCRIPTION/STATEMENT OF WORK

Description

The African Development Foundation (ADF), an agency of the United States Government, is issuing a combined synopsis/solicitation for an immediate need for an individual for a personal services contract for a Program Initiatives Advisor, a new ADF position.

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) assisting indigenous small and medium-sized enterprises (SMEs) to become profitable and competitive, and to establish viable long term trade and investment relationships with local, regional and international customers and business partners, 2) responding to priority social and community development needs of poor communities and marginalized groups, and 3) documenting, promoting and disseminating best practices related to the successful development, growth and expansion of small to medium-sized enterprises, community-based social enterprises and community infrastructure projects. ADF currently provides operational assistance grants, enterprise expansion investments, community reinvestment grants, conventional program development grants and cooperative agreement grants to indigenously owned and managed businesses and non-governmental organizations in seventeen African countries.

Statement of Work

C1. SUMMARY OF PROGRAM INITIATIVES ADVISOR FUNCTIONS

The Program Initiatives Advisor (PIA) has primary responsibility for advising ADF senior management on special program initiatives, as well as providing technical and strategic expertise required for sound funding decision-making and high quality project design and implementation. In addition, the PIA is responsible for ensuring that the country strategy and specific funding decisions are consistent with ADF's comprehensive Africa-wide strategy. After initially working on cross-cutting issues, reporting to the Vice President/Chief Operating Officer (VP/COO), he or she will be assigned to work with a Regional Program Coordinator (RPC), on two or more country programs, and with the respective ADF Country Representatives and Partner organization staff. The Program Initiatives Advisor, as one of ADF's principal technical advisors, will ensure that ADF is utilizing, developing, and applying international best practices of investment analysis and enterprise development.

C2. SPECIFIC DUTIES AND RESPONSIBILITIES

The Program Initiatives Advisor will work closely with Country Representatives as a senior advisor and technical consultant to the country programs. The Program Initiatives Advisor's specific duties and responsibilities will include, but not be limited to:

1. **Corporate Strategy Development:** Working with the President and VP/COO, the Program Initiatives Advisor will provide technical analysis and input to the revision of ADF's corporate strategy, including recommendations on appropriate performance indicators and targets, benchmarked against development community and industry standards.
2. **Post-conflict Country Investment Strategy:** Working with the President, VP/COO, Vice President and CEO for Africa Operations, and relevant field teams, the Program Initiatives Advisor will develop a strategy, fully consistent with ADF's mandate and corporate strategy, for supporting economic recovery and development in post-conflict countries, such as Burundi, Democratic Republic of the Congo, and Liberia.
3. **Strategic Partnership Implementation:** Working with the VP/COO, the Program Initiatives Advisor will develop guidelines for improving the implementation of ADF's strategic partnerships with African governments, including the systematic planning of Program Consultative Committee meetings and provision of financial reports and progress reports.
4. **Country-level Strategy Development and Implementation:** The Program Initiatives Advisor will provide technical input to the RPC and Country Representative in developing a country programming strategy. He or she will develop sectoral investment strategies for the country that incorporate field-based sector research and international market expertise. He or she will ensure that the country strategy and resulting operational plans are consistent with the ADF overall strategic goals and field operations strategy. He or she will provide feedback to the VP/COO on the implementation of strategic goals at the field level.
5. **Developing Capacity of the Partner Organization:** Working with the RPC and Country Representative, the Program Initiatives Advisor is responsible for transferring to the Partner organizations the ADF model (methodology, principles) and best practices for investment analysis and business plan implementation. He or she serves as a resource for the Partner organization on key aspects of the investment analysis and project implementation, including: due diligence, market research and analysis, production and operational analysis, impact analysis, performance benchmarking, technology assessment, financial analysis and management, and tools for effective implementation and remediation.
6. **Project Design:** The Program Initiatives Advisor will provide advice to the RPC, Country Representative and Partner Organizations on resolving key due diligence issues and initial project design. He or she critiques the Partner organization's proposed operational, strategic and business plans for client enterprises. These critiques are the principal tool by which the PIA assures himself or herself the client enterprises understand their core competence, value proposition to customers, key constraints and

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value drivers. The PIA will utilize accepted analytical and planning tools to guide the strategic positioning of enterprises. He or she will review and provide direct feedback on the operational assistance plan or enterprise expansion plan generated by the Partner for the client enterprise to ensure that it is of the highest quality and addresses the needs and strategy of the enterprise.

7. **Project Selection:** The Program Initiatives Advisor will act as the lead reviewer of all final funding packages from the country program. He or she will provide formal feedback to the Country Representative and quality assurance for the RPC on: a) integrity of the due diligence; b) quality of the analysis (financial, market, production, operational); and c) quality of the project design/business plan.

8. **Project Implementation:** The Program Initiatives Advisor will work with RPC and Country Representatives to ensure that the country programs have the right kind of assistance for the ADF-supported enterprises. He or she will monitor progress against implementation plans for new investments. In collaboration with the partner staff, the PIA may advise enterprises on best approaches to addressing implementation issues, and he or she will review remediation plans and monitor their execution.

SECTION F. DELIVERABLES OR PERFORMANCE

F1. PERIOD OF PERFORMANCE

The African Development Foundation is authorized to enter into personal service contracts under section 506(a) (5) of the African Development Act. The Contractor's period of performance will be one year beginning date of award.

ADF has the unilateral right to exercise renewal options under this contract, subject to satisfactory performance, continuing need of services, and the availability of funds under the same terms and conditions set forth herein upon expiration, provided notice is given in writing to the Contractor at least thirty (30) days before this contract would expire. Contract periods are as follows:

<u>Contract Period</u>	<u>Months</u>
Base Year	Month 1 – 12
Option 1	Month 13 – 24
Option 2	Month 25 – 36
Option 3	Month 37 – 48
Option 4	Month 49 – 60

The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 (sixty) months.

F2. PLACE OF PERFORMANCE

The Contractor's duty station is at ADF's Headquarters in Washington, D.C. ADF will furnish appropriate office space, supplies, and equipment, including vehicles as necessary, for official use only.

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F3. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

The Vice President and Chief Operating Officer is the designated COTR and shall have supervisory responsibility over the Contractor. No representation by the COTR shall serve as a basis for an alteration in the general scope of this contract or in the terms and conditions unless confirmed in writing by the Contracting Officer. The contract must be modified in writing by the Contracting Officer in the event of a change in the contract. The Contractor must communicate with the Contracting Officer on all matters pertaining to the contract terms. Proceeding with work without proper contractual coverage could result in nonpayment for that work.

F4. TRAVEL

a. Local Travel. ADF shall provide up to \$110.00 per month for local mass transportation travel to and from work.

b. International travel. ADF shall require international travel to remote field sites in Africa. ADF estimates up to 25% of period performance will be spent on travel. As necessary, the Contractor will be required to work under extreme environmental conditions and travel within the assigned country by car, boat, or plane for extended periods of time. Field site conditions may be arduous because amenities are few; there may be exposure to communicable diseases, and health care services are poor. Site visits may require some physical exertion such as walking over rough surfaces and using uncomfortable modes of transportation. Travel associated with the contract performance will be funded separately. ADF will furnish vehicles for official business only.

c. Visas. ADF shall reimburse the Contractor, or directly pay for, required visas for the Contractor's business travel.

F5. PHYSICAL FITNESS

a. A statement from the Offeror is required that shows the individual does have medical/health insurance that would continue to cover him/her in the Consultant's position. Upon request, the successful Offeror shall submit proof of health insurance prior to the award of the contract

b. Prior to contract start date the Contractor shall be required to submit to the Contracting Officer a statement, from a licensed physician, stating the Contractor is physically qualified to engage in the type of activity, including travel, for which he/she is employed.

If the Contractor does not provide the required completed Physician's Statements to the Contracting Officer in the required time, this contract will be void.

c. As a contribution to the cost of medical examinations to support the physician's statement required by paragraph b. of this clause, the Contractor shall be reimbursed in an amount not to exceed \$300. The Contractor must obtain the prior written approval from the Contracting Officer to receive any ADF obligations higher than this limit.

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F6. FEDERAL HOLIDAYS AND OTHER DAYS CLOSED

The Contractor is entitled to be paid for the following U.S. government holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
President's Day	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
Inauguration Day	

Unused holidays will not be carried over from the base year or option year to the subsequent option periods of the contract. No additional payment will be made for services rendered on a holiday. The contractor will be paid for those scheduled workdays that ADF Headquarters is closed due to inclement weather or other conditions.

F7. VACATION AND SICK LEAVE

a. Vacation Leave. The Contractor shall earn four (4) hours of vacation leave every two (2) weeks during the base period and, if options are exercised, during the first and second option periods of this contract. During the third and subsequent option periods, the Contractor will earn six (6) hours of vacation leave every two (2) weeks. Vacation time shall be taken during the period under the contract and must be approved in advance by the COTR. No additional funding is provided for vacation or sick leave. Unused vacation or sick leave may be carried over from the base year to the option periods of the contract, but the Contractor will not be compensated for unused vacation leave at the end of this contract.

b. Sick Leave. The Contractor shall earn four (4) hours of sick leave every two (2) weeks for the duration of the contract. Unused sick leave may be carried over from the base year to the option periods of the contract, but the Contractor will not be compensated for unused sick leave at the end of this contract.

F8. PERFORMANCE EVALUATION

This contract is subject to a performance evaluation. Work is evaluated for effectiveness of results and compliance with the U.S. Government's and ADF's prevailing policies, regulations, directives and strategic plan goals and objectives.

Following the end of each contract period and at contract completion, a completed Government evaluation shall be forwarded to the Contractor. The Contractor may submit written comments, if any, within the time period specified in the evaluation transmittal. The Contractor's comments shall be considered in the issuance of the final evaluation document. Any disagreement between the parties regarding the evaluation shall be forwarded to the Contracting Officer. The final evaluation of the Contractor's performance is the decision of the Contracting Officer. A copy of the final performance evaluation report will be sent to the Contractor.

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SECTION G: CONTRACT ADMINISTRATIVE DATA

G1. PAYMENT UNDER PERSONAL SERVICE CONTRACTS

The Government shall pay the Contractor semi-monthly for the services performed by the Contractor, upon the submission by the Contractor of an invoice, activity report, and timesheet, and provided timely submission of all deliverables and reports to the office or officer designated and at the time provided for in this contract. Contractor's compensation shall be in US Dollars. If the Contractor is a U.S. citizen, ADF will report the Contractor's income to the Internal Revenue Service and will issue a 1099 to the Contractor at the appropriate time.

The Government shall also pay the Contractor: (a) a per diem rate in lieu of subsistence for each day that the Contractor is in a travel status away from home or regular place of employment in accordance with Federal Travel Regulations (41 CFR 101-7) and ADF travel policy, and as authorized in appropriate travel authorizations; and (b) any other transportation expenses if provided for in this contract. Funding for travel-related expenses is provided separately under travel authorizations.

G2. OVERTIME PAY

Given the senior level of this position, the Contractor will be expected to work outside regular working hours as necessary, including nights and weekends, to accomplish the tasks of the Statement of Work; the Contractor will not be entitled to payment for work beyond an eight-hour day or a forty-hour week.

G3. REQUIRED REPORTS

The Contractor will submit reports to the COTR, who will advise as to the required content of these reports. The Contractor will also submit other reports as required from time to time by the COTR or by other AFF/Washington staff.

G4. TOTAL ESTIMATED COST OF CONTRACT:

The total estimated cost of the contract shall be negotiated based on Offeror's recent salary history to ensure the Government receives the best value. This position is similar to a GS14 base pay equivalent plus benefits.

G5. INVOICES AND TIMESHEETS

The Contractor shall submit invoices to the COTR and to the Contracting Officer for time worked on a twice-monthly basis (periods covered: 1st through 15th of the month; 16th through the end of the month). Upon approval of the invoice, timesheet, and required reports per Clause G3 by the COTR, payment will be processed.

All payments will be made by electronic funds transfer. The contractor shall be registered in the Central Contractor Registration (CCR) database.

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G6. PRE-CONTRACT COSTS

Physical Examinations. In accordance with Clause F5, above, the Contractor shall be reimbursed in an amount not to exceed \$300 per examination plus reimbursement of charges for immunizations for the Contractor.

G7. RELOCATION EXPENSES

Reimbursement for relocation is not provided.

G8. CONTRACTOR'S TAX AND OTHER LEGAL OBLIGATIONS

The Contractor shall be responsible for payment of all individual taxes and for meeting all other legal obligations associated with performance under this contract.

G9. INSURANCE

The Contractor shall provide his or her own health insurance during the performance period of the contract. The contractor's cost proposal should be all inclusive of salary and benefits.

G10. TERMINATION (PERSONAL SERVICES) (APR 1984), 52.249-12

The Government may terminate this contract at any time upon at least 15 days' written notice by the Contracting Officer to the Contractor. The Contractor, with the written consent of the Contracting Officer, may terminate the contract upon at least 15 days' written notice to the Contracting Officer.

G11. CONTRACTOR STATUS

It shall be recognized at all times that the Contractor is engaged by contract, that he or she is not an employee of the African Development Foundation. If, at any time during the effective period of this contract, the contractor should be appointed to a regular position in the African Development Foundation or elsewhere in the service of the U.S. Government, this contract will automatically be terminated.

G12. RELEASE OF FINAL PAYMENT

Prior to final payment under the contract, the Contractor shall execute and deliver a release discharging the Government, its officers, agents, and employees from all liabilities, obligations and claims arising out of or under the contract and complete a PSC Exit Clearance Form.

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SECTION H. SPECIAL CONTRACT REQUIREMENTS

H1. FEDERAL LAWS

The Contractor is subject to all laws, rules and regulations governing the behavior of regular Federal employees, including, without limitation, the Anti-Deficiency Act and the laws and regulations governing the ethical conduct of employees of the Federal Government. However, the Contractor does not qualify as an employee for purposes of programs administered by the Federal Office of Personnel Management (for example, incentive awards, health and life insurance programs, and retirement programs). All laws and amendments to laws enacted after the date of this contract, which are applicable to the Contractor, shall be incorporated herein by law without the need to amend the contract. Nothing in this clause shall give the Contractor rights which the Contractor is not otherwise entitled to under law.

H2. PREFERENCE FOR U.S. FLAG AIR CARRIERS

Public Law 93-623 requires that all Federal agencies and Government contractors and subcontractors use U.S. flag air carriers for international air transportation of personnel (and their personnel effects) or property to the extent service by such carriers is available. It further provides that the comptroller of the United States shall disallow any expenditure from appropriated funds for international air transportation on other than a U.S. flag air carrier in the absence of satisfactory proof of the necessity therefore.

The Contractor agrees to utilize U.S. flag air carriers for international air transportation of personnel (and their personnel effects) or property to the extent service by such carriers is available.

In the event the Contractor selects a carrier other than a U.S. flag air carrier for international air transportation, he or she will include a certification on vouchers involving such transportation that is essentially as follows:

CERTIFICATION OF UNAVAILABILITY OF U.S. FLAG AIR CARRIERS

“I hereby certify that transportation service for personnel (and their personal effects) or property by certificated air carrier was unavailable for the following reasons:
(State reasons).”

H3. WARRANTY AGAINST DUAL COMPENSATION

The Contractor agrees that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of the African Development Foundation as wages, compensation or gifts for acting in any capacity in connection with any work contemplated or performed under or in connection with this contract.

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H4. COMPLIANCE WITH LAWS AND REGULATIONS APPLICABLE ABROAD

Conformity to Laws and Regulations of the Host Country: The Contractor agrees that, while traveling in Africa, he or she will abide by all applicable laws and regulations of the cooperating country and political subdivisions thereof.

M. EVALUATION FACTORS FOR AWARD

Phase 1: Mandatory Qualifications (Initial screening))

Phase 2: Technical Evaluation Factors

Phase 3: Interview of Top Candidates

NOTE TO APPLICANTS: A complete application consists of the following:

1. Three Past Performance References. The Offeror shall provide in their proposal package the names, phone numbers and email addresses of the references that the Offeror contacted to provide past performance references by the solicitation closing date.
2. A Resume
3. Attachment J1 and J2 which are located below at the end of the solicitation. Please use these attachments to provide your responses to Mandatory Qualifications (Attach. J1) and each of the Technical Evaluation Factors (Attach. J2). Offeror 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.
4. Cost Proposal and Recent Salary History: On a separate page(s), submit your cost proposal and recent salary history with your technical proposal. Offerors cost proposal shall provide pricing, all inclusive of salary and benefits, for the base period and four option years.

Applicants who satisfy the mandatory qualifications will be selected to pass to Phase 2.

Applicants who pass the technical evaluation factors will pass to Phase 3.

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

The selected applicant must comply with the following requirements:

- 1) Ability and willingness to travel and visit remote locations under extreme climate conditions with limited health care facilities,
- 2) Ability to meet the requirements of a background investigation to be conducted by ADF.

PHASE 1: MANDATORY QUALIFICATIONS

To be considered for this position The Offeror shall provide information on Attachment J1, which demonstrates that the Offeror meets the following five (5) mandatory requirements:

1. Education Level: A minimum of a Bachelor's degree in Business Administration, Economics, Public Administration International Development, International Relations, or related degree is required.
2. Native tongue fluency in English is required. (See Attachment J-1 to self-certify language fluency)
3. At least 10 years in international business planning and implementation
4. At least 3 years of experience related to African grassroots economic development

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5. Work, preferably in Africa, with development of (a) small and medium-sized enterprises (SMEs) and (b) agribusinesses or farmers cooperatives, including:
 - Investment strategy formulation
 - Business analysis and growth planning
 - Actual involvement in service provision to develop SMEs and agribusinesses or cooperatives
 - Assessment of performance or impact evaluation of related development investments in these sectors

Phase 2: TECHNICAL EVALUATION FACTORS

Each Offeror's proposal that meets the mandatory qualifications of Phase 1 will be evaluated according to the responses provided on Attachment J2 to the three (3) technical factors below. Preference will be given to more than the minimum years of experience in these areas.

1. **Successful senior-level program operations management experience in one or more of the following areas:**
 - a. Strategic planning
 - b. Value chain analysis or planning
 - c. Market analysis
 - d. Marketing or buyer linkages
 - e. Development work in post-conflict countries**(30 Points).**

2. **Africa Economic Development and Enterprise Development Experience:**

Demonstrated knowledge and on-the-ground experience in Africa managing an economic development, enterprise development, business development or community development program or agency. Demonstrated success in overseeing, conducting, or providing support/advice in strategic planning, investment due diligence analysis, business plan development, business diagnostics, enterprise performance management and evaluation and organizational development for a small- to medium-sized business or community based enterprise in Africa. **(50 Points).**

3. **Other Skills and Knowledge:**
 - An MBA or a Masters in Economics, or International Affairs/Development, or Public policy.
 - Written and oral fluency in a French language. **(20 Points).**

Phase 3: INTERVIEW OF TOP CANDIDATES

Based on Phase 1 and Phase 2 results, the top candidates will be contacted for interviews. These candidates will be evaluated based on the following:

- Written and verbal English communication skills and fluency in French, as applicable.
- Work experience as it relates to the SOW.

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Interviews may be conducted in person or by telephone. ADF shall not reimburse interview costs.

SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICE TO OFFERORS

PROPOSAL SUBMISSION:

The Offeror assumes the full responsibility for ensuring that offers and references are received at the place as delineated herein and by October 25, 2007, by 5:00 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.

Electronic proposals shall be submitted to eteel@usadf.gov. The offeror is responsible for confirming receipt of the proposal by calling Ellen Teel at 202-673-3916.

The Offeror shall submit the information requested in Section M above which includes a firm-fixed price proposal. The price shall be in U.S. dollars. The Offeror shall provide a fixed monthly price including salary, and inclusive of benefits and legal obligations. The offer shall include a price for the base period and all option years.

Questions concerning the solicitation should be sent to eteel@usadf.gov no later than October 17, 2007. Response to questions will be provided on the Fedbizopps as an Amendment to the solicitation. The due date will not be extended.

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 and the price to determine the successful offeror.

The offeror assumes full responsibility for ensuring electronic materials and attachments are formatted in accordance with ADF Security Requirements. The following file extensions are not allowable and application materials/data submitted with these extensions cannot be considered

.bat, .cmd, .com, .exe, .pif, .rar., .scr, .vbs, .hta, .cpl, and .zip files.

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

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.

Point of Contact

PART II CONTRACT CLAUSES

SECTION I

This contract incorporates when appropriate the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

1. Definition (APR 1984), 52.202-01
2. Officials Not to Benefit (APR 1984), 52.203-01
3. Gratuities (APR 1984), 52.203-03
4. Covenant against Contingent Fees (APR 1984), 52.203-5
5. Anti-Kickback Procedures (JUL 1995), 52.203-7
6. Price or Fee Adjustment for Illegal or Improper Activity (SEP 1990), 52.203-10
7. Audit and Records - Negotiation (OCT 1995), 52.215-02
8. Order of Precedence (JAN 1986), 52.215-33
9. Cancellation under Multi-Year Contracts (Oct 1997), 52.217-2
10. Privacy Act, 52.224-2
11. Interest (JAN 1991), 52.232-17
12. Availability of Funds (APR 1984), 52.232-18
13. Limitation of Costs, 52.232-20
14. Limitation of Funds, 52.232-22
15. Assignment of Claims (APR 1984), 52-232-23
16. Prompt Payment (MAR 1994), 52.232-25
17. Electronic Funds Transfer Payment Methods (OCT 2003), 52.232-34
18. Disputes (APR 1984), 52.233-01
19. Changes--Time-and Materials or Labor-Hour (AUG 1987), 52.243-3
20. Government Property (Cost Reimbursement, Time-and-Material, Labor-Hour Contracts) (JAN 1986), 52.245-5
21. Preference for Privately-Owned U.S.-Flag Commercial Vessels (APR 2003), 52.247-64
22. Limitation of Liability—Services, 52.246-25
23. Inspection of Services—Cost Reimbursement, 52.246-5

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Attachment J1

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RESPONSES TO Phase 1:

Please enter below your responses to the **five (5) Mandatory Qualifications**.

As needed, Offeror 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

You are not limited to the space provided to provide for a complete response. Please add additional documentation as needed.

MANDATORY QUALIFICATION:

1. Education Level: A minimum of a Bachelor's degree in Business Administration, Economics, Public Administration International Development, International Relations, or related degree is required.

Please complete the following:

1) College or University Name: _____

2) Address: _____

3) Type of Degree (*Circle One*) Bachelors Masters Phd _____

4) Major: _____

MANDATORY QUALIFICATION:

2. Native tongue fluency in English is required.

I certify that I possess native tongue fluency in English.

Signature: _____

