

**Procurement Advisor
Personal Services Contractor (PSC)**

Introduction

The Millennium Challenge Corporation (MCC) is a United States government-owned corporation responsible for the stewardship of the Millennium Challenge Account (MCA). The MCC works with developing countries to promote sustainable economic growth to reduce poverty. Countries that receive MCC funding are responsible for identifying the greatest barriers to their own development, ensuring civil society participation, and developing an MCA program. Each MCA country enters into a “Compact” (funded by grant dollars) with MCC that includes a multi-year plan for achieving development objectives and identifies the responsibilities of all parties in achieving the objectives.

Each Compact includes, but is not limited to an element outlining the mechanisms proposed to manage the MCC funds, account and report for their use, procure goods, works and services, and ensures that funds are used for the purposes intended. The Department of Compact Implementation, (DCI) Program Procurement Policy (PPP) team is responsible for the due diligence, monitoring, and implementation of the procurement mechanisms in each country whose Compact has been executed. The PPP Directors work closely with and provides guidance to their in-country MCA counterparts (MCA Entity) to ensure that procurements funded under the Compact are initiated and administered in a fair, open, and transparent manner in compliance with the MCC Program Procurement Guidelines (PPG). These guidelines have been adapted from The World Bank guidelines with some significant modifications and are posted on the MCC website (www.mcc.gov).

Procurements funded under the MCC Compact are managed by one or more Procurement Agents (PA) serving the MCA Entity. Each PA may be a government or an independent entity and works closely with the MCA Entity to ensure that procurements are conducted in compliance with MCC PPG.

Scope of Work

The PPP team is currently seeking an individual Personal Services Contractor (PSC) to serve as an intermittent Procurement Advisor in its Washington, D.C. headquarters. The Procurement Advisor is required to be an experienced procurement professional who will work under the guidance of the Procurement Coordinator, DCI, as a member of the MCC Compact Implementation Team.

Based in Washington D.C, the Procurement Advisor is required to be proficient in contracting in order to successfully complete the following tasks:

- Review the MCC PPG in order to become familiar and confident with the principles, rules and procedures which will govern the conduct and administration of the procurement of the goods, works and consultant services that need to be acquired to implement the Projects under the Compact.
- Serve as the primary liaison for an assigned French speaking MCA country and work closely with the MCC and the MCA Teams.
- Participate as a member of the assigned country Implementation Support Team in the review and revision of the MCA procurement related documents to insure comprehensive and complete compliance to all guidance. This task is to be accomplished with the goal toward accelerating implementation, improving risk management and strengthening country ownership during implementation.
- Review and approve procurement plans, procurement performance reports, bidding documents, evaluation reports and draft contracts from the MCA Francophone countries.

- Provide recommendations to the MCA and the Implementation Support Team regarding the adequacy of the documents to comply with the PPG and MCC objectives
- Assist in conducting training and perform other procurement tasks as assigned
- Be able to work efficiently, effectively and think creatively in a fast paced, multicultural environment in order to meet aggressive deadlines with the goal to accelerate implementation while improving risk management

Candidates shall be fully proficient in international best practices in procurement, and related subjects. This understanding could be gained through working on projects funded through bilateral (USAID, etc.) or multilateral (World Bank, ADB, IADB, UN. etc.) agencies, either on the side of the donor or as a supplier to these agencies. Understanding of the Federal Acquisition Regulation (FAR) is also desirable.

The initial task is as described above with a period of performance of sixty (60) days, during a base period of twelve months with four one year options for additional consulting services.

There is neither a commitment to a minimum or maximum amount of work implied by submitting an application nor will there be a guaranteed quantity of work implied by being accepted by the MCC.

Evaluation Criteria

The selection process will focus on the following aspects of the candidate:

- Procurement focused experience with developing countries. Demonstrated experience in Africa, particularly the Francophone countries, is highly desirable.
- Understanding of the Federal Acquisition Regulation (FAR) is also desirable.
- A minimum of seven years of experience in contracting or related positions.
- Experience and familiarity with the Procurement Guidelines and Standard Bidding Documents of MCC, the World Bank and other multilateral organizations;
- Demonstrated experience working on international grant or loan programs and projects (either as a supplier or buyer of goods and services);
- Excellent communication skills with ability to address orally and in writing difficult issues;
- Immediate availability to undertake the assignment
- Fluency (written and oral) in French; Spanish and Portuguese are highly desirable
- Must be eligible for a public trust clearance

How to Apply

Interested parties should submit by email to recruitment@mcc.gov the following package: 1) Curriculum Vitae and 2) a brief cover letter that addresses all Evaluation Criteria as listed in this advertisement and provides the following information: three professional references, proposed hourly rate, salary information/hourly rates for the past three (3) years, and availability over the next two months. Please include "Procurement Advisor" in the subject line of your email.

This announcement is an open continuous position. Resumes will be evaluated every three months.

The MCC is an equal opportunity employer.