

**SOLICITATION NUMBER: PSC-442-10-001**

ISSUANCE DATE: October 16, 2009  
CLOSING DATE: October 30, 2009  
4pm, Cambodia time

SUBJECT: Solicitation for a U.S. Personal Service Contractor - Reproductive, Maternal and Child Health Advisor for USAID Cambodia.

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (Optional Form 612) from qualified U.S. citizens to provide personal services as described in the attached solicitation. **This is a resident-hire position, so it does not include benefits such as housing, post differential, etc.**

Submissions must be in accordance with the attached information and delivered to the undersigned in Cambodia at the place and by the time specified. Applications shall include salary history for the prior three years and the names and contact points (telephone/fax numbers/e-mail) of at least two references with knowledge of the applicant's skills and experience. If an applicant does not have ready access to Form OF 612, the same information may be initially submitted in resume form so long as the items specified herein are covered. Late applications will not be considered. The award of a contract hereunder is subject to the availability of funds.

The **signed** forms must be sent to: [cheng@usaid.gov](mailto:cheng@usaid.gov) and cc [ssek@usaid.gov](mailto:ssek@usaid.gov)

By courier/messenger:       Executive Office  
  USAID/Cambodia  
  American Embassy  
  #1, Street 96, Wat Phnom, Khan Daun Penh  
  Phnom Penh, Cambodia

OR     USAID/Cambodia, Box P, APO AP 96546, USA

Applicants should retain for their records a copy of all enclosures which accompany their applications. Any question regarding this solicitation may be directed to the Executive Officer, Scot Covert, who may be reached by phone at 855-23-728-394 or e-mail at [scovert@usaid.gov](mailto:scovert@usaid.gov)

Incomplete or unsigned applications shall not be considered. Applicants may confirm with HR/Executive Office: [cheng@usaid.gov](mailto:cheng@usaid.gov), that their email submissions were successfully received by the required due date.

Sincerely,

Scot Covert  
Executive Officer

**Solicitation for U.S. Personal Service Contractor (PSC) Reproductive, Maternal and Child Health Advisor**

1. **SOLICITATION NO:** 442-10-001
2. **ISSUANCE DATE:** October 16, 2009
3. **CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** October 30, 2009, 4 pm Cambodia Time
4. **POSITION TITLE:** Reproductive, Maternal and Child Health Advisor
5. **MARKET VALUE:** GS-13 (\$70,615 - \$91,801) per annum. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background.
6. **PERIOD OF PERFORMANCE:** To start o/a November 15, 2009 and end o/a November 14, 2010
7. **PLACE OF PERFORMANCE:** Phnom Penh, Cambodia, with travel within Cambodia and regionally as required.
8. **STATEMENT OF WORK**

**I. BACKGROUND**

The USAID Foreign Assistance Framework of Investing in People works to build the capacity of partner countries to invest in their people through ensuring good health, improving access to education and protecting vulnerable populations. The USAID/Cambodia Office of Public Health and Education (OPHE) is responsible for programs in HIV/AIDS, Infectious Diseases, Reproductive/Maternal/and Child Health (RMCH), Health System Strengthening, and Basic Education. For RMCH, the OPHE currently has three implementing partners to carry-out its mandate; the program activities include both service delivery and capacity strengthening of the health system in Cambodia. Together, these interventions work with public facilities and civil society to improve the quality on the continuum of supply and demand of RMCH services. The RMCH Advisor will serve as the Team Leader for Family Health in the OPHE and report directly to the OPHE Director.

**II. GENERAL RESPONSIBILITIES**

The RMCH Advisor will provide technical and management leadership among USAID implementing partners, and liaise closely with other government agencies, the private sector and key stakeholders within the Royal Government of Cambodia (RGC). The advisor must be experienced and skilled in strategic thinking and analysis, program planning and implementation, and advocacy and team management. The Advisor will be recognized as an expert in RMCH and will perform a full range of consultative, advisory, program planning, financial management, reporting, plus monitoring and evaluation functions. S/he will work under the overall direction of the OPHE Director and will collaborate with Contracting Officer Technical Representatives (COTRs) to provide technical and management support to RMCH Program.

### **III. SPECIFIC RESPONSIBILITIES**

The RMCH Advisor will provide technical guidance on the implementation of USAID's health activities. S/he will monitor program progress and identify implementation achievements. Should problems arise in performance, s/he will initiate appropriate actions in consultation with other team members, including the OPHE's director. Specific responsibilities of the Advisor include the following:

#### **A. Mission Advisor of a Specialized Activity Area (40%)**

- Provide technical leadership on RMCH strategy and implementation
- Draft briefing papers, cables and memos for information and action related to RMCH
- Maintain cordial and effective relationships with key RGC officials, donors, NGOs and other implementing partners
- Participate in relevant working group and task force led by MoH and the National Program
- Disseminate lessons learned to implementers and RMCH service providers at all levels
- Communicate latest technical findings and recommendations to the OPHE team and others as appropriate

#### **B. Program Management, Coordination and Advisory Functions (30%)**

- Provide day-to-day management and oversight
- Provide technical input on annual work-plans
- Conduct regular site visits to review program implementation and meet with beneficiaries
- Review performance reports to ensure that partners are in compliance with cooperative agreements / contracts and meet the performance expectations outlined in work plans
- Monitor partners' compliance with USG Family Planning legislation as stated in their cooperative agreements / contracts
- Maintain up-to-date knowledge of applicable USG laws, legislative directives and regulations, particularly regarding the allowable use of RMCH funds
- Provide programmatic and strategic recommendations based on personal observations, assessment reports, performance statistics and other data
- Provide policy, program, monitoring and evaluation and reporting support
- Organize USAID partner meetings and forums to ensure program collaboration and technical integration
- Assist in the development of new project activities
- Help draft documents such as the Congressional Notifications, Operational Plans, annual reports, action memos, and contracting documents

#### **C. Monitoring and Reporting (30%)**

- Arrange project site visits for headquarters and mission staff
- Provide recommendations for adjustments of program activities based on visit reports
- Ensure that program achievements and lessons learned are disseminated among sector stakeholders
- Maintain an up-to-date summary of all program technical and geographic areas
- Maintain detailed and updated project management files for each partner
- Monitor partners' financial management to ensure accurate records, and responsive and timely actions as needed
- Ensure program activities are in compliance with USAID financial regulations

**MINIMUM REQUIREMENTS/POSITION ELEMENTS:**

**US Citizenship required. Applicants selected will be subject to security investigation and must meet eligibility requirements for access to classified information. Applicants must also be able to obtain medical clearance for posting to Phnom Penh.**

**1. Education and prior work experience:**

- At least Masters-level training in public health, epidemiology, demography, or a related field
- Minimum five-years of progressive responsible experiences in reproductive, newborn, maternal and child program strategy development and implementation

**2. Decision Making:**

- Exercise independent judgment regarding RMCH programming
- Provide leadership and make decisions along professional, technical, administrative and fiscal lines
- Excellent interpersonal, facilitation and teambuilding skills/experience required

**3. Knowledge Level:**

- Strong understanding on reproductive, maternal, newborn and child health program management and USG family planning requirement/legislative
- Strong knowledge of the Cambodian Health System and social context is beneficiary.
- Adequate computer competency to carry out management duties and basic statistical analysis
- Ability to apply policy directives to program design, implementation as well as M&E
- Ability to analyze problems/situations and propose solutions
- Provide leadership and make recommendations regarding public policy and programs;
- Excellent written and oral communication skills

**4. Scope/Effect:**

- Demonstrated leadership skills to manage implementing partners and mentor other staff
- Ability to conceptualize, develop and implement new strategies/initiatives in RMCH
- Plan, develop, and carry out initiatives which are essential to the USAID/Cambodia mission
- Demonstrated technical leadership at conferences, meetings and through presentations to resolve controversial issues and influence decision makers

**5. Contacts:**

- Demonstrated ability to develop and maintain collaborative relationships with government officials, international organizations, multilateral and bilateral agencies, implementing partner chiefs of mission, and the local partner community

**SELECTION FACTORS**

Applicants will be evaluated on the extent and quality of their education, relevant work experience, and language and writing skills as they relate to this position against the following criteria:

Education and prior work experience:	30 points
Decision Making:	20 points

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Knowledge Level:	20 points
Scope/Effect:	20 points
Contacts:	10 points

**Total:** 100 points

## **9. PHYSICAL DEMANDS**

The work is generally sedentary and does not pose undue physical demands.

## **10. WORK ENVIRONMENT**

Work is primarily performed in an office setting.

**11. START DATE:** Immediately after necessary clearances are obtained.

**12. POINT OF CONTACT:** See cover Letter.

## **13. OTHER REQUIREMENTS**

In addition, the Reproductive, Maternal and Child Health Advisor must also be: 1) a U.S. Citizen; 2) Available and willing to commit to the Contract Performance Period of 12 months; 3) Able to attain a USG-issued security clearance at the level of SECRET; 4) Available and willing to work additional hours beyond the established 40-hour workweek and outside established Monday-Friday workweek, as may be required or necessary; and 5) Willing to travel to work sites and other offices as/when requested.

## **14. SELECTION PROCESS**

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The final selected candidates must obtain security and medical clearances (USAID will provide details regarding these clearances to the selected candidates).

## **15. APPLYING**

Qualified individuals are requested to submit:

For USPSCs a U.S. Government Optional Form 612 (available at <http://www.usaid.gov/kh/> or the USAID website, [http://www.usaid.gov/procurement\\_bus\\_opp/procurement/forms](http://www.usaid.gov/procurement_bus_opp/procurement/forms) or internet <http://fillform.gsa.gov> , or at Federal offices);

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. The highest ranking applicants may be selected for an interview.

## **16. LIST OF REQUIRED FORMS FOR PSCs**

Forms outlined below can found at

[http://www.usaid.gov/business/business\\_opportunities/psc\\_solicitations.html](http://www.usaid.gov/business/business_opportunities/psc_solicitations.html)

1. Optional Form 612.
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). \*\*

\*\* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

## **17. CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs**

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website

[http://www.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc) to determine which AAPDs and CIBs apply to this contract.

## **18. BENEFITS/ALLOWANCES**

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

### **BENEFITS:**

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase
- Annual and Sick Leave

**FEDERAL TAXES:** USPSCs are required to pay Federal Income Taxes, FICA, and Medicare.