

**HIV/AIDS MULTISECTORAL OFFICE
HIV/AIDS AND NUTRITION TECHNICAL ADVISOR
USAID/ZAMBIA-AFRICA**

SOLICITATION NO.: 09 - 17
ISSUANCE DATE: October 27, 2009
CLOSING DATE: November 30, 2009

SUBJECT: Solicitation 09 – 17 for US Personal Services Contractor (USPSC) or Third Country National Citizen, HIV/AIDS and Nutrition Technical Advisor in HIV/AIDS Multisectoral Office (AO9), Lusaka, Zambia.

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified individuals interested in providing services as a USPSC/TCN HIV/AIDS and Nutrition Technical Advisor, HIV/AIDS Multisectoral Office (AO9) in Lusaka, Zambia.

Submittals shall be in accordance with the attached information at the place and time specified.

Any questions on this solicitation may be directed to: Mwansa Deurwaarder, Acting Executive Officer

TELEPHONE NUMBER: (260)-211-254-303/6
FAX NUMBER: (260)-211-254-532
E-MAIL ADDRESS: mdeurwaarder@usaid.gov (Mwansa Deurwaarder)
with cc to cmuyawala@usaid.gov (Christine Muyawala)

Applicants should retain for their records copies of all enclosures which accompany their applications. All applications and the required documents should be submitted according to instructions within.

**SUBJECT: SOLICITATION FOR US PERSONAL SERVICES CONTRACTOR
HIV/AIDS AND NUTRITION TECHNICAL ADVISOR**

1. **SOLICITATION NUMBER:** 09 - 17
2. **ISSUANCE DATE:** October 27, 2009
3. **CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS AT USAID/ZAMBIA:** November 30, 2009 at 17:00hrs, Zambian time
4. **POSITION TITLE:** HIV/AIDS and Nutrition Technical Advisor
5. **MARKET VALUE:** GS 13: US \$70,615 – US \$91,801
6. **PERIOD OF PERFORMANCE:** USAID/Zambia expects to award a Personal Service Contract for an off-shore US Citizen, or Third Country National Citizen for two year period (with potential for extension) commencing as early as possible subject to security and medical clearances and funds availability and Mission requirements. The duty post for this contract is Lusaka, Zambia. PSCs are subject to state Department NSDD approval for the position.
7. **PLACE OF PERFORMANCE:** Lusaka, Zambia
8. **ORGANIZATIONAL LOCATION OF POSITION:** USAID/Zambia
9. **POSITION TITLE OF DIRECT SUPERVISOR:** HIV/AIDS Multisectoral Team Leader
10. **MEDICAL AND SECURITY ACCESS:** The contractor shall obtain necessary Medical Clearance (as defined by the Department of State Medical Unit) and must be able to receive USG Secret Level Clearance prior to service overseas.
11. **AREA OF CONSIDERATION:** US Citizens, or Third Country National

I. BACKGROUND

GEOGRAPHICAL AND PROGRAMMATIC CONTEXT

Since independence in 1964, Zambia has struggled to stay on a steady, broad-based path of economic, political, and social development. Some 70 percent of its people live below the poverty line, with limited access to basic health and education services. The HIV/AIDS pandemic continues to take its toll on all aspects of Zambia's social, political and economic structures. Economic growth has lagged far behind population growth and basic needs.

The U.S. government (USG) has supported the health and development of Zambia for over 20 years and has provided substantial investments in democracy, economic growth, education and health including HIV/AIDS. The Health/HIV/AIDS portfolio is the largest sector for investment at this point in time, and includes programs supported by the President's Emergency Plan for AIDS Relief (PEPFAR) as well as the President's Malaria Initiative (PMI), maternal/child health programs, tuberculosis (TB) prevention and control, nutrition and food security, and other infectious diseases.

PROFILE OF HEALTH ISSUES AND THE HIV/AIDS EPIDEMIC IN ZAMBIA

With an estimated population of 12.2 million, and 1.5 million HIV positive adults, Zambia is heavily impacted by HIV/AIDS. The 2007 Zambia Demographic and Health Survey (DHS) provided evidence of progress with regard to the pace of the epidemic, although control is still years away at best. The overall HIV prevalence rate decreased from 15.6 percent in 2001/02 to 14.3 percent (16 percent for females and 12 percent for males). Urban areas are more highly impacted than rural (19.7 percent and 10.3 percent respectively). Data also suggest that incidence among women age 15-39 is decreasing, and male incidence might follow. Over the past five years the Zambia HIV/AIDS programs has made tremendous strides in increasing access to anti-retroviral treatment (ART). In 2004 approximately 3,000 Zambians were on ART, today over 220,000 receive ART. Still more receive care and support including over 400,000 orphans and vulnerable children.

US GOVERNMENT INVESTMENT IN HIV IN ZAMBIA

Zambia is one of the original 15 "focus" countries under the PEPFAR. The USG response includes the U.S. Agency for International Development (USAID), the U.S. Centers for Disease Control and Prevention (CDC), the Department of Defense (DOD), Department of State, and the Peace Corps. In partnership with the Government of the Republic of Zambia (GRZ), the USG has contributed significantly to scaling up HIV prevention, care, and treatment services countrywide and has moved into a second stage of PEPFAR focusing on prevention and sustaining the national response.

To date, the USG has invested over one billion dollars into combating the HIV epidemic in Zambia and has received good returns on this investment through significant increases in the number of people receiving anti-retroviral treatment as well as those receiving care and support. HIV prevention activities have lagged behind treatment, however efforts are underway to re-invigorate this area of the portfolio in conjunction with the GRZ.

II. MAJOR DUTIES AND RESPONSIBILITIES

The position serves as the HIV/AIDS and Nutrition Technical Advisor within USAID/Zambia's Assistance Objective 9 (AO9) – Reduced Impact of HIV/AIDS through a Multi-sectoral Response. As a technical expert in palliative care and nutrition, the individual will lead or advise, as appropriate, the USG, the GRZ, and key implementing partners on development of strategy, policy, and programming options, as well as assessment of needs, and evaluation of existing programs and interventions.

Act as an Agreement/Contracts Officer's Technical Representative (A/COTR) and provide technical and programmatic leadership, direction, support and oversight to HIV/AIDS programs and projects funded by the PEPFAR as well as providing technical assistance in both nutrition and palliative care programming.

A. Program Management Responsibilities 30%

- Technical Leadership: Provide expert technical leadership to USAID/USG, GRZ, and partners, i.e., assist in the development of a new USG Zambia HIV/AIDS strategy (Partnership Framework) for 2010-2014 as well as new AO9 HIV/AIDS multi-year, multi-sectoral strategy, new GRZ palliative care policy, "food by prescription" program design, and technical evaluation in areas such as palliative care (home/hospice care), and HIV/AIDS and nutrition. This includes working with Director and other technical level decision makers within the Ministries targeted, as well as Chief's of Party or other senior staff to identify and develop appropriate technical interventions and oversight mechanisms.
- Office of the Global AIDS Coordinator (OGAC) Technical Working Group (TWG) Member: Represent USAID Zambia as a member of OGAC Palliative Care TWG and Food & Nutrition TWG. Contribute to the review and development of OGAC technical area policy, resource allocation, and field guidance.
- Bilateral A/COTR: Oversee PEPFAR funded program design and implementation with particular focus on palliative care and nutrition, provide guidance, and review and approve required documents and reports. Act as A/COTR for at least one major bilateral award (greater than \$50 million over 3 years), including serving as the technical lead for assistance and oversight of the program through the Chief of Party or other key personnel and input into the management and oversight of others. Centrally Funded Project Activity Manager. Provide effective technical support and oversight in an Activity Manager role for central projects related to nutrition and palliative care..

B. Management and Technical Oversight of HIV/AIDS Partner Organizations 30%

As HIV/AIDS and Nutrition Advisor, support Mission management in the implementation of HIV/AIDS, nutrition initiatives for vulnerable groups. Identify opportunities for continued support to nutrition programming with particular links to people living with HIV/AIDS and/or at risk for acquiring HIV.

Illustrative Activities:

- Act as the principal advisor for non-clinical (community) nutrition activities, and lead the development of appropriate solicitations, strategies, and implementation of the "food by prescription" or similar effort. This includes interacting with medium and high level personnel from Ministries involved in HIV/AIDS work as well as partner organizations who may be implementing such activities.
- Identify opportunities to integrate nutrition interventions within ongoing portfolio areas such as support for orphans and vulnerable children (OVC), including liaising with officials to define approaches and mechanisms for integration.

C. Strategic Planning and Budgeting for PEPFAR Activities 15%

Ensure programmatic adherence, monitoring and reporting through regular site visits, review and approval of annual work plans/budgets, and effective and timely USG/partner reporting comprised of accurate and reliable data, reflecting appropriate PEPFAR focus and priorities.

Illustrative Activities:

- Conduct regular site visits monthly or quarterly as time demands and Mission resources permit.
- Prepare or support HIV/AIDS and nutrition sections required for Mission planning and reporting purposes, annual reports, congressional presentations, performance monitoring plans, and other documents.

- Represent USAID in selected working groups convened by the GRZ and other donor partners and provide inputs to ensure coordination between USAID-supported activities and those supported through other Cooperating Partners and mechanisms.
- Coordinate with GRZ officials and other donor agencies (such as DFID, DANIDA, CIDA, the World Bank, UNICEF, WHO, UNAIDS, etc.) on implementation and policy issues related to assigned HIV/AIDS activities.

D. Monitoring and Evaluation of HIV/AIDS Activities 15%

Ensure programmatic adherence, monitoring and reporting through regular site visits, review and approval of annual work plans/budgets, and effective and timely USG/partner reporting comprised of accurate and reliable data, reflecting appropriate PEPFAR focus and priorities.

Illustrative Activities:

- Conduct regular site visits monthly or quarterly as time demands and Mission resources permit.
- Prepare or support HIV/AIDS and nutrition sections required for Mission planning and reporting purposes, annual reports, congressional presentations, performance monitoring plans, and other documents.
- Monitor activities undertaken by implementing partners, track progress against program descriptions, implementation plans and work plans, assess progress and barriers to achievement, recommend action for improvement or modifications to address problems, and document and highlight results.

E. Other Duties 10%

Provide leadership as well as work within the AO9 team, and with teammates, colleagues, USAID Mission Director, and U.S. Embassy front office in the design, implementation, monitoring, evaluation, and oversight of program activities. Creating and participating in a team management environment with shared values.

Illustrative Activities:

- Assist in development and review of PEPFAR related documents.
- Help implement and uphold AO 9 team charter, Mission values and vision, and Embassy wide initiatives funded by PEPFAR.
- Participate in and lead AO 9 team and Mission activities as needed and represent the team, Mission and Embassy as requested/directed

Post Entry Training

The employee will receive on-the-job training regarding USAID and PEPFAR policies, procedures and regulations, including the Automated Directives Systems (ADS), A/COTR certification, Mission Orders, and PEPFAR planning and reporting databases. Training in USAID implementation, auditing and financial management will be provided as needed.

POSITION ELEMENTS

A. Supervision Received

The supervisor of this position is the Team Leader or his/her designee. Desired results are outlined in broad terms through annual performance plans or similar planning documents. Possible alternative methods and procedures may be discussed, but the choice of those to be used is often left to the discretion of the employee. Problems of unusual difficulty or those not commonly associated with the professional specialization or activity are discussed through the term of assignment. Work is occasionally given a

general review with regard to progress toward objectives, soundness and effectiveness of decisions and actions, and conformance with policies and regulations.

B. Available Guidelines

Some of the knowledge, methods, and techniques in the HIV/AIDS field are established and commonly accepted. However, in some important respects they are not well defined, or are controversial or untested, and frequently require interpretation and modification. Available administrative guidelines establish a broad pattern of operation that requires frequent need to exercise judgment and interpretation, and provides an opportunity for initiative and innovation. Available guidelines include the USAID Automated Directives System (ADS), PEPFAR guidelines, Country Operational Plans, Mission Orders, and other directives.

C. Exercise of Judgment

A variety of successful and/or unsuccessful precedents exist, but they do not always clearly indicate a course of action. Experienced judgment is required to analyze, interpret and adapt prior experience from the occupational field, and to be innovative. Incumbent exercises substantial independent judgment in planning, monitoring and evaluating program activities, reporting, and other assignments. The work involves many different, complex, and interrelated processes. The political environment requires a high degree of sensitivity and diplomacy in establishing dialogue and developing interventions to encourage improved HIV/AIDS programs. The HIV/AIDS and Nutrition Technical Advisor will require a depth of expertise that will allow her/him to provide leadership in HIV/AIDS issues and programs. The position requires managing for results within USAID in collaboration with the GRZ organizations, training institutions, NGOs, FBOs, CBOs, international PVOs, and international organizations.

D. Authority to Make Commitments

Commitments to final policy and funding will require the co-signature of the Team Leader for USAID-funded activities.

E. Purpose and Impact

HIV/AIDS and Nutrition Technical Advisor provides professional leadership in HIV/AIDS that is vital to the achievement of PEPFAR goals and targets in Zambia. This involves the design, management and evaluation of HIV/AIDS interventions that are critical elements in Zambia's national response to HIV/AIDS. The incumbent is responsible for conceptualizing selected PEPFAR activities and for defining results expected, milestones and action plans to effectively implement those activities.

F. Supervision Exercised

The incumbent will monitor work of the implementing partners under his/her purview. S/He will supervise selected technical staff and occasionally assign tasks to program assistants and administrative assistants and review completed work that they perform.

Perform other duties as assigned or required.

G. Time Required to Perform Full Range of Duties: Six months.

MINIMUM QUALIFICATIONS AND SELECTION CRITERIA

Determines basic eligibility for the position, Applicants who do not meet all of education and experience factors are considered NOT qualified for the position.

Candidates will be evaluated and ranked based on the following selection criteria:

A. GENERAL: Must be a U.S. citizen, or third country national, must possess or be eligible to receive a U.S. Government “SECRET” security clearance. Must be able to secure a medical clearances to serve in Lusaka, Zambia. Must be willing to travel throughout Zambia.

B. EDUCATION (20 points): A master’s degree in public health, nursing, social sciences or other health care development related field is required.

C. WORK EXPERIENCE (25 points): Minimum of 5-7 years of experience in designing, implementing and managing HIV/AIDS and nutrition programs.

D. LANGUAGE PROFICIENCY (10 Points): Excellent English communication skills, both oral and in written, are essential. Candidate must have the ability to present information, analysis, and recommendations in clear written and oral formats.

E. KNOWLEDGE (20 Points): Must have a sound knowledge of the main technical and substantive issues related to HIV/AIDS nutrition, care, and prevention in sub-Saharan Africa and a good understanding of African social, cultural and political contexts. Zambian experience preferred.

F. ABILITIES AND SKILLS (25 points): Must be able to develop and maintain a range of working-level and senior-level contacts on HIV/AIDS-related topics, in government, non-governmental, and private sector circles. Must be able to work effectively within a team environment, and to supervise and mentor others. Must be able to interpret regulatory directives and have skill with computers, including Word, Excel and PowerPoint software.

Management skills and experience are required to strategize, develop and implement effective USAID-supported HIV/AIDS programs, including financial management and administrative skills to oversee the performance of implementing partners, technical advisors and development partners.

Excellent verbal and written communication skills, tact and diplomacy are required to establish and develop sustainable working relationships at the highest level within the public and private sector as well as within the USAID internal operations.

Application Process

Applicants must submit the following information:

1. Current CV (or optional OF-612)
2. Biographical data
3. Reference list, including most recent three assignments
4. Proposed GS-equivalent rate and dates available.

Interested offerors should submit the proposal either:

- (i) E-mail to mdeurwaarder@usaid.gov, attachments compatible with MS WORD, MS Excel. **This is the preferred method.**

- (ii) FAX to +260-211-254-532, attn: Acting Executive Officer
- (iii) hand delivery (including commercial courier) to the following address:
 - Mwansa Deurwarder
 - Acting Executive Officer
 - USAID/Zambia
 - Plot # 351 Independence Avenue, Woodlands
 - P.O. Box 32481
 - Lusaka, Zambia

The U.S. Government is not obligated to make an award or to pay for any costs incurred by the offeror in preparation of a proposal in response to this solicitation.

Closing Date: Applications must be received before 17:00 pm, Lusaka time, November 30, 2009.

TERMS OF APPOINTMENT

Subject to the availability of funds, this will be a two-year contract, with an option to extend, depending upon continuing need of the services.

The position has been classified at a US Government GS-13 level. The actual salary of the successful candidate will be negotiated within that range depending on qualifications and previous earnings history.

LOGISTICAL ARRANGEMENTS

USAID/Zambia shall provide office space, and telephone/fax/e-mail (for communication with USAID officials and others in support of program objectives) as well as travel, lodging, and transportation for official purposes.

SECURITY AND MEDICAL CLEARANCES

The position is open to U.S./TCN Citizens. The selected applicant must be able to obtain a Secret Security Clearance and appropriate Medical Clearance from STATE/MED. The selected applicant must obtain these clearances prior to departure for post. All accompanying dependents must also obtain Medical Clearances prior to departure for post.

Policy Guidance Pertaining to PSCs

Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Documents (AAPDs) contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website:

http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/

to determine which CIBs/AAPDs apply to this contract.

Additionally, Appendix D of the USAID Acquisition Regulations (AIDAR) also applies to PSCs. Appendix D can be found at:

<http://www.usaid.gov/policy/ads/300/aidar.pdf>

Benefits/Allowances:

As a matter of policy, and as appropriate, a USPSC/TCN recruited off-shore is normally authorized the following benefits and allowances:

1. **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, commissary and pouch mail service
- Shipment and Storage of Household Effects
- Shipment of POV (Privately Owned Vehicle)

2. **ALLOWANCES** (if applicable, as found in the Standardized Regulations (Government Civilian Foreign Areas):

- Temporary Lodging Allowance (Section 120)
- Living Quarters Allowance (Section 130)
- Post Allowance (Section 220)
- Supplemental Post Allowance (Section 230)
- Separate Maintenance Allowance (Section 260)
- Educational Allowance (Section 270)
- Educational Travel (Section 280)
- Post Differential (Chapter 500)
- Payments during Evacuation/Authorized Departure (Section 600) and
- Danger Pay (Section 650)

FEDERAL TAXES:

USPSC/TCNs are not exempt from payment of Federal Income taxes.

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