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PHN OFFICE SENIOR HIV/AIDS TECHNICAL ADVISOR USAID/ZAMBIA-AFRICA

SOLICITATION NO.: 07 - 08
ISSUANCE DATE: July 20, 2007
CLOSING DATE: August 22, 2007

Ladies/Gentlemen:

SUBJECT: Announcement of Solicitation for US Personal Services Contractor (USPSC) PHN Office Senior HIV/AIDS Technical Advisor, Office of Population, Health, and Nutrition (PHN), 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 PHN Office Senior HIV/AIDS Technical Advisor (PHN) 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:

Jeff Sharp, Executive Officer
USAID/Zambia
Plot No. 351 Independence Avenue
P.O. Box 32481
Lusaka, Zambia

TELEPHONE NUMBER: (260)-21-1254303/6
FAX NUMBER: (260)-21-1254532
E-MAIL ADDRESS: jsharp@usaid.gov (Jeff Sharp)

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

Jeff Sharp, Executive Officer
USAID/Zambia
Plot No. 351 Independence Avenue
P.O. Box 32481
Lusaka, Zambia

TELEPHONE NUMBER: (260)-21-1254303/6
FAX NUMBER: (260)-21-1254532
E-MAIL ADDRESS: jsharp@usaid.gov (Jeff Sharp) with copies to mdeurwaarder@usaid.gov (Mwansa Deurwaarder)

Applicants should retain for their records copies of all enclosures which accompany their applications.

Sincerely,

Jeff Sharp
Executive Officer



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SUBJECT: SOLICITATION FOR US PERSONAL SERVICES CONTRACTOR
SENIOR HIV/AIDS TECHNICAL ADVISOR, USAID/LUSAKA-ZAMBIA

1. SOLICITATION NUMBER: 07 - 08
2. ISSUANCE DATE: July 20, 2007
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:
August 22 at 4:00 p.m. local time.
4. POSITION TITLE: SENIOR HIV/AIDS TECHNICAL ADVISOR
5. MARKET VALUE: GS-14; US\$79,115.00 – US\$102,848.00
6. PERIOD OF PERFORMANCE: Two years with an option to renew, depending on the continuing need of the position and availability of funds
7. PLACE OF PERFORMANCE: Lusaka, Zambia
8. SECURITY ACCESS: Secret
9. AREA OF CONSIDERATION: U.S. Citizens

USAID/Zambia seeks the services of a US citizen to serve as Population, Health, and Nutrition Office's Senior HIV/AIDS Technical Advisor located in Lusaka, Zambia for an initial period of twenty-four (24) months.

I. BACKGROUND

Zambia, a stable democracy with vast economic potential, stands as a close ally of the United States in its efforts to promote transformational diplomacy in Southern Africa. To achieve this goal, its population of over 10 million faces substantial hurdles. Landlocked geographically, Zambia relies upon its neighboring (and far less stable) countries to connect to the global market. Over 65% of its population lives on less than one dollar a day and severe health impediments exacerbate this crippling poverty, such as HIV/AIDS, TB, and malaria. Zambia is one of the largest recipients of the US President's Emergency Plan for HIV/AIDS Relief (PEPFAR) program and has recently been designated a Presidential Malaria Initiative (PMI) country; this status will significantly increase funding available to combat malaria and related co-infection issues.

Summary of US Government's HIV/AIDS Strategy in Zambia

With 15.6% of the adult population infected with HIV, Zambia faces its most critical health, development and humanitarian crisis to date. In response to this emergency, the U.S. Mission to Zambia (hereafter referred to as the USG) is applying the strategic approaches, principles, and resources of the US President's Emergency Plan for AIDS Relief (PEPFAR). PEPFAR Zambia will be closely aligned with the Zambia National HIV/AIDS Strategy, which includes all Emergency Plan program areas. The guiding strategic principles in Zambia are:

- Introduce new and innovative approaches;



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- Develop new, strong HIV/AIDS leadership in Zambia;
- Use evidence-based policy decisions;
- Respond to local needs and Zambian government policies and strategies;
- Develop and strengthen prevention, treatment, and care integrated HIV/AIDS services;
- Support sustainable HIV/AIDS health care networks;
- Support and use prevention lessons learned from the “ABC” (Abstinence, Be faithful, and, as appropriate, correctly and consistently use Condoms) model;
- Support activities that combat stigma and denial;
- Seek new strategies to encourage HIV/AIDS testing;
- Encourage the involvement of people infected with and affected by HIV/AIDS;
- Encourage and strengthen the participation and leadership of faith-based, community-based, and nongovernmental organizations; and,
- Encourage coordination with other collaborating partners while maintaining focus on the objectives and principles of the Emergency Plan.

As a partner in the National HIV/AIDS Strategic Plan that responds effectively to the HIV/AIDS emergency in Zambia, the USG will contribute significantly and rapidly to help transform Zambia into a nation whose citizens are actively seeking and accessing HIV/AIDS services as close to the home as possible without the fear of stigma.

Emerging from this collaboration will be an integrated network of uninterrupted and sustainable service delivery sites through public sector health facilities, faith-based organizations (FBOs), community-based organizations (CBOs), and the private sector, that prevent new infections, care for persons infected with or affected by HIV/AIDS—including orphans and vulnerable children (OVCs) and persons living with HIV/AIDS (PLHAs)—and provide antiretroviral therapy (ART) for eligible persons.

USAID/ Zambia Organizational Structure

Operating in this challenging and dynamic environment and in close cooperation with the State Department and the Zambian Government (GRZ), USAID/Zambia is one of the largest Mission programs in Africa. The program budget for FY 2006 is over \$123 million and covers a wide array of activities. Zambia’s daunting development agenda and rapidly changing environment require the most advanced management and programming skills. The USAID/Zambia program is implemented by a staff of 102, including 8 U.S. direct hires (USDH), 11 personal service contractors (PSC) and other expatriate positions, and 83 Foreign Service National (FSN) employees.

The PHN Office, comprised of ten staff, manage a multifaceted program addressing maternal-child health, reproductive health/family planning, infectious diseases (HIV/AIDS, TB, malaria), health systems strengthening and human resources issues. Three approaches guide the overall program: ‘Zambians Taking Action for Health’, Achievement and Maintenance of High Coverage for Key Health Interventions’, and ‘Health Services Strengthened’.

The PHN Office works closely with the Ministry of Health in support of the National Health Strategic Plan 2006-2010 and the National AIDS Council in support of the Zambia HIV/AIDS Strategic Framework (ZASF). The PHN Office also collaborates closely with the USAID Multisectoral HIV/AIDS Office which implements multisectoral activities in HIV/AIDS prevention and care as well as provides assistance to USAID’s economic growth and education programs in planning and implementing sectoral responses to HIV/AIDS.

Summary of Contractor’s Overall Responsibilities



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The contractor shall lead the Population/Health/Nutrition Office's HIV/AIDS sub-team with its annual OYB of \$60 million and have overall responsibility for providing strong technical leadership as well as planning, managing, and reporting on all HIV/AIDS activities for the PHN office. The contractor will also work closely with USAID, the US Embassy, the Centers for Disease Control and Prevention (CDC) and other US Government (USG) agencies in Zambia as part of the USG team for the US President's Emergency Plan for AIDS Relief (PEPFAR). The contractor is expected to: provide technical leadership in HIV/AIDS prevention, care, and treatment issues, focused on clinical service delivery; guide design, implementation, and monitoring of project activities in these programmatic areas; and supervise the staff of the HIV/AIDS team within the PHN Office.

II. SPECIFIC DUTIES AND RESPONSIBILITIES

- A. Provide technical leadership, strategic direction, and coordination to the PHN Office, USAID, the wider USG Zambia PEPFAR Team, host government counterparts, donors, and USG implementing partners on HIV/AIDS prevention, care, and treatment.
 - Advise PHN Office and USAID on HIV/AIDS technical and programmatic issues and activities;
 - Serve as the USG representative on and increase participation in the Ministry of Health and National AIDS Council HIV Counseling & Testing (CT), Prevention of Mother-to-Child Transmission (PMTCT), adult and pediatric Anti-Retroviral Treatment (ART), HIV/AIDS Pharmacy/Laboratory, and Health Commodities Procurement Technical Working Groups;
 - Provide technical and programmatic leadership to the Global Fund/Zambia Country Coordinating Mechanism;
 - Lead the USG's efforts to improve coordination of CT, PMTCT, ART, clinical palliative care, and HIV test kit, antiretroviral drug, and laboratory equipment/supplies procurement/logistics activities; and
 - Actively participate in the Embassy-wide PEPFAR Coordination team.
- B. Serve as CTO and provide technical guidance for the Zambia Prevention, Care, and Treatment Partnership (ZPCT) (\$15-\$20 million annual budget), JSI/DELIVER (\$5-8 million annual budget), and Partnership for Supply Chain Management System (SCMS) (\$25-35 million annual budget). Focus is on HIV/AIDS clinical services and HIV/AIDS commodity procurement/supply chains.
 - Ensure sound management structures within ZPCT for appropriate staffing, technical direction, and coordination with other partners;
 - Ensure that ZPCT has technical and programmatic approaches that lead to achieving results and sustainability of activities;
 - Ensure sound management structures within JSI/DELIVER for appropriate staffing, technical direction, and coordination with other partners;
 - Establish sound management structures within SCMS for appropriate staffing, technical direction, and coordination with other partners; and
 - Ensure the appropriate and timely delivery of HIV test kits, ARV drugs, and lab equipment/reagents/supplies procured with USG funds.
- C. Serve as PHN Office point person for HIV/AIDS activities and coordinate with USAID and other relevant USG agencies to ensure continuity and quality of HIV/AIDS programming.
 - Ensure appropriate coordination between the PHN Office and the Multisectoral HIV/AIDS Office HIV/AIDS activities for efficient and effective programming;
 - Coordinate with the Multisectoral HIV/AIDS Office in the implementation of the USAID PEPFAR monitoring and evaluation strategy and database; and
 - Assist PHN Office in strengthening programming of improved technical initiatives, including lead designs of new HIV/AIDS programs and approaches as necessary.



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- D. Ensure that the PHN Office is appropriately represented at key forums and working groups, such as the USG Palliative Care Forum, PEPFAR Strategic Information Committee, USAID-wide HIV/AIDS Working Group, the HIV/AIDS All Chiefs of Parties Working Group, and Joint Annual Program Reviews, as well as participate in the development/revisions of the national HIV/AIDS strategies and evaluations, national Health Strategic Plans, and related documents.
- E. Ensure that all USAID and PEPFAR guidance and reporting requirements for PHN Office HIV/AIDS programs are met, and assist PHN Office HIV/AIDS partners in implementing reporting and tracking systems to provide correct and complete information in an efficient and timely manner. Regularly review and analyze data on HIV/AIDS activities as a basis for providing up-to-date information on the effectiveness and impact of program strategies and inputs.
 - Serve as PHN Office lead for PEPFAR Country Operating Plan (COP) and semi/annual reporting; and
 - Serve as PHN Office lead for USAID HIV/AIDS annual reporting and preparation of portfolio reviews.
- F. Prepare technical and programmatic materials as requested by the U.S. Ambassador, USAID Mission Director, and PHN Director relating to HIV/AIDS, including content for reporting documents, speeches, cables, analyses, and briefing papers.
- G. Supervise a Zambian Foreign Service National HIV/AIDS Program Advisor and a Zambian Foreign Service National Senior Health Advisor (this staff person manages TB, Injection Safety, Antimicrobial Resistance, and Reproductive Health/Family Planning projects), and, as requested, other Zambian and expatriate PHN Office staff.

III. POSITION ELEMENTS

Knowledge:

- Knowledge and demonstrated senior-level strategic planning and management experience in leading HIV/AIDS technical teams (especially clinical care and treatment programs) and overseeing office operations.
- Expert knowledge and in-depth understanding of HIV/AIDS issues affecting less-developed countries, especially in sub-Saharan Africa, as well as an exceptional ability to translate knowledge into practice for resource limited settings.
- In-depth understanding of the issues affecting US Government HIV/AIDS programs, both bilateral and multilateral, as well as recognized internal decision-making structures/processes.
- Ability to serve in the capacity of a professional coach and mentor, sharing technical and management skills with others.
- Ability to quickly identify new trends and challenges regarding HIV/AIDS technical and programmatic issues, define their parameters, and develop innovative conceptual approaches to address the trends/challenges.
- Strong negotiation skills and ability to facilitate agreement among various partners to promote resolution of issues impeding successful implementation of a high-quality national HIV/AIDS prevention, care, and treatment program.
- Exceptional conceptual abilities to define the PHN Office's HIV/AIDS priorities. Outstanding leadership, managerial, and organizational skills are required to direct, manage, and advance this multifaceted and comprehensive HIV/AIDS program.
- Excellent verbal and written communication skills, including presentation skills.

Guidelines



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The incumbent will exercise a high level of managerial and technical responsibility, judgment, and initiative, drawing upon written US Government HIV/AIDS policies. In addition, the incumbent will also be routinely asked to utilize independent judgment to formulate policy and program recommendations for USAID and the overall USG Zambia PEPFAR program.

Complexity

Policy, operational, programmatic, and technical issues to be considered by the incumbent are diverse, complex, and multifaceted. For the incumbent to succeed, s/he will need to be effective in operating in an environment that is extremely complex, politically challenging, and ever-changing. Often the incumbent will serve under extreme time constraints and pressure. Only a highly experienced, senior professional will have the ability to thrive in this environment.

Personal Contacts

The incumbent will routinely interact with the senior management and technical advisors from the multi-agency USG PEPFAR Team (DOS, DOD, CDC, PAS, Peace Corps), Ministry of Health, National AIDS Council, GFATM Principal Recipients, multilateral and bilateral donors (e.g., WHO, UNICEF, UNAIDS, UNFPA, JICA, DfID, CIDA, and SIDA), and foundations (e.g., Clinton Foundation and Gates). Many of the incumbent's contacts with senior officials outside of USAID will be to advance the quality and scope of key HIV/AIDS policy and technical initiatives, such as ART and PMTCT. Interactions with donor senior officials and counterpart institutions will be required during strategy and work plan development/review and donor coordination processes. Incumbent is expected to maintain and expand good working relationships with these partners.

Qualifications

- Advanced professional degree (MPH, MD, PhD/DrPH) required, with a specialization in at least one of the following areas: international public health, epidemiology, clinical medicine, or nursing. Clinical HIV/AIDS service delivery experience highly desirable, especially within developing country contexts.
- A minimum of ten years' experience managing public health programs, with at least eight years' experience with HIV/AIDS programs in developing countries. Experience in Africa is highly desirable.
- Experience working with the U.S. President's Emergency Plan for AIDS Relief.
- Strong working knowledge of USAID operations, rules, regulations, procedures, and priorities required; previous experience working directly for USAID is highly desirable.
- Experience in planning and implementing programs in HIV/AIDS prevention, counseling and testing, prevention of mother-to-child transmission, comprehensive HIV/AIDS clinical care and treatment (including provision of ART and treatment of opportunistic infections), and palliative care.
- Demonstrated ability to communicate and collaborate effectively with multiple partners, including host country government counterparts, NGO representatives, other collaborating partners/bilateral donors, the U.S. Embassy and other U.S. Government partners, and implementing partners.
- Proven ability to work effectively as part of multisectoral and multidisciplinary teams.



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- Demonstrated ability and willingness to carry out administrative, performance reporting, and financial procedures with multiple inputs from a wide range of government, faith-based, and non-governmental partners.
- Experience supervising diverse staff.
- Completion of USAID's official training program for Cognizant Technical Officers is highly desirable.
- Excellent verbal and written communication skills, including presentation skills.

IV. EVALUATION CRITERIA

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application, an interview process, reference checks. The evaluation criteria for this position are:

1. **Education and Other Academic Training (10 pts)**

A graduate degree in social science or public health and/or a medical degree with experience implementing clinical HIV/AIDS programs. Demonstrated broad technical knowledge and experience in HIV/AIDS treatment and care program management and implementation in developing countries is required.

2. **Professional Experience (35 pts)**

A minimum of ten (10) years experience, with at least five (5) years residential experience in developing countries, managing public health and HIV/AIDS programs.

Demonstrated HIV/AIDS technical leadership, strategic planning, analytical, and programmatic and fiscal managerial skills within the context of developing countries.

Strong working knowledge of USAID or other US Government Agency programming, processes, documentation, and business practices.

Vast experience and knowledge of other donor programs and donor coordination processes in HIV/AIDS (e.g., GFATM, UNAIDS, Clinton Foundation).

3. **Technical Skills (35 pts)**

Demonstrated technical knowledge of current theory and practice of at least one of the following areas related to HIV/AIDS is required: (1) antiretroviral therapy and clinical palliative care (2) HIV prevention, including prevention of mother-to-child transmission/

Demonstrated effective ability to analyze HIV/AIDS policies, epidemiological trends, and health service statistics and to apply those findings to the strategic planning, management, and implementation processes.

4. **Interpersonal, Team Management, and Communication Skills (20 pts)**

Demonstrated experience in managing diverse teams and staff.

Demonstrated outstanding communication (verbal, written, presentation) and interpersonal skills (including conflict resolution skills).



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Demonstrated success in managing complex interagency operations/programs.

V. 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-14 level. The actual salary of the successful candidate will be negotiated within that range depending on qualifications and previous earnings history.

VI. 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.

VII. SECURITY AND MEDICAL CLEARANCES

The position is open to U.S. 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.

VIII. LIST OF REQUIRED FORMS FOR US PSCs

Forms outlined below can found at http://www.usaid.gov/procurement_bus_opp/procurement/forms/

1. Standard Form 171 or 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.

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/



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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 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:

USPSCs are not exempt from payment of Federal Income taxes.

IX. APPLYING:

Qualified individuals are requested to submit a U.S. Government Standard Form 171 or Optional Form 612 (available at the USAID website, http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://fillform.gsa.gov>, or at Federal offices) and a resume containing the following information:

1. Personal Information: Full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held).



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2. Education: Colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours).
3. Work Experience: Provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if Federal job), duties, and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
4. References: Applicants are required to provide three professional references with complete contact information including email address and telephone numbers.
5. Statement of Availability: A written statement certifying the date and length of time for which the candidate is available for the position.
6. Applications may be submitted by e-mail, fax, DHL or FedEx air courier by the closing time and date to:

Jeff Sharp, Executive Officer
USAID/Zambia
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P.O. Box 32481
Lusaka, Zambia
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E-MAIL ADDRESS: [mailto: jsharp@usaid.gov](mailto:jsharp@usaid.gov) (Jeff Sharp) with copies to
mdeurwaarder@usaid.gov (Mwansa Deurwaarder)

7. 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.
8. Applications received after the date and time shall be considered late and shall not be considered for award. We suggest you confirm with the Executive Office that all documents submitted were received prior to closing date and time of this notice. Equipment failures at USAID or by the applicant's network are not acceptable reasons for late submission as applicants have the option of sending hard copy via courier.