



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066319R100018

ISSUANCE DATE: October 01, 2019

CLOSING DATE/TIME: October 15, 2019

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC) - USAID Development Program Specialist (Infectious Disease).**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through VI** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Anmmarie McGillicuddy
Supervisory Executive Officer

U.S. Agency for International Development
US Embassy
Entoto Road
P. O. Box 1014
Addis Ababa, Ethiopia

Tel. : 251-11-306002
Fax : 251-11-242438
Website: www.usaidethiopia.org

USA Address:
2030 Addis Ababa Place
Washington, DC 20521-2030

ATTACHMENT 1**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72066319R100018
- 2. ISSUANCE DATE:** October 01, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** October 15, 2019 *before and/or on 5:00PM Ethiopian local time (close of business).*
- 4. POSITION TITLE:** USAID Development Program Specialist (Infectious Disease).
- 5. MARKET VALUE:** FSN-12, \$27,642 to \$49,770 annual basic salary.
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of [USAID/Ethiopia]. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** Five (5) years. The services provided under this contract are expected to be a continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds.
- 7. PLACE OF PERFORMANCE:** US Embassy, Entoto Road, Addis Ababa with possible travel as stated in the Statement of Work.
- 8. SECURITY LEVEL REQUIRED:** Regional Security Office certification.
- 9. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

Project Management Specialist (Infectious Disease/Public Health Specialist) will work within the Infectious Disease cluster of the Family Health and Infectious disease Team with guidance from the Senior Infectious Disease Advisor with a particular emphasis on Tuberculosis (TB), TB/HIV, MDR-TB, Neglected Tropical Diseases (NTDs), Vaccine preventable diseases and diseases of epidemic significance. Project Management Specialist (Infectious Disease/Public Health Specialist) will be responsible for providing technical oversight and management of ID/PH activities including epidemic surveillance and response for the Family Health and Infectious disease Team. S/he will also be responsible for the development and coordination of operational research capacity (OR) capacity within the Infectious Disease portfolio of the Family Health and Infectious disease team. As a member of the Health, AIDS, Population and Nutrition (HAPN) Office at USAID/Ethiopia, the specialist will provide technical support on ID/PH subject matters with particular emphasis on Tuberculosis (TB), TB/HIV, NTDs and diseases of epidemic significance to HAPN office of USAID/Ethiopia, implementing partners and the Government of Ethiopia in the design and implementation of relevant program activities. The specialist will participate in analyzing data, reports and other information about Infectious Disease and review relevant policies so as to recommend appropriate USAID policy and

programs. The incumbent will work in collaboration with other USAID technical offices as relevant.

- Project Management Specialist (Infectious Disease/Public Health Specialist) will provide technical expertise to expand and strengthen the quality of ID services in Ethiopia. The specialist's primary areas of responsibility include providing strategic and technical support on ID issues to USAID/Ethiopia. S/he will also work closely with the USAID HIV/AIDS teams to ensure TB and TB/HIV programs are coordinated.
- Project Management Specialist (Infectious Disease/Public Health Specialist) will provide technical guidance on issues related to policy/guideline development, ensure technical quality of USAID programs and represent USAID at key meetings on Infectious diseases.
- Project Management Specialist (Infectious Disease/Public Health Specialist) will support all aspects of Tuberculosis (TB), TB/HIV, NTDs programming, including, but not limited to, DOTs program expansion and quality, laboratory support including new tools implementation, expansion of programmatic management of drug-resistant TB (PMDT), drug management, TB/HIV collaborative activities, community TB, human resources development and health systems strengthening. Project Management Specialist (Infectious Disease/Public Health Specialist) will also work closely with the Global Fund and other key Infectious Diseases/Public Health efforts in the country.
- H/She will work closely with the Strategic Information and Public Health (SI/PH) cluster on epidemic surveillance and regular reporting to the Family Health and Infectious disease team and represent the Family Health and Infectious disease team in the weekly Emergency Task Force (ETF) together with the SI/PH focal person.

2. Statement of Duties to be Performed

The incumbent will have the following specific duties and responsibilities:

Program management responsibilities (60 %)

- Review and/or help prepare strategies and program plans. Provide technical assistance to ensure program investments are consistent with international norms and standards and are synergistic with other investments made by the United States Government (USG) and partnering agencies.
- Conduct regular site visits to ensure the relevant program implementation and strategies of USAID/Ethiopia supported mechanisms are in line with the national priorities and strategies as well as USAID strategies based on the best evidence available.
- Assist with the identification and development of potential implementation mechanisms for future TB, NTDs and other ID programs.
- Identifying required actions, making decisions and recommendations, and executing activities as they pertain to assigned areas of responsibility, and providing timely information, assistance, and recommendations to HAPN Office staff and USAID Mission Management.
- Continuously monitoring operations as well as the actions of non-USAID actors that could potentially disrupt or desynchronize program efforts. This includes

working to identify unforeseen obstacles and problems, implementing measures to reduce their effects whenever possible, and reporting problems and recommendations to HAPN staff when situations exceed the incumbent's ability to control or influence them.

- Continuously conduct risk management to identify safety hazards potentially adversely affecting plans and operations, and recommend control measures.
- Obtaining, providing, and processing input and recommendations from staff members, and establish, monitor and control timelines- Provide regular input and advice to his/her Supervisor regarding all matters pertaining to proposed, planned, and ongoing work and activities, and the completion of other activities as assigned by the Supervisor and/or the Contracting Officer.
- Develop relevant sections of the Operational Plan (OP), Country Operational Plan (COP) and other relevant program documents and reports as needed.
- Work with other USAID staff to ensure linkages to other programs.
- Serve as Agreement Officer's Representative/ Contracting Officer's Representative (COR), AOR/COR.

Technical leadership responsibilities (35%)

- Meet regularly with USAID partners and other ID, TB and NTDs stakeholders to discuss issues related to program vision, strategy, design, and development/implementation.
- Provide technical support on the program design and implementation of relevant guidelines, interventions and community-based programs.
- Monitor and analyze trends and issues related to TB and TB/HIV collaborative activities and ensure TB/HIV linkages with PEPFAR teams and other partners.
- Provide technical support to the implementation of Neglected Tropical Diseases (NTDs), Tuberculosis (TB), TB/HIV mechanisms closely with guidance from the Senior ID Advisor.
- Provide technical support on vaccine preventable diseases and diseases of epidemic significance and on behalf of the Family Health and Infectious disease team regularly participate in the Emergency Task Force (ETF) meetings of USG agencies and other relevant stakeholders in coordination with the SI/PH cluster focal person.
- Contribute ID technical expertise, with an emphasis on Tuberculosis (TB), for reviews of Mission documents such as annual reports and operational plans.
- Provide technical input on tasks and other requests for information related to Infectious Disease.
- Participate in meetings, workshops and task forces and act as a liaison to other organizations working on Infectious Disease and Tuberculosis (TB) including participation in Tuberculosis (TB), TB/HIV, MDR-TB and NTDs Technical Working Groups (TWGs) and professional meetings.
- Monitor current medical and public health literature, reports, and international guidelines and standards in Infectious Disease/Public Health and provide recommendations in developing improved approaches to monitoring and evaluating Tuberculosis (TB), TB/HIV, MDR-TB, NTDs programs.
- Provide technical assistance on issues related to other infectious disease issues, as needed.

Operational research responsibilities (5%)

- Support operational research (OR) activities primarily on Infectious diseases and as relevant support the broader HAPN team as a cross-cutting area of activity.
- Conduct program evaluations and/or prepare scopes of work for independent evaluations for ID related projects.
- Coordinate the operational research agenda and activities with relevant implementing partners.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The employee will work under the direct supervision of the Senior Infectious Disease Technical Advisor. A second-line supervisor will be the Family Health Team Leader. The AID Project Management Specialist /Infectious Disease Advisor will work closely with the other technical officers and should require minimal supervision in carrying out routine responsibilities, and only general guidance for most tasks. The scope and flexibility of the duties will demand a great deal of initiative to identify and test innovative approaches and solutions to complex situations and the ability to work independently.

4. Supervisory Controls

None.

- 10. AREA OF CONSIDERATION:** Cooperating Country National Personal Service Contractor (CCNPSC). Cooperating country national means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

- 12. POINT OF CONTACT:** addisusaidjobs@usaid.gov; Fekadu Tamirate, HR Specialist.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- EDUCATION:** A Medical Doctor degree Specialty with Master Degree in Public Health is required for this position.
- PRIOR EXPERIENCE:** Minimum of seven years' experience in clinical and public health programs with emphasis on design and management of infectious diseases, primarily Tuberculosis (TB), TB/HIV, MDR-TB and Neglected Tropical Disease (NTDs) and at least two years' experience working on major programs on the relevant infectious diseases at senior technical level. The candidate must also have experience working with government officials both at a national and sub-national level.
- LANGUAGE:** Level IV (fluent) spoken and written English and Amharic are required.

III. EVALUATION AND SELECTION FACTORS

The following evaluation factors for evaluating applications are established. The Technical Evaluation Committee will establish the competitive range/cut-off points per the evaluation factors listed below. Applicants are encouraged to provide a narrative for each selection criteria listed below in this section. This information will be used for evaluating and scoring each criterion. **The TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview and the CO must consider findings from the reference checks as part of the responsibility determination.** Be sure to include your name and the solicitation number at the top of each page.

EDUCATION (10 points): A Medical Doctor degree Specialty with Master Degree in Public Health is required for this position.

EXPERIENCE (35 points): Minimum of seven years' experience in clinical and public health programs with emphasis on design and management of infectious diseases, primarily Tuberculosis (TB), TB/HIV, MDR-TB and Neglected Tropical Disease (NTDs) and at least two years' experience working on major programs on the relevant infectious diseases at senior technical level. The candidate must also have experience working with government officials both at a national and sub-national level.

KNOWLEDGE, SKILLS, and ABILITIES (55 points): Advanced demonstrated technical expertise in TB, TB/HIV, MDR-TB and NTDs and vaccine preventable diseases as well diseases of epidemic significance are required .

- Expert Understanding of in TB, TB/HIV, MDR-TB, NTDs, and related public health challenges in the Ethiopian context or comparable setting.
- Expert ability to readily understand, analyze and discuss clinical, policy, and social issues surrounding TB, TB/HIV, MDR-TB and NTDs, both with regards to international best practices and the Ethiopian context.
- Demonstrated ability to identify priority actions, generate and complete work plans within short time frames.
- Demonstrated excellent representation, liaison, and coordination abilities with all levels of counterparts in issues concerning in TB, TB/HIV, MDR-TB and NTDs.
- Demonstrated organizational, managerial and decision making abilities related to in TB, TB/HIV, MDR-TB and NTDs.

Demonstrated ability to design and implement Infectious Disease programs, with a particular emphasis on Tuberculosis (TB), TB/HIV and Neglected Tropical Diseases (NTDs) in resource poor settings. Experience in program evaluation, program based operational research and research publication. Availability to interpret strategy, to analyze, develop and present work results and to monitor and evaluate program implementation. Experience working with government officials, both at a national and sub-national level. Strong interpersonal skills and the ability to work as a team. Excellent analytical written and oral communication skills. Willingness to travel throughout Ethiopia.

IV. **PRESENTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer form DS-174 Application for U.S. Federal employment along with a cover letter and resume written in English. The DS-174 Application form can be found in the U.S. embassy website <https://et.usembassy.gov/embassy/jobs/>;
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.
3. Copies of credential documents (i.e., degree, training certificates, etc.);
4. Application must be submitted **ONLY** via addisusaidjobs@usaid.gov and the email subject must say– solicitation, **72066319R100018 - USAID Development Program Specialist (Infectious Disease)**.
5. Please submit the application only once; and
6. Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at 5 p.m. (Close of Business).
7. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. **LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Finger Print Card (FD-258)

VI. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>

END OF SOLICITATION

EQUAL EMPLOYMENT OPPORTUNITY: *The U.S. Mission in Ethiopia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations.*

The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.