



SOLICITATION No.: 72068819R00007
ISSUANCE DATE: 05/16/2019
CLOSING DATE/TIME: 06/13/2019 at 17:00 GMT

SUBJECT: Solicitation (72068819R00007) for U.S Personal Services Contract (PSC) – Senior Public Health Advisor

Dear Prospective Applicants:

The United States Government, represented by the United States Agency for International Development Mali, is seeking applications from qualified individuals interested in providing Personal Services Contractor (PSC) services as described in this solicitation.

Applicants must be in accordance with **Attachment 1, Sections I through 13** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all offer materials for their records.

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

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

Sincerely,

Robert Schmidt,
Supervisory Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72068819R00007
- 2. ISSUANCE DATE:** 05/16/2019
- 3. CLOSING DATE AND TIME:** 06/13/2019 at 17:00 GMT
- 4. POSITION TITLE:** Senior Public Health Advisor
- 5. MARKET VALUE:** **\$90,621 - \$117,810** equivalent to **GS-14**
Final compensation within the GS-14 grade range will be based on the candidate's salary history, work experience and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated.
- 6. PERIOD OF PERFORMANCE:** Immediate upon receipt of security/medical Clearances.
(Two years, renewable up to three additional years. Exercising the options to extend will depend on continuing need of services, availability of funds, and satisfactory or better performance, pursuant to FAR 52.217-9)
- 7. PLACE OF PERFORMANCE:** Bamako, Mali (with possible travel as stated in the Statement of Duties)
- 8. SECURITY LEVEL REQUIRED:** The successful candidate will be required to obtain a security clearance "Secret" as a pre-condition for employment.
- 9. MEDICAL CLEARANCE:** Receipt of Medical clearance certifying aptitude to work is a prerequisite for employment.
- 10. STATEMENT OF DUTIES:**

10.1. COUNTRY AND BACKGROUND

With immense security and developmental challenges, Mali is one of the poorest countries in the world. Mali has a population of nearly 16.5 million (2015), Gross Domestic Product (GDP) of roughly \$12 billion (2014) and GDP per-capita of \$1,700 (2014). With slightly less than 50% of the population living in extreme poverty on less than \$1.90/day and a life expectancy of 55 years, Mali ranks 176 out of 187 according to the 2014 United Nation's (UN) Human Development Index. Historically, Malians have faced numerous obstacles such as lack of education and economic opportunities, chronic malnutrition and food insecurity, an inadequate health care system, endemic corruption and weak institutions, and recurring insecurity due to conflict. In the post-coup era, Mali

has formed a new government and has received increased focus and support from the international community. This presents an opportunity for Malians to confront these challenges and to forge a new future.

Mali has achieved improvements in health over the last 10 years, especially in the areas of child mortality reduction, uptake of modern contraceptive methods, and health facility-based births. Survey data show that maternal and child mortality rates are decreasing. Despite these improvements, mortality and morbidity rates among women and children remain alarmingly high. Acute preventable childhood diseases, childbirth complications, nutritional disorders, infectious diseases, and water, food and vector-borne diseases are prevalent at high rates. Such conditions are associated with pervasive poverty, low education and literacy rates, high fertility, low levels of hygiene and sanitation, poor access to safe drinking water, severe gender inequality, and ongoing political instability. These problems are further exacerbated by poor utilization of health resources, shortages of adequately trained personnel, underdeveloped or destroyed infrastructure, and weak public sector governance, management, and lack of accountability. Poor coordination of health investments in the country as well as inconsistent engagement of local communities in health service and systems have led to stagnated improvements in some health indicators.

Mali is considered by the US Government as a high-threat post, with a 25% danger pay salary supplement and is a non-dependent (under 21 years) post.

10.2. BASIC FUNCTIONS OF THE POSITION

The Senior Public Health Advisor (SPHA) is the principal portfolio manager/administrator/technical advisor for selected public health areas. S/he is a senior manager within the Health Office serving as Team Leader of the five-member Health Services Team, responsible for maternal and child health (MCH), family planning (FP), nutrition, water and sanitation for health (WASH) and infectious diseases including HIV/AIDS. S/he is responsible for strategically managing resources to achieve both the short-term and long-term results identified in USAID Mali's five-year health strategy (2018-2023), managing specific portfolio activities, and helping ensure results, reporting information and analysis. S/he is also responsible for working with other Health Office teams including Health Systems, Malaria, and Program and Operations, as well as members of other Mission program areas in identifying and operationalizing ways to maximize interventions across the portfolio, i.e., identifying opportunities for complementarities in health and education, food security, humanitarian assistance, governance, communication and economic growth through agriculture.

The SPHA provides technical and administrative guidance on the development and execution of the USAID Mali Health Office interventions implemented by the collaborating agencies. S/he participates in the USAID process of programming allocated funding resources, and ensures that contractual and financial requirements are met. S/he works with a range of partners, such as US Private Voluntary Organizations (PVOs), local Nongovernmental Organizations (NGOs), Cooperating Agencies and private partners, including those activities funded through USAID/W, to ensure that activities are consistent with the USAID/Mali Health priorities, USAID policy and practice, and that agreed-upon results are being achieved. The incumbent ensures communication flow between USAID public and private partners, and actively contributes to bringing the various actors together. S/he also consults with other donors active in the health sector and identifies opportunities for collaboration and coordination of interventions.

The SPHA leads the management of PEPFAR in the Health Office. The Health Services Team contains the PEPFAR Infectious Disease Specialist who spends 50% of their time managing PEPFAR related activities. The SPHA is responsible for coordinating PEPFAR management,

coordination and reporting with the Centers for Disease Control (CDC), USAID's West Africa Regional Office, and USAID's Office of HIV/AIDS (OHA) and the Office of Global HIV/AIDS Coordinator (OGAC) in Washington.

10.3. MAJOR DUTIES & RESPONSIBILITIES

1. Manage the Health Services Team (25%)

As leader of the Health Services Team, the incumbent will be responsible for the leadership and technical direction of the team, and the supervision of team members, making sure team members have appropriate work objectives to carry out the strategic mission of the team. S/he will also be responsible for setting targets for and measuring the results of the team's activities and accomplishments. S/he will mentor, supervise and support team members as appropriate to be effective USAID custodians of USG development assistance.

2. Public Health Activity Development and Design (20%)

The incumbent will be responsible for developing annual operational plans for health service elements and sub-elements within the Health Office's perspectives and goals. This will include but is not limited to MCH, FP, Nutrition, WASH, HIV/AIDS and infectious disease control. S/he oversees the health service components of the Health Office budgets and responds to requests from the Mission and Washington regarding budgetary and reporting needs and expenditures as and when appropriate.

3. Management of Activity Implementation (20%)

Using adaptive management, the incumbent will hold primary responsibility for providing strategic technical guidance to implementing partners and the Health Services Team to ensure sound management of health interventions, and discussing improvements with implementing partners to ensure they are achieving their results. At the same time, s/he ensures USAID/Mali health service activities are complementary to efforts of other donors and with the Malian Ministry of Health. S/he manages contractors and grantees by serving as a Contracting/Agreement Officer Representative (COR/AOR) for selected implementing partners. This will include managing funding, program monitoring and reporting. S/he monitors field support activities and liaises with field support COR/AORs in Washington. The incumbent will be responsible for monitoring and reporting the results of all Health Service activities including FP compliance. The SPHA shall oversee services and deliverables provided by contractors and grantees, in accordance with USAID program management regulations and procedures, and practices. S/he will review and analyze data and information on relevant technical areas as a basis for providing up-to-date information on impact, effectiveness, outputs and inputs to programs.

4. Partner Relationships (25%)

The incumbent will establish and maintain productive collaborative relationships with a wide range of partners and stakeholders including senior and central divisions of the MOH and their Regional Health Teams, World Bank, Global Fund, WHO, UNICEF, other donors, and NGOs dealing with issues focusing on health services. S/he will develop and maintain relationships with these partners and stakeholders in order to effectively assure that all of USAID Mali health activities are complementary to other stakeholder efforts to enhance

child health impact in Mali. S/he will chair donor/GOM technical working groups and provide senior leadership in influencing the health sector in Mali. S/he will also serve as one of the primary USAID representatives to the Minister of Health and serve on the Minister's donor advisory board.

5. PEPFAR Coordination

(15%)

The incumbent manages the USAID/Mali PEPFAR program. S/he coordinates activities with the CDC, and works with the USAID Regional West Africa Office, and OHA and OGAC in Washington to ensure the proper and effective development of Country Operation Plans, implementation of activities and collection and reporting of PEPFAR indicators.

10.4. POSITION ELEMENTS

- **Supervisory Controls:** The incumbent reports directly to the Health Office Director, develops and negotiates his/her work plan with her/him, and will serve as Acting Deputy Health Director or Acting Health Director as needed, sometimes for extended periods of time.
- **Supervision Exercised:** The incumbent will supervise a team including the Nutrition Advisor, the Family Planning Advisor, the Infectious Disease Advisor and the Public Health Specialist. S/he works regularly with the financial analyst and the HIV/AIDS M&E Specialist on the Health Team and with other technical and support teams in the Mission, regarding specific policies, issues and implementing mechanisms affecting health. The incumbent will represent USAID to the US Embassy and also serve as Acting Deputy Health Director/Health Director as needed and may assume the responsibilities of COR/AOR for one or more implementing mechanisms in the USAID Mali Health Office.
- **Exercise of Judgment:** An exceedingly high degree of judgment will be required to provide guidance and assistance to Health Office staff and a wide variety of high-level professionals in the USAID/Mali Mission. As a recognized expert and highly-qualified professional, substantial reliance will be placed on the incumbent to independently plan, prioritize, and carry out specific activities entailed in fulfilling major duties and responsibilities to achieve sustainable programming. The incumbent will be expected to resolve problems that arise by determining the approaches to be taken and methodologies to be used, and by subsequently making independent judgements that can be defended as necessary. It is critical that the incumbent proactively apprise and consult with higher level experts or decision makers when required. The incumbent will have to apply organizational leadership and interpersonal skills as well as individual initiative, creativity, and attention to detail to ensure that Health Office planning and reporting go smoothly, given often competing priorities.
- **Authority to Make Commitments:** Because the position will be procured through a Personal Services Contract, the incumbent cannot make financial commitments on behalf of the U.S. Government. However, because of the incumbent's expertise and standing as a highly qualified professional in his/her field, significant weight will be given to his/her conclusions and recommendations when commitments are made by those with the authority to do so.

- **Nature, Level, and Purpose of Contacts:** The incumbent provides consistent and credible representation of USAID to high level partner contacts (i.e. at Chief of Party level). S/he coordinates with other bodies for technical, policy and program management issues operating units at USAID/Washington (e.g. GH Bureau, Africa Bureau, PPL, and PBM).
- **Work Environment & Travel:** The primary place of work is USAID/Mali located on the U.S. Embassy compound in Bamako. The incumbent will be required to travel within Mali to meet the responsibilities of the position.

11. AREA OF CONSIDERATION: USPSC

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands. The incumbent attend numerous internal and external meetings and carry out health program/project field visits.

13. POINT OF CONTACTS:

Robert Schmidt, CO or Hamadoun Sow; EXO/HR; bamakoaidmalipsc@usaid.gov

A. QUALIFICATIONS REQUIRED FOR THIS POSITION

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. USAID Mali reserves the right to conduct interviews with the most highly ranked applicants and make the interview a deciding factor in selection:

- 1) U.S. citizenship.
- 2) Minimum of a Master's Degree in public health, international health, or social sciences from a recognized institution and/or clinical qualifications. Educational specialization in child health, nutrition, newborn health, HIV or maternal and reproductive health is highly desirable.
- 3) Specialized experience in management of health programs is required. The incumbent will have at least eight years of progressively responsible experience in designing, implementing and managing public health programs and activities in developing countries, with a preference given to candidates with African experience, preferably in West Africa. Demonstrated technical leadership, program management, strategic planning, and policy experience and problem-solving skills working on complex projects are required. Experience in managing PEPFAR programs is highly desired. The incumbent will also have the following:
 - (a) Analytical ability to interpret public policies and assist in the development of revised policies as required in improving the policy environment related to public health in Mali. Management skills to develop and implement effective health activities involving financial and human resources. Administrative skills to assist in the oversight of cooperating agency technical advisors and institutional contractors. Extensive supervisory experience to effectively manage a team of six professionals.
 - (b) Skill in conceptualizing programs, policies, and plans and developing strategies for their management and implementation. The candidate must be able to integrate short and

long-range objectives of the USAID Health Office with the cultural/organizational needs of Mali and its Government.

(c) Knowledge and skills in quantitative and qualitative evaluation methods; experience in designing and evaluating Public Health activities in Africa, preferably in West Africa. The incumbent must have proven supervisory skills to provide strategic leadership for the team, as well as build capacity and mentor local staff in a developing country.

(d) Demonstrable skills are required in working effectively with health personnel of diverse cultural backgrounds, negotiating agreements on matters of program strategy and performance, writing, administration, and management.

Ability to absorb large amounts of information and accurately track and report them; make contacts; take initiative and action; and make on-the-spot decisions, which are necessary to guide, support and complete activities across a broad and complex range of specialties.

- 4) Ability to work collaboratively in teams, build consensus, and effectively coordinate with external actors in a multicultural setting.
- 5) Knowledge of basic development principles, program and project development, budgeting, analysis skills.
- 6) Demonstrated ability to lead, mentor and coach diverse teams in developing country settings.
- 7) Demonstrated ability to manage administrative responsibilities (e.g. complying with procedural requirements and reporting on activities).
- 8) Level IV English ability and Level III French ability is required. The incumbent must possess a high degree of professional proficiency in both written and spoken English and French.
- 9) Preferred Knowledge of USAID policies, procedures and directives in relation to strategic development, project development, results review, performance monitoring and evaluation, and activity and program closeout.

B. EVALUATION AND SELECTION FACTORS

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

o Education (25 points)

Minimum of a Master's Degree in public health, international health, or social sciences from a recognized institution and/or clinical qualifications. Educational specialization in child health, nutrition, newborn health, HIV or maternal and reproductive health is highly desirable

o Experience (40 points)

Specialized experience in management of health programs is required. The incumbent will have at least eight years of progressively responsible experience in designing, implementing and managing public health programs and activities in developing countries, with a preference given to candidates with African experience, preferably in West Africa. Demonstrated

technical leadership, program management, strategic planning, and policy experience and problem-solving skills working on complex projects are required. Experience in managing PEPFAR programs is highly desired.

The incumbent will also have the following:

(a) Analytical ability to interpret public policies and assist in the development of revised policies as required in improving the policy environment related to public health in Mali. Management skills to develop and implement effective health activities involving financial and human resources. Administrative skills to assist in the oversight of cooperating agency technical advisors and institutional contractors. Extensive supervisory experience to effectively manage a team of six professionals.

(b) Skill in conceptualizing programs, policies, and plans and developing strategies for their management and implementation. The candidate must be able to integrate short and long-range objectives of the USAID Health Office with the cultural/organizational needs of Mali and its Government.

(c) Knowledge and skills in quantitative and qualitative evaluation methods; experience in designing and evaluating Public Health activities in Africa, preferably in West Africa. The incumbent must have proven supervisory skills to provide strategic leadership for the team, as well as build capacity and mentor local staff in a developing country.

(d) Demonstrable skills are required in working effectively with health personnel of diverse cultural backgrounds, negotiating agreements on matters of program strategy and performance, writing, administration, and management.

o **Teamwork and Interpersonal skills (20 points)**

Excellent leadership, communications and interpersonal skills are critical to this position. The incumbent must have the following:

(a) Must be able to work effectively with a broad range of senior-level USG personnel and partners, and have demonstrated skills in donor coordination and collaboration. Ability to work both independently (self-starter, forward-thinker, able to carry out duties with minimal to no direct supervision) and in a team environment to achieve consensus on policy, program and administrative matters is a must.

(b) Ability to work effectively in a team environment and communicate highly technical health information to both health and non-health audiences, and achieve consensus on policy, project, research, and administrative matters.

o **Language, Communication, and Computer Skills**

15%

The incumbent must have the following:

(a) Must have proven ability to communicate quickly, clearly and concisely – both orally and in writing in English and French at the FSI 4/4 or equivalent level. Demonstrated ability to make sensitive oral presentations logically and persuasively to senior USG and Government of Mali officials and other donors.

(b) Excellent verbal communication skills, tact and diplomacy are required to establish and develop sustainable working relationships at the highest level and a high level of trust with public/private organizations. Verbal communication skills are also used to negotiate activity plans and resolve activity implementation issues with counterparts, partners and team members. Ability to communicate technical information to health and non-health audiences. Excellent written communication skills are required to prepare regular and ad hoc reports, activity documentation and briefing papers.

(c) Excellent computer skills (MS Word, Excel, Power Point, and other relevant software) are required for effectively operating in this position.

Maximum Points Available: 100

C. APPLYING & INSTRUCTIONS TO APPLICANTS

Interested applicants must submit:

1. Her/his resume or most current curriculum vitae (CV) - The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria;
2. [Signed AID 302-3](#);
3. Written statements that addresses the minimum qualification requirements in this solicitation;
4. Applications must be received by the closing date and time specified in this solicitation. Full application package must be submitted to the PoC at bamakoaidmalipsc@usaid.gov;
5. To ensure consideration of applications for the intended position, Applicants must prominently reference the solicitation number in the applicant submission;
6. Three (3) professional references, who are not family members or relatives, with working telephone and email contacts.

USAID/Mali reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its final decision.

The U.S. Agency Forms (available at Federal Offices or at the USAID/State websites) <https://www.usaid.gov/forms> or www.fedforms.gov or <http://fillform.gsa.gov>)

D. LIST OF REQUIRED FORMS

Once the CO 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:

- (a) Security Clearance Investigation (Form AID 6-1)
- (b) Medical History and Examination (Forms DS-1843; DS-1622; DS-6561; AID 1420-62)
- (c) Questionnaire for Sensitive Positions for National Security (SF-86), or
- (d) Questionnaire for Non-Sensitive Positions (SF-85)
- (e) Finger print Card (FD-258)

E. BENEFITS AND ALLOWANCES

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

1. BENEFITS (if applicable)

- (a) Employer's F.I.C.A & MEDICARE*
- (b) Contribution toward Health & Life Insurance
- (c) Shipment and Storage of Household Effects
- (d) Shipment of POV (Private Owned Vehicle)
- (e) Pay Comparability Adjustment
- (f) Annual Increase (pending a satisfactory performance evaluation)
- (g) Eligibility for Worker's Compensation
- (h) Annual & Sick Leave
- (i) Access to Embassy medical facilities, commissary and pouch mail service as per post policy.

2. ALLOWANCES (if applicable or when Eligibility Requirements are met)

- (a) Temporary Lodging Allowance (Section 120)
- (b) Living Quarters Allowance (Section 130)
- (c) Cost of Living Allowance (Chapter 210)
- (d) Post Allowance (Section 220)
- (e) Separate Maintenance Allowance (Section 260)
- (f) Supplemental Post Allowance (Section 230)
- (g) Education Allowance (Section 270)
- (h) Education Travel
- (i) Post Differential (Chapter 500)
- (j) Payments during Evaluation/Authorized/Ordered Departure (Section 600)
- (k) Danger Pay (section 650)
- (l) Consumables Allowance

Note: * Standardized Regulations (Government Civilian Foreign Areas) based on the type of appointment and Mission Policy.

F. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

G. USAID REGULATIONS, POLICIES, AND CONTRACT CLAUSES INFORMATION PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR), Appendix D, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien 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 and 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>

EQUAL EMPLOYMENT OPPORTUNITIES:

USAID is an equal employment opportunity/affirmative action employer and 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.

~End of Solicitation~