



USAID | KYRGYZ REPUBLIC

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 04/2023
ISSUANCE DATE: 01/30/2023
CLOSING DATE: 02/27/2023 (6:00 pm Bishkek local time)

SUBJECT: Solicitation for U.S. Personal Services Contractor (USPSC) and Third Country National Personal Services Contractor (TCNPSC) No. 04-2023 for Global Health Security Advisor in USAID/Kyrgyz Republic

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 V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a US/TCN PSC contract, nor does it commit USAID 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,

Michael Teske Digitally signed by Michael Teske
Date: 2023.01.27 17:38:58 +06'00'

Michael Teske
Executive Officer/USAID/Central Asia

I. GENERAL INFORMATION

1. SOLICITATION NO.: 04/2023

2. ISSUANCE DATE: 01/30/2023

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: 02/27/2023 (6:00 PM Bishkek local time)

4. POINT OF CONTACT: USAID/CA Human Resources, e-mail: almatyhr@usaid.gov and centralasiajobs@usaid.gov (with autoreply)

5. POSITION TITLE: Global Health Security Advisor

6. MARKET VALUE: \$99,908-\$129,878 per annum (equivalent to GS-14). Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: The U.S. Personal Services Contract will be for two-year contract with options for three, one-year extensions.

8. PLACE OF PERFORMANCE: The duty post for this contract is Bishkek, Kyrgyz Republic. While the selected candidate is expected to work eight hours per day during the core working hours of the USAID/Kyrgyz Republic. Overseas USPSCs may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract

9. ELIGIBLE OFFERORS: U.S. Citizens and Third Country Nationals

10. SECURITY LEVEL REQUIRED: Facility Access

II. STATEMENT OF DUTIES**1. BASIC FUNCTION OF THE POSITION:**

The Kyrgyz Republic is a small, landlocked and mountainous country in Central Asia with a population of approximately 6.5 million people. It is the second-poorest country in Central Asia, with one-third of the population living below the poverty line.

Many of the country's long standing, systemic challenges have been exacerbated by COVID-19. The health system is defined by uncoordinated, disease-specific stovepipe structures, which prevent improvements in the care and treatment of infectious diseases. Malnutrition remains a threat in rural areas, and in the education sector, Ministry efforts have failed to address long-standing gaps in learning and job-preparation. Moreover, the World Bank estimates that the COVID-19 pandemic may drive the Kyrgyz Republic poverty rate up to 44%, from 22% in 2018, reversing 15 years of progress. Pre-pandemic, more than one million Kyrgyzstanis worked as labor migrants in Russia, generating a third of the country's GDP through remittances. Pandemic-driven border closures and economic shutdowns have stifled remittances, impacting thousands of economically vulnerable families.

To address such challenges, USAID continues to build effective programs that share development priorities with the GOKR and Kyrgyzstani communities. In the health sector, through USAID support, the country has piloted cutting-edge approaches to control infectious disease and address chronic malnutrition, programming ~\$9 million in HIV, TB, and nutrition in FY 22 and managing an additional \$10 million of American Rescue Plan Act funding for pandemic response & recovery.

Beginning in FY 2023, USAID will begin receiving Global Health Security (GHS) funding. The Global Health Security Agenda is a global initiative that was launched by the White House on February 13, 2014. GHSA's goal is to advance a world safe and secure from infectious disease threats and to elevate global health security as a national leaders-level priority. In 2014, member countries developed 11 lines of effort— known as Action Packages — that work across human health, animal health, and other sectors to help countries achieve GHSA objectives and meet country requirements for the WHO's International Health Regulations (IHR) and related animal health regulations. GHS is slated to increasingly absorb the COVID-19 pandemic response activities of USAID/Kyrgyz

Republic going forward, while existing global health programming in Kyrgyz Republic related to HIV, nutrition, and TB will also bolster GHS targets.

The U.S. Agency for International Development seeks to employ a U.S./TCN PSC Senior Global Health Security Advisor who will be responsible for providing technical leadership and support for a range of health and health security issues in the Kyrgyz Republic, including ensuring well-coordinated and effective program implementation of the Agency's GHS portfolio in Kyrgyz Republic. The incumbent will provide substantive input in the design, implementation and monitoring of health and global health security projects, involving a full range of project and program design, management, oversight, activity monitoring, data collection, analysis and evaluation of the portfolio.

This position will be under the supervision of the USAID/Kyrgyz Republic Health and Education Office Director and also fulfill the deputy role in the office. The Senior Advisor will act as a technical resource to the USAID Mission, including health and education, economic development, and democracy and governance teams. The Senior Advisor must be able to effectively develop and cultivate cooperative working relationships with local and international non-governmental organizations (NGOs) and implementing partners, international donors, and government partners in the Kyrgyz Republic. In addition, the incumbent must coordinate closely with USG interagency colleagues in the U.S. Embassy/Bishkek and at regional missions, particularly the Centers for Disease Control and Prevention (CDC).

2. MAJOR DUTIES AND RESPONSIBILITIES:

A. Technical Leadership and Supervision (40%)

Provide technical leadership to design, oversee, and manage Health and Education office activities, particularly those related to GHS and COVID-19.

Represent USAID in interagency planning, execution and implementation of the health portfolio, providing expertise to USAID and other USG agencies on health and GHS issues in the Kyrgyz Republic.

Provide technical assistance to the Ministry of Health (MOH) and other relevant stakeholders in implementing GHS and other health initiatives.

Participate in regular and ad hoc donor and government health and GHS coordination meetings and provide expert technical advice to stakeholders.

Analyze reports, program/national/regional data and make strategic recommendations to the Health and Education Office leadership, the USG interagency and to USAID/Washington on health and GHS trends in the country.

Keep abreast of new developments and emerging issues that affect USAID's priorities and share relevant information and recommendations with USAID, USG and other technical counterparts.

Provide supervision to up to four HEO staff members.

Provide mentoring, and training to staff on infectious disease development practices.

Provide mentoring and coaching to staff towards improved management, professionalism, leadership and teamwork across the team.

B. Program Design, Management and Coordination (40%)

1. Serve as COR, AOR and/or activity manager for selected activities, providing guidance and direction for proposals, implementation, and monitoring of grants, contracts, and cooperative agreements.

2. Ensure coordination across the USAID/Kyrgyz Republic health program, and throughout cross-cutting investments.

3. Proactively communicate health and GHS activities, plans, and results, and share with appropriate teams including technical advisors from the USAID/Bureau for Global Health, USAID/Asia Bureau, USAID implementing partners, other USG agencies, and the Government of Kyrgyz Republic. Serve as the source of information on GHS to enhance USG awareness and collaboration and to address concerns/questions from USAID and Embassy leadership.

4. Represent USAID in interagency platforms, as needed, including the USG GHS Interagency Technical Working Group, actively fostering and facilitating USG interagency collaboration and cooperation

C. Program Monitoring and Reporting (20%)

1. Monitor implementation progress, ensuring that actions are completed on schedule or adjusted to meet changing conditions and identifying constraints to activity implementation as well as proposing solutions for their resolution.

2. Conduct site visits and attend relevant meetings and events where USAID presence is required to ensure programmatic quality is maintained. Coordinate site and field visits as needed for monitoring and other purposes.

3. Work closely with partners to ensure that program achievements and lessons learned are widely disseminated in Kyrgyz Republic and USAID Washington.

4. Lead USAID inputs for preparation of key Mission, embassy, GHS, and agency reporting documents, cables

- and other documents as required
5. Participate in coordination and information-sharing fora with counterparts in USAID Washington/regional Missions.

3. SUPERVISORY RELATIONSHIP:

This position will be under the supervision of the USAID/Kyrgyz Republic Health and Education Office Director and serve as a deputy in the office. To the extent possible, the Senior Advisor is given wide latitude in planning and executing work assignments. The position will supervise up to four locally engaged staff. S/he will be required to act as a mentor or provide on-the-job training to colleagues in the Health and Education Office, the mission, and regionally on infectious disease development practices.

4. SUPERVISORY CONTROLS:

The incumbent operates independently, and her/his work is reviewed primarily in terms of results achieved within the broad constraints of policy and priorities.

During the period of this contract, the contractor must provide at least 10 hours/week of training to a cooperating country national (CCN) designated by USAID. The Health and Education Office Director will establish a training plan with benchmarks to measure the contractor's progress toward achieving this training deliverable.

PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

III. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. GENERAL: USAID policy specifies that U.S. citizens are preferred over third country nationals (TCNs).

Therefore, USN and TCN offers will not be evaluated together. USAID will evaluate USN offers first and if the CO determines that there are no qualified USNs, only then will USAID evaluate TCN offers.

Must be able to obtain a U.S. Government "FACILITY ACCESS" security clearance. Must be able to secure a medical clearance to serve in USAID/Kyrgyz Republic. Must be willing to travel throughout Kyrgyz Republic. Must have High Threat Security Overseas Seminar (HTSOS) and Foreign Affairs Counter Threat (FACT) trainings before arriving at post. Available and willing to commit to the Contract Performance Period of 24 months.

2. EDUCATION: The candidate must have an advanced degree (Master's level or higher) in Medicine (MD), Veterinary Medicine (DVM), Epidemiology, Public Health, international relations or international development or relevant technical field.

3. PRIOR WORK EXPERIENCE: A minimum of eight 8 years of progressively responsible professional experience in Public Health, International Development, Animal Health or Epidemiology, five of which must be in developing countries, with a preference for experience in former Soviet republics.

4. SKILLS AND ABILITIES:

Interpersonal and Leadership Skills and Abilities:

Exceptional leadership, communication, and interpersonal skills and demonstrated ability and willingness to function collaboratively and productively as both a leader and a member of a multi-disciplinary and multi-cultural team and must have the ability to work effectively in a team environment to achieve consensus on policies, activities and administrative matters and to influence relationships positively.

Proven ability to work well in complex institutional settings and to develop networks of relationships that facilitate collaboration among colleagues and a genuine interest in assisting USAID staff with expedient program implementation.

Must exercise discretion, tact and diplomacy especially when dealing with politically sensitive issues, must be able to interact effectively with a broad range of internal and external partners and USAID clients, international organizations, and host country government officials or NGO counterparts.

Strong oral and written communication skills, and an ability to work with a range of senior and technical officials in a collegial and productive way.

Must be proficient in Microsoft Office, Google Suite, or similar software platform.

Ability to work across agencies with competing interests to mediate conflicts and facilitate decisions on complex technical, programmatic, strategic, and financial issues.

Strong capacity to multitask, including managing, prioritizing and fulfilling competing demands in real time.

Ability to lead a team of highly qualified staff, build consensus, set direction and empower team members to apply available resources and expertise to addressing local health challenges.
Ability to provide expert advice and guidance to staff on matters related to public health and coach them on how to address challenges and overcome obstacles.

6. LANGUAGE SKILLS: Level IV English (oral and written) is required, and knowledge of basic Russian or Kyrgyz language is preferred.

IV. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated. Applications that do not meet the required minimum qualifications will not be scored. Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application.

After meeting the minimum qualifications, consideration and selection will be based on a panel evaluation of the Evaluation Criteria. Additionally, USAID may request writing samples and an interview from the top-scoring candidates. Top-scoring candidates will also be asked to provide three professional references. Please note that not all applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless the expenses are pre-authorized. Reference checks may be conducted on candidates selected for an interview.

Applicants must not appear as an excluded party in the System for Award Management (SAM.gov).

Applicants will be evaluated against the following criteria (100 points total):

1. Education (10 points)

- The candidate must have an advanced degree (Master's level or higher) in Medicine (MD), Veterinary Medicine (DVM), Epidemiology, Public Health, international relations or international development or relevant technical field.

2. Work Experience (35 points)

- A minimum of eight 8 years of progressively responsible professional experience in Public Health, International Development, Animal Health or Epidemiology, five of which must be in developing countries, with a preference for experience in former Soviet republics.

3. Knowledge (25 points)

- Must have demonstrable advanced knowledge of public health and socio-economic development issues and challenges in developing countries similar to the Kyrgyz Republic.
- Superior familiarity with international development theory, programming policies and practices, including multi-sector linkages and synergies.
- Excellent project management skills are required.
- Professional knowledge of a broad range of infectious disease, health systems, and development issues.
- Familiarity with the Central Asia cultural/work environment.
- Specialized knowledge and demonstrated expertise in infectious diseases, surveillance and response, policy implementation.
- Knowledge of how to work with stakeholders across the public, private, and nonprofit sectors.

4. Skills and Abilities (30 points)

- The applicant must possess strong management, negotiation, collaboration, team building, networking and interpersonal skills.
- Candidates must have a proven ability to work independently with minimal supervision.
- Strong interpersonal skills are necessary to establish and maintain strong contacts with counterparts both inside and outside of USAID and in order to explain USAID objectives and procedures to government officials, private businesses, corporations, foundations, NGOs, and other non-traditional development organizations.
- Candidates must have a demonstrated ability to work as a member of a team and to foster teamwork.
- The incumbent must be able to communicate effectively with Mission employees; local government officials

at the Senior Minister level; international and local organizations, donors and other embassies; and various Washington based U.S. Government agencies.

TERM OF PERFORMANCE

The base term of the contract will be for a period of two years, which may be extended upon mutual agreement and subject to, continued need, satisfactory performance and availability of funds. This position has been classified as equivalent to a GS-14 position in the USG Civil Service. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history. In addition to the basic salary, differentials and other benefits in effect at the time and which are applicable and subject to change on a similar basis as for direct-hire USG employees will be added.

SECURITY AND MEDICAL CLEARANCE

The USPSC will be required to complete a full physical examination (including relevant immunizations) from his/her own physician and then obtain a medical clearance from State M/MED prior to service overseas. Also, USAID/Kyrgyz Republic must initiate a security clearance prior to the Contractor's travel to post of duty. Until a temporary or final adjudication of a security clearance is received, the contract shall not be signed.

If a candidate fails to obtain a security clearance (temporary or full) within six months, the offer may be retracted.

VI. SUBMITTING AN OFFER

Submission of a résumé alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment. All application packages are to be submitted via email to: centralasiajobs@usaid.gov, citing the Solicitation number and the Position title.

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

1. Eligible offerors are required to complete and submit the offer form AID 309-2, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
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.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents
4. Cover letter and current résumé/curriculum vitae (CV). The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing. Ensure the application covers the evaluation and selection criteria, as outlined in Section III of this solicitation.
5. Applicants must provide a minimum of three references within the last five years from the applicant's professional life, namely individuals who are not family members or relatives. Ideally, references should be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
7. 4. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.*

* See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the instructions about how to complete and submit the following forms will be provided. <http://www.usaid.gov/forms>

1. Medical History and Examination form (DS-6561)
2. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
3. Finger Print Card (FD-258)
4. Declaration for Federal Employment (OF-306)

The above listed forms shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

VI. BENEFITS/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 FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave
- (g) Medevac insurance
- (h) Access to Embassy medical facilities
- (i) Paid Parental Leave Benefit
- (j) Relocation Expense Benefit

2. ALLOWANCES: (if Applicable)

The following allowances may be provided for PSCs located in foreign countries using rates prescribed under the Department of State Standardized Regulations (Government Civilian Foreign areas) available at https://aoprals.state.gov/content.asp?content_id=282&menu_id=101:

- (a) Post Allowance (Section 220)
- (b) Separate Maintenance Allowance (Section 260)
- (c) Education Allowance (Section 270)
- (d) Education Travel (Section 280)
- (e) Post Differential (Chapter 500), and
- (f) Payments during Evacuation/Authorized Departure (Section 600)

VII. TAXES

It is the responsibility of the selected candidate to abide by the tax regulations. USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES 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>.

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>