



# USAID | GUINEA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72067523R10002

**ISSUANCE DATE:** May 18, 2023

**CLOSING DATE/TIME:** June 18, 2023

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC - *Local Compensation Plan*) PROJECT MANAGEMENT SPECIALIST (PUBLIC HEALTH SYSTEMS)**

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** 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 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 1.

Sincerely,

Audrea L. Hardy  
**Acting, S/Executive Officer/Contracting Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72067523R10002
- 2. ISSUANCE DATE:** May 18, 2023
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** June 18, 2023, GMT
- 4. POINT OF CONTACT:** HR Team, email at conakrypscjobs@usaid.gov.
- 5. POSITION TITLE:** Project Management Specialist (Public Health Systems)
- 6. MARKET VALUE:** 374,076,650 - 561,115,021 GNF equivalent to FSN-11  
In accordance with AIDAR Appendix J and the Local Compensation Plan of US Embassy/Guinea.

Final compensation will be negotiated within the listed market value. Salaries above the top of the pay range will not be entertained or negotiated.

- 7. PERIOD OF PERFORMANCE:** Exact period of performance will be determined upon receipt of security/medical clearances. The base period will be one year. And based on Agency need, continued needs for services, funds availability and satisfactory performance, the Contracting Officer may exercise four (4) additional option periods of one (1) year each.
- 8. PLACE OF PERFORMANCE:** Conakry, Guinea with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals. "Cooperating country national" ("CCN") means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

**NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.**

- 10. SECURITY LEVEL REQUIRED:** Facility access.

**11. STATEMENT OF DUTIES****1. General Statement of Purpose of the Contract**

The incumbent in this position works within the USAID/Guinea Health Office Team. The primary purpose of this position is to ensure continuing momentum of the Mission's health portfolio in maternal and child health (MCH), reproductive health (RH) and health

systems strengthening (HSS) activities. S/he will have the primary responsibility for the design, planning, management, implementation and monitoring of USAID's MCH, RH and HSS activities in Guinea. The incumbent may also be expected to provide technical advice and guidance on gender and youth in the health sector. In this capacity, s/he will work jointly with and coordinate with other donors. The person in this position will be expected to exercise considerable independent judgment and initiative in carrying out his/her duties under the general supervision of the Health Office Director or the Deputy Health Office Director.

## **2. Statement of Duties to be Performed**

### **ACTIVITY MANAGEMENT (50%)**

The incumbent in this position will act as the principal technical advisor in matters relating to all aspects of USAID/Guinea's maternal and child health, family planning and reproductive health and health systems strengthening programs. S/he provides technical and administrative oversight for health activities of grantees, contractors and host government institutions funded under USAID/Guinea's "Contribute to sustainable improvement in health status of the population in Guinea" Development Objective. As appropriate, s/he will assume the role of the Agreement/Contracting Officer's Representative (AOR/COR) for health grants and contracts managed directly by the Mission. S/he will provide Mission oversight to USAID/Guinea Field Support activities and maintain contact with USAID's Global health Bureau and Africa Bureau on technical policy and programmatic issues arising while implementing these field support projects.

### **BUDGETING, PROCUREMENT, MONITORING, COORDINATION (25%)**

The incumbent will take the lead in reviewing the annual work plans and budgets of grantees, contractors and GOG institutions receiving global health and child survival funding from USAID/Guinea. S/he will also take the lead in conducting performance monitoring, providing technical advice as needed, initiating corrective actions when required, and tracking all financial aspects of the activities (including pipeline, burn rate, earmarks, and accruals). The incumbent will ensure that all funds are expended following rules and regulations established by Congress. In close consultation with the Health Office Director, s/he will coordinate program activities with other donor-financed health sector activities; design monitoring systems to track results for the annual performance report; complete documentation related to the allocation and ultimate commitment of funds; and complete other tasks associated with oversight and management of assigned grants.

S/he will undertake periodic site visits alone or with other USAID staff to verify progress of activity implementation and ensure that those activities are in line with the Strategic Objective indicators and targets. S/he also will take the lead in drafting the health sections of the mission's operation plan and annual performance report. S/he will work closely with the implementing partners to collect success stories and lessons learned. S/he will participate in data quality assessments along with other Health Office and Program Office staff.

### **POLICY DIALOGUE/MISSION REPRESENTATION (15%)**

In close coordination with the Health Office Director and/or Deputy Director, the incumbent will represent USAID/Guinea on pertinent technical and policy matters with the Ministry of Health, the CCM on the Global Fund, other Guinean agencies, WHO, UNICEF, UNFPA, EU, the World Bank, and other donors and implementers in the health sector. S/he may represent USAID/Guinea at national and international fora in all the areas of MCH, RH, and HSS. S/he will represent the Mission in technical-level host country meetings related to health and population interventions.

### **PROGRAM DEVELOPMENT (10%)**

The incumbent will be responsible for identifying areas of health programming for USAID based on USAID comparative advantage, host-country needs, priorities of other donors and future Mission financial projections. S/he will also develop new Mission health activities, which will include preparing in-depth analyses of the current situation and providing technical advice on design of new programs.

The incumbent will be responsible for assisting in drafting all obligation and amendment documents under the Development Objective Agreement regarding MCH, RH and HSS activities, including grant agreements, implementation letters, and Memorandum of Understanding, and for obtaining required internal clearances. S/he will assure documentation quality control and that all USAID requirements and standards are met. S/he will prepare briefing documents for MOH, donors, Front Office, and USAID/Washington as needed on the Mission's health activities. S/he will prepare documentations, speeches and other health and population related design documents as needed and assure appropriate issuance.

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

### **3. Supervisory Relationship**

As a full-time member of the health team in USAID/Guinea, the incumbent will manage Mission health programs under the supervision of the Health Office Director and/or the Health Office Deputy Director.

### **4. Supervisory Controls: None**

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a. Education:** A master's degree in public health, health policy, international health, global health, epidemiology, or public administration/public policy with a concentration in health, or equivalent is required.

- b. Prior Work Experience:** The incumbent is required to have at least 5 years of experience in designing and managing health programs in a developing country, preferably in Africa; Work experience must include the technical areas of maternal and child health, reproductive health, and/or health systems strengthening.
- c. Language proficiency:** Language proficiency of at least Level 4 English and French (oral and written) is required.

### **III. 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. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

#### **1. EVALUATION FACTORS**

After the closing date for receipt of applications, the Human Resources Office (HR) will review applications that meet the minimum qualifications required for the position. Applications from candidates who do not meet the minimum required qualifications will not be scored. Applicants who clearly meet the Education/Experience/ Language requirements and basic eligibility requirements will be further evaluated based on scoring of the below Evaluation Factors.

**FACTOR 1 - Education (10pts):** Extent to which applicant's diplomas meet or exceed the minimum education requirements detailed above.

**FACTOR 2 - Prior Work Experience (20pts):** Extent to which the applicant's prior work experience is relevant to the statement of duties described above.

**FACTOR 3 – Language Proficiency (oral & written) (30pts):** Extent to which applicant clearly articulates his or her ideas verbally in English and French. This will be assessed during the interview which will include a written test administered during the interview. Extent to which applicant's written application, including writing samples, demonstrates the ability to write clearly, concisely, and correctly in English and French; Extent to which applicant's written test demonstrates the same.

**FACTOR 4 – Job Knowledge (20pts):** Extent to which applicant demonstrates ability to analyze national health policy and strategies and carry out project-level analysis, ability to use computers proficiently, particularly word processing, spreadsheets, and powerpoint presentations, and an understanding of the economics and health issues of West Africa and of best practices in public health programming and health systems strengthening.

**FACTOR 5 – Skills and abilities (20pts):** Extent to which the applicant demonstrates strong interpersonal and communication skills and ability to develop and maintain good working relationships with American, Guinean, and other international staff and counterparts. Extent to which applicant demonstrates strong skills in writing, organization, analysis, and critical thinking.

Total Possible Points: 100 points

## 2. SELECTION PROCESS

After the closing date of the solicitation, the Human Resources Office will assess which applications meet the minimum Education and Work Experience qualifications. Applicants who meet these minimum qualifications will be invited for a language test (Pass/Fail). Applications of those who meet all three minimum qualifications will be scored by a Technical Evaluation Committee (TEC) that will assess the applications based on the evaluation criteria listed above. Applicants with the highest scores will be invited for an interview and written test that will be scored by the TEC based on the evaluation criteria.

Professional references will be conducted for the selected candidates following the interview. Final selection will be based on the total combined score for the application package, interview, written test and reference check feedback.

## IV. SUBMITTING AN OFFER

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 <https://www.usaid.gov/forms/aid-309-2>. The form must be signed and in English. Un-signed application forms and any missing requested documents will not be considered.
2. **Cover Letter:** The cover letter must be written in English and contain an overview of the applicant’s qualifications. It must state how the applicant meets the evaluation criteria in accordance with item IV “Evaluation and Selection Factors”.
3. **Current resume/curriculum vitae:** The CV/resume must be written in English and contain sufficient relevant information to evaluate the applications in accordance with the stated technical evaluation criteria, listed above.

4. **Writing sample:** Submit one short writing sample (500 - 700 words max) in English and one short writing sample (500 - 700 words max) in French. The writing sample should be related to the health sector and/or development.
5. **References:** Applicants are required to provide 3-5 references who are not family members or relatives. References should include at least one (1) current or former supervisor who can provide information regarding applicant job knowledge and professional work experience.
6. 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**.
7. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents. **SOLICITATION # 72067523R10002 – Project Management Specialist (Public Health Systems)** and submit only ONCE via email to: [conakrypsejobs@usaid.gov](mailto:conakrypsejobs@usaid.gov) by the closing date and time specified in this Solicitation.

**All the above-mentioned documents are REQUIRED, must be SIGNED, and prepared in the required language. Incomplete and unsigned applications will not be considered.**

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

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 all the pre-award forms to obtain the necessary medical, security, and any other required forms.

#### **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances in accordance with the Mission Policy:

- a. Miscellaneous allowances
- b. Transportation allowance
- c. Year-end bonus
- d. Tabaski Bonus

#### **VII. TAXES**

In accordance with Mission policy.

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

USAID regulations and policies governing CCNPSC and TCNPSC 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/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

#### LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
2001	<b>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
3001	<b>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
4001	<b>Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_



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>

**USAID Acquisition and Assistance Policy Directives AAPD-20-08 (Rev1):** Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs, available at [https://www.usaid.gov/sites/default/files/2023-03/aapd-20-08-Rev1\\_0.pdf](https://www.usaid.gov/sites/default/files/2023-03/aapd-20-08-Rev1_0.pdf)

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>.

5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), national origin, age, physical or mental disability, genetic information, religion, marital or parental status, veteran status, membership in an employee organization, political affiliation, or involvement in protected equal employment opportunity (EEO) activity. USAID/Guinea also strives to achieve equal employment opportunities in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not 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.

**END OF SOLICITATION**