



**SOLICITATION NUMBER/VACANCY ANNOUNCEMENT: 72069623R00009**

**ISSUANCE DATE:** June 06, 2023  
**CLOSING DATE/TIME:** June 27, 2023/12:00 p.m. (CAT)

**SUBJECT:** Solicitation for a Cooperating Country National Personal Services Contractor (CCNPSC), USAID Project Management Specialist (Global Health Security).

Dear Prospective Offerors/Applicants:

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,

Jonathan Banco  
Contracting Officer

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO: 72069623R00009**
- 2. ISSUANCE DATE:** June 06, 2023
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** June 27, 2023, 12:00 p.m. noon Africa Central Time.
- 4. POINT OF CONTACT:** Human Resource Office, e-mail at [kigalihr@usaid.gov](mailto:kigalihr@usaid.gov) .
- 5. POSITION TITLE:** USAID Project Management Specialist (Global Health Security)
- 6. MARKET VALUE:** 43,780,572 to 74,426,980 Rwandan Francs equivalent to FSN-12  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Rwanda. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature utilizing a five-year contract as the hiring mechanism. Its duration is expected to be a series of sequential contracts; all contract provisions, clauses and regulatory requirements concerning availability of funds shall apply.
- 8. PLACE OF PERFORMANCE:** Kigali, Rwanda with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS** Open to All Interested CCN (Cooperating Country National) Candidates. Cooperating Country Nationals as defined in AIDAR, Appendix J, Section (1)(7) “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.”
- 10. SECURITY LEVEL REQUIRED** Facility Access / Employment Authorization
- 11. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

The Senior Project Management Specialist-Global Health Security (GHS) (the “Senior Specialist”) leads efforts to improve and expand Global Health Security and pandemic preparedness, prevention, and response in Rwanda. The Senior Specialist is a technical expert in the area of emerging infectious diseases in the cooperating country with extensive experience working with national stakeholders including government, professional associations, and the private sector. The Senior Specialist facilitates communication and ensures collaborative working relationships

with high-level decision makers, as well as technical staff, in multiple government agencies, USAID Missions, USAID/Washington counterparts, with other United States Government (USG) partners including the U.S. Centers for Disease Control and Prevention (CDC), U.S. Department of Defense (DOD), the Department of State, and other USG agencies, as well as other key stakeholders, including the World Health Organization (WHO), the Food and Agriculture Organization (FAO), and the World Organization for Animal Health (OIE). The jobholder provides strategic and technical leadership in the design and implementation of USAID GHS activities. As a senior health advisor for USAID, the Specialist represents USAID and the USG in national and international fora to advise on policies, strategies, and technical issues. The Senior Specialist will exercise programmatic oversight to manage and coordinate Mission GHS activities in support of the cooperating country's GHS roadmap and to prevent, detect, and respond to existing and emerging pandemic threats. The Senior Specialist will serve as an Agreement/Contracting Officer Representative (AOR/COR) and/or Activity Manager for USAID programs/projects/activities. As an AOR/COR, the Senior Specialist monitors program performance and progress, identifies implementation achievements as well as problems in performance, and initiates appropriate actions in consultation with others, as appropriate. The Senior Specialist is a key member of the Health Office, Health Systems and Service Delivery (HSSD) Team, and serves as a Mission subject matter expert on GHS-related approaches and programming. The jobholder will report to the Health Systems and Service Delivery Team Lead and will provide mentoring and coaching to the entire Office in the areas of global health security and emerging infectious diseases.

## 2. Statement of Duties to be Performed

### Major Duties and Responsibilities

#### Strategic and Technical Leadership

Serve as USAID's technical expert and lead on GHS and emerging infectious diseases, providing high level technical guidance to the Mission, the National Government, and other development partners on infectious disease preparedness, prevention, detection, and response capacities in the cooperating country, including zoonotic diseases, One Health approaches, and GHS.

Lead high-level advocacy and technical dialogue with host government ministries to promote a One Health approach to addressing pandemic threats.

Provide technical leadership to the host government during Joint External Evaluations; the outcomes of which will inform an improved roadmap to achieving GHSA targets.

Keep abreast of new developments and emerging issues that affect USAID and GHS via literature review, conference/meeting attendance, as well as participation and facilitation at workshops, and relevant training events. Advise accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID's approaches.

In collaboration with Monitoring, Evaluation and Learning colleagues, lead the development of innovative monitoring and evaluation approaches and tools to support measuring the impact and outcomes of GHS and pandemic preparedness activities.

Provide strategic leadership in the preparation of key annual and mid-term planning and reporting documents including the Operational Plans, Congressional Budget Justifications, Progress Reports and other ad hoc requests for information.

#### Program/Project/Activity Management

Lead the design of strategies, project mechanisms and activities for improved preparedness, prevention, detection and response for GHS and emerging infectious diseases. Coordinate with other Mission offices to support the design and procurement of bilateral mechanisms to support GHS implementation in the cooperating country.

Serve as an AOR/COR and/or Activity Manager for the Mission's GHS and pandemic preparedness activities, including: reviewing and approving implementing partners' (IPs) work plans, facilitating IP relationships and coordinating with local stakeholders (other IPs, host government counterparts, other development partners/donors, etc.) maintaining a schedule for and conducting regular site visits to review program implementation and meeting with beneficiaries, and based on the information collected during such visits, adjusting or recommending adjustments to programs/projects/activities as appropriate; overseeing IP compliance with all relevant USAID regulations and procedures, communicating regularly with IPs regarding USAID rules and regulations as well as their obligations to USAID and, taking a lead role in the preparation of the strategic and operational planning processes such as the USAID Country Development Cooperation Strategy and USAID Operational Plan. Keep the Health Office Director regularly informed of program implementation progress, results, and issues/problems on a timely basis.

#### Representation and Coordination

Represent USG and/or USAID as USAID's technical expert and lead on GHS and emerging infectious diseases to high level USG diplomats, Senior Government Officials, and other external partners as appropriate on technical matters regarding emerging infectious diseases - this includes both speaking and written.

Develop and maintain relationships with senior-level ministry officials (Ministry of Agriculture, Ministry of Health, Ministry of Wildlife, and others) to ensure that assets can be coordinated and provided as support if needed. Work with stakeholder governments to address gaps in National Action plans.

Establish and maintain a coordination network among senior-level GHS partners in the country. Such partners include bi-lateral donors, international organizations, national governments and their relevant ministries, private sector, international and local Non-Governmental Organizations (NGOs), etc. and use the coordination network to facilitate USAID GHS implementing partners in successful completion of work plan activities.

During disease outbreak situations, act as the lead coordinator between the Mission's GHS Team, GHS implementing partners, and the GHS interagency response team in supporting the host government. Provide a bridge, liaising between interagency activities and the broader USAID regional portfolio as it relates to the GHS program.

#### Capacity Building, Coaching and Mentoring

Provide expert advice and recommendations, and mentor, coach and strengthen the skills of government officials to improve implementation of GHS programs. Provide strategic and technical guidance to all key public and private sector counterparts in the formulation, implementation and evaluation of GHS and pandemic preparedness programs.

Provide expert advice and technical guidance to Mission staff on matters relating to GHS and emerging infectious diseases and how best other program components could contribute to pandemic preparedness, prevention, and response.

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

The Senior Specialist position is within the Mission's Health Office. Working under the supervision of the Health Systems and Service Delivery Team Lead, the Senior Specialist collaborates with other members in the Mission, spanning technical areas such as health systems strengthening, strategic information, monitoring and evaluation, and quality improvement. In carrying out work-related duties and responsibilities, the jobholder is expected to function effectively with minimal supervision. Completion of tasks and assignments are reviewed regularly through required written documents and oral progress reports.

### 4. Supervisory Controls

While this is a non-supervisory role, the Senior Specialist has an important role to mentor and train Mission staff on GHS.

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Master's degree is required in public health, infectious disease, epidemiology, ecology, veterinary medicine or a related field.
- b. **Experience:** At least seven (7) years of public health and/or animal health and/or related experience in developing countries including at least three (3) years of experience working with USG, an international public health and/or animal health organizations, such as the WHO, FAO, and OIE is required.
- c. **Post Entry Training:** On-the-job training will be provided relating to USG-specific procedures, regulations, and methods. Formal AOR/COR training is required for successful performance in the position and will be provided. Appropriate training courses will be offered, subject to course offerings and the availability of funds.
- d. **Language Proficiency:** Level IV (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required.
- e. **Knowledge:** Expert-level knowledge required of the nature of infectious diseases, including emerging infectious diseases threats. Senior-level knowledge required of the measures put in place to prevent, detect and rapidly respond to infectious disease threats. Excellent technical knowledge of internationally accepted guidelines, such as WHO International Health Regulations and One Health will be considered an asset. Knowledge of USAID policies, procedures, and reporting requirements is desirable.
- f. **Skills and Abilities:** The jobholder must have excellent interpersonal and teamwork skills in a diverse, multi-cultural environment involving multiple government agencies, implementing partners and other stakeholders whose productive collaboration is essential for program success. This position requires the demonstrated ability to work independently and in a team environment and to effectively communicate highly technical information related to human health, animal health, and the environment to a variety of technical and non-technical audiences. The jobholder must have demonstrated ability to understand the strategic purpose and goals of stakeholders involved in epidemic prevention and control; ability to identify and solve problems and coordinate and support activities that lead to mutual success across the different sectors. S/he should have experience with monitoring and evaluation methodologies including frameworks, data quality assurance, analysis reporting and best practices in data dissemination in international/resource poor settings. S/he must also have a high degree of judgment, maturity, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results. S/he must possess strong communication skills both verbal and written and must have good computer skills in use of Microsoft Office software (i.e. Excel, Word, Power Point) for data analysis and reporting.

### **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 procedure for evaluating and ranking applications is outlined below. Applicants will be scored based on the documentation provided with the application. Only the highest-ranked applicants will be interviewed.

#### **1. BASIC ELIGIBILITY**

The basic eligibility requirements for this position are:

- Authorized to work in Rwanda;
- Complete application submitted as outlined in the section IV;
- Eligible to attain security clearance for Facility Access;
- Cleared medically to work at USAID/Rwanda;
- Available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Willing to travel to work sites and other offices as/when requested;
- All internal candidates who meet the minimum qualifications will be interviewed;

**2. EVALUATION FACTORS** - The following evaluation factors will be used to evaluate all applications in the descending order of importance:

1. Interview
2. Skills Test
3. Cover Letter and CV

The “Interview” evaluation factor is more important than the “Skills Test” and the “Cover Letter and CV” evaluation factor.

These factors will be evaluated and scored by the technical evaluation committee using an adjectival rating system. Additional guidance regarding the technical evaluation factors are set forth below.

Evaluation Factor 1 - Cover Letter and CV

## A. Cover Letter

The offeror must submit a cover letter that must not exceed 2 pages. The Cover Letter must demonstrate the offeror's (1) written communication, (2) clearly state why the applicant is interested in this position, and (3) how the applicant's technical expertise is applicable to the job requirements. In addition:

- The Cover Letter must include the name of the offeror and "solicitation number - 72069623R00009" at the top of each page.
- The Cover Letter should present a solid argument as to why and how the applicant's professional background and technical expertise are best suited for this position.

## B. CV

At a minimum, the offeror's CV must present the following:

- The offeror's educational background must consist of a Master's degree in public health, infectious disease, epidemiology, ecology, veterinary medicine or a related field.
- The offeror's technical qualifications and job history. CV must demonstrate that the offeror possesses the minimum qualifications specified for this position and indicate a successful ability to execute the major duties presented in this solicitation.
- Demonstrate that the offeror possesses at least 7 years of relevant, professional experience.

References. Minimum of three (3) references with name, occupation & job title, and contact information (email address and mobile number). The references may be current or previous supervisors or work colleagues who can respond to reference check/s on the applicant's professional expertise and work ethic. The references will be asked to provide examples of the offeror's suitability for the position, and ability to be a successful team member in a Global Health Security capacity. *The Technical Evaluation Committee may also reach out to other references not provided by the applicant.* It is the responsibility of the offeror to ensure submitted references are available to provide a written or verbal reference in a timely manner, and that they will be actively anticipating communication from USAID regarding the offeror's interest in this position.

If USAID determines that the offeror possesses the requisite educational, technical, and professional experience, then it will invite the offeror to participate in an interview.



## Evaluation Factor 2 - Skills Test

The Skills Test will be an assessment of the applicant's written communication skills as well as technical Global Health Security knowledge.

## Evaluation Factor 3 - Interview

The interview will provide the offeror with the opportunity to elaborate upon the professional expertise presented in the cover letter and CV, and will provide the Technical Evaluation Committee (TEC) with the opportunity to evaluate the offeror's oral and interpersonal skills.

### 3. Selection Process.

After the closing date for receipt of applications, those that meet the minimum qualification requirements will be referred to the TEC. Applications from candidates who do not meet the minimum requirements will not be reviewed. The TEC will review the applications based on the listed evaluation factors (above).

This is a phased selection process. First, USAID/Rwanda will evaluate the offeror's Cover Letter and CV to assess technical and management expertise and qualifications in order to determine if the offeror should proceed to the skills test and interview.

## **IV. SUBMITTING AN OFFER**

Eligible Offerors are required to complete and submit the offer form:

- Offeror Information for Personal Services Contracts with Individuals, Form AID 309-2 (Available on-line): <https://www.usaid.gov/rwanda/careers>.
  - Cover letter no longer than **one page** in length.
  - Current résumé or curriculum vitae that includes at least **three** references.
  - Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.
1. 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.
  2. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

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

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Pre-employment Medical Examination
2. Employee Biographical Data sheet
3. Employee Contact form
4. Employee Dependency Report

## **VI. BENEFITS AND ALLOWANCES**

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

1. BENEFITS (in accordance with the U.S. Embassy Kigali Local Compensation Plan):
  - a. Health Insurance
  - b. Social Security insurance
  - c. Annual and Sick leave
  - d. Annual Bonus
  - e. Maternity Leave
2. ALLOWANCES (in accordance with the U.S. Embassy Kigali Local Compensation Plan):
  - a. Meal/Beverage Allowance
  - b. Miscellaneous Allowance
  - c. Housing Allowance
  - d. Transport Allowance
  - e. Family Allowance

## **VII. TAXES**

The Mission emphasizes to its employees that they are obliged to observe all Rwandan laws, including those concerning income and related tax obligations. By international agreement, payment of taxes is a matter between the individual employee and the Rwandan government.

## **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/sites/default/files/documents/1868/aidar\\_0.pdf](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>. 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	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	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>
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).