

SOLICITATION NUMBER: 72066023R10020
ISSUANCE DATE: August 7, 2023
CLOSING DATE/TIME: September 12, 2023 at
17:00 (Kinshasa Time)

SUBJECT: Solicitation for a **Cooperating Country National or Third Country National Personal Service Contractor(CCN/TCN PSC - Local Compensation Plan) – USAID Project Management Specialist - (Global Health Security) - based in Kinshasa**

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,

/s/
Sanoussi Traore
Contracting Officer

<p>Physical Address: U.S. Agency for International Development Mobil Building N° 198 Avenue Isiro Gare Centrale / Gombe / Kinshasa Democratic Republic of Congo</p>	<p>Pouch address: Department of State 2220 Kinshasa Place Washington, DC 20521-2220</p>	<p>Tel: (+243) 81 555 4430 Fax (+243) 81 555 3528 http://www.usaid.gov/cg</p>
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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066023R10020
2. **ISSUANCE DATE:** August 7, 2023
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** September 12, 2023 at
17:00 (Kinshasa Time)
4. **POINT OF CONTACT:** USAID/DRC, Executive Office/Human Resources Unit at
usaidhrkinshasa@usaid.gov
5. **POSITION TITLE: USAID Project Management Specialist (Global Health Security)**
6. **MARKET VALUE:** Equivalent to **FSN-11** In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/DRC. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE: The period of performance is** Five (5) years, estimated to start o/a **January 2024** or earlier if required clearances are obtained. The services provided under this contract are expected to be a continuing nature that will be executed by USAID through series of sequential contracts, subject to the satisfactory performance, the continued need, and the availability of funds.
8. **PLACE OF PERFORMANCE:** Kinshasa, Democratic Republic of Congo with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:**
 - **Cooperating Country Nationals as defined in AIDAR Appendix J:** “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.”
 - **Third Country Nationals as defined in AIDAR Appendix J:** “Third country national (TCN) means an individual who is neither a cooperating country national nor a U.S. national but is a citizen or lawful permanent resident (or equivalent immigration status) of any country other than the countries which are prohibited sources”(See [22 CFR 228.15](#)).
10. **SECURITY LEVEL REQUIRED:** Security Certification issued by the U.S. Embassy Regional Security Office.

11. STATEMENT OF DUTIES

1. *General Statement of Purpose of the Contract*

The Project Management Specialist-Global Health Security (GHS) (the “Specialist”) leads efforts to improve and expand Global Health Security and pandemic preparedness, prevention and response in the Democratic Republic of the Congo (DRC). The GHS Specialist is a technical expert in the area of emerging infectious diseases in the country, with extensive experience working with national stakeholders including government, professional associations, and the private sector. The 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 Specialist will exercise programmatic oversight to manage and coordinate USAID’s GHS activities in support of the Government of DRC and their GHS roadmap and to prevent, detect, and respond to existing and emerging pandemic threats. The GHS 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 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 Specialist is a key member of the Health Office. The jobholder reports to the GHS Lead Advisor or the Health Office Director or their designee and has no formal supervisory responsibility.

2. *Statement of Duties to be Performed.*

1) Program/Project/Activity Management

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

b. Serve as an AOR/COR and/or Activity Manager for GHS programs 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 his/her supervisor regularly informed of program implementation progress, results, and issues/problems on a timely basis.

c. Ensure that sub-awards and sub-contracts are given appropriate monitoring and oversight.

d. Provide regular updates to GHS/Washington, Mission, and Health Office Leadership to maintain leadership level oversight and engagement on GHS program implementation in the cooperating country.

2) Technical Guidance and Program Planning

a. Provide 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.

b. Provide technical guidance and direction on GHS and pandemic preparedness activities and ensure that activities are appropriately integrated with the Health Office and larger Mission activities. Support the integration of emerging disease and other activities that promote the advancement of GHS implementation in-country. .

c. Lead high-level advocacy and technical dialogue with host government ministries to ensure effective USAID support to the implementation of GHS activities, including advocacy to promote a One Health approach to addressing pandemic threats.

d. Provide technical support/guidance to the host government during Joint External Evaluations; the outcomes of which will inform an effective roadmap to achieving Global Health Security Agenda (GHSA) targets.

e. 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 training events. Advise accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID's approaches.

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

g. Provide 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.

3) Representation and Coordination

a. Represent USG and USAID to high level USG diplomats, Senior Government Officials, and other external partners in the cooperating country as appropriate on technical matters regarding emerging infectious diseases - this includes both speaking and written communications.

b. Develop and maintain relationships with ministries (Ministry of Agriculture, Ministry of Health, Ministry of Wildlife and others) to ensure that assets can be coordinated and work with stakeholder governments to address gaps in National Action plans.

c. Establish and maintain a coordination network among 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.

d. During disease outbreak situations, ensure the Mission's GHS Team, and GHS implementing partners are closely coordinated with the GHS interagency response in supporting the host government.

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

"If a third country national (TCN) is selected for award, during the period of this contract, the TCN personal services contractor must provide at least 10 hours/week of training to a cooperating country national (CCN) designated by USAID. The PSC Supervisor will establish a training plan with benchmarks to measure the TCNPSC's progress toward achieving this training deliverable."]

3. *Supervisory Relationship:* The Specialist position is within the Mission's Health Office. Working under the supervision of the GHS Lead Advisor or the Health Office Director or their designee, the Specialist collaborates with other members in the cooperating country, spanning technical areas such as health systems strengthening, strategic information, monitoring and evaluation, and quality improvement. Continuing supervision of other Health Office and/or Mission staff is not anticipated.

4. *Supervisory Controls: 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.*

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Determines minimum qualifications required for the position. Offerors who do not meet all the education, experience and language factors are considered NOT qualified for the position.

- a. **Education:** A master's degree is required in public health, infectious disease, epidemiology, ecology, veterinary medicine or a related field.
- b. **Prior Work Experience:** At least five (5) years of public health and/or animal health and/or related experience in developing countries including at least two (2) years of experience working with USG, international public health and/or animal health organizations, such as the WHO, FAO, and OIE is required.
- c. **Language Proficiency:** Level IV (advanced professional proficiency) English and local language proficiency (if appropriate), both 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.

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application.

Quality Ranking Factors (QRFs):

Job Knowledge (40 points)

- Strong technical understanding required of the nature of infectious diseases, including emerging infectious diseases threats.
- Strong 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.

Skills and Abilities (60 points)

- 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 demonstrate the 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 USAID approved 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.

Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)

Total Possible Points: 100 points

SELECTION PROCESS

After the closing date for receipt of applications, EXO/HR Unit will review all applications and will short-list the candidates who meet and/or exceed the minimum qualifications for the position. A committee will then convene to review applications that meet and/or exceed the minimum

requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be evaluated and scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

As part of the evaluation process, the most qualified candidates may be requested to complete a written test and be interviewed either in person or by telephone at USAID's discretion. USAID will not pay for any expenses associated with the interviews.

Professional references checks will be made only for applicants considered for employment. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Note: Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

The security clearance and medical clearance are required for the top-ranking candidate, after conducting and receiving the positive reference checks at the conclusion of evaluations.

"USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers."

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete, sign and submit the offer form- DS-174 Application for U.S. Federal Employment with a cover letter and CV. All the three documents must be in English. The DS-174 Application form can be found in the US embassy website <https://cd.usembassy.gov/embassy/jobs/usaid-jobs/> and in the USAID website <https://www.usaid.gov/democratic-republic-congo/work-with-us/careers>
2. Offers should also include a **supplemental document** of up to two pages that demonstrates how prior experience and/or training directly address the Quality Ranking Factors stated above (Job Knowledge and Skills and Abilities).
3. Offerors must provide a list of minimum three (3) professional references who are not family members or relatives, with complete name, title, organization where he/she works, description of relationship, with working/accurate telephone and e-mail numbers. The applicant's references must be able to provide substantive information about his/her past performance and abilities.
4. Offers must be received by **September 12, 2023 at 17:00 (Kinshasa Time)** submitted to the Point of Contact in **Section I**.

5. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
6. Offers must be submitted ONLY by e-mail attachment to usaidhrkinshasa@usaid.gov and the e-mail subject must say: **72066023R10020 USAID Project Management Specialist (Global Health Security)**
7. Please submit the Offer only once; and
8. Late and incomplete Offers will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The Contracting Officer (CO) will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 - Authorization for release of information form
 - Overseas Vetting Questionnaire
 - Diplomatic Security Identity Assurance System (DSIAS) enrollment form
2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS (as applicable): 13th month bonus; 14th month bonus; Anniversary Bonus; Severance Pay; Defined Contribution Plan (DCP); Medical Benefits; Funeral/Death Plan, Annual and Sick Leave; Casual Leave; Maternity Leave (for female employees)
2. ALLOWANCES (as applicable): Housing Allowance; Miscellaneous Benefits Allowance; Family Allowance.

VII. TAXES

The employees are responsible for calculating and paying local income taxes. The USAID/DRC does not withhold or make local income tax payments.

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

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

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. 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>R497</i> - Accounting Info: <i>TBC</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/OGES%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.

6. FAR Provisions Incorporated by Reference

52.204-27 PROHIBITION ON A BYTEDANCE COVERED APPLICATION JUN 2023

END OF SOLICITATION