



# USAID | PHILIPPINES

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72049224R10003

**ISSUANCE DATE:** October 13, 2023

**CLOSING DATE/TIME:** October 31, 2023, 11:59PM PST

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan)**

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 Attachment 1.

Sincerely,

Carlos S. Gutiérrez  
**Contracting Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72049224R10003
- 2. ISSUANCE DATE:** October 13, 2023
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** October 31, 2023  
11:59 PM, Philippine Standard Time (PST)
- 4. POINT OF CONTACT:** Executive Office/Human Resources Division, USAID/Philippines  
e-mail at aidmnlhr@usaid.gov
- 5. POSITION TITLE: USAID Project Management Specialist (HIV), FSN-12**
- 6. MARKET VALUE:** PHP 2,151,675.00 to PHP 3,335,102.00 basic salary equivalent to **FSN-12** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Philippines. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** The services provided under this contract are expected for a maximum period of five (5) years, subject to the availability of funds, the need for services and the contractor's performance. The probationary period is six months.
- 8. PLACE OF PERFORMANCE:** Manila, Philippines, with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:**  
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.  
  
Open to all interested individuals who are Filipino citizens or non-Filipino citizens lawfully admitted for permanent residence in the Philippines, and who also have the required work permits. USAID does not sponsor work permits nor reimburse travel/transportation of household effects to/within the Philippines for purposes of this application.
- 10. SECURITY LEVEL REQUIRED:** Foreign Service National Security Certification

**11. STATEMENT OF DUTIES****BASIC FUNCTION OF POSITION**

The U.S. President's Emergency Plan for AIDS Relief (PEPFAR) represents the U.S. government response to the global HIV/AIDS epidemic and is the largest commitment by any nation to address a single disease in history. Thanks to American leadership and generosity, alongside the work of many partners, PEPFAR has saved millions of lives, averted millions of infections, and changed the course of the epidemic. As countries progress towards HIV/AIDS epidemic control, the point at which new HIV infections have

decreased and fall below the total number of deaths among HIV-infected individuals, PEPFAR is now undertaking the challenge of controlling the pandemic.

The Project Management Specialist (HIV) is a senior professional and expert in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of the full spectrum of HIV/AIDS prevention, detection, care, and treatment activities. The incumbent serves as the team's senior advisor on HIV/AIDS issues and provides leadership in identifying opportunities for U.S. Government (USG) engagement in HIV/AIDS programming. This senior position ensures that the Mission has the necessary strategic, technical, and management expertise to handle and successfully implement HIV/AIDS programs and activities in the Health Office portfolio. The incumbent serves as the in-house subject matter expert on HIV/AIDS and the Mission's senior representative in policy, strategic and technical engagements with the interagency, host country government, international and bilateral organizations, and donor agencies to address technical issues and coordinate efforts in implementation of HIV/AIDS activities.

The position is located in the USAID Office of Health and leads the Philippines HIV Team. The incumbent reports to the Health Office Director, Deputy Director, or his/her designee, and supervises a team of up to five professional staff.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

##### **A. Technical and Strategic Leadership (30%)**

1. Serve as the lead technical officer for the USAID HIV/AIDS portfolio and provides expert direction in the design, implementation, monitoring and evaluation of HIV/AIDS programs and interventions.
2. Provide expert-level guidance to the Mission and the Ministry of Health including senior level officials in HIV/AIDS, serving as key advisor for all strategic and policy issues related to HIV/AIDS programming.
3. Work closely with other units within the Health Office and across the Mission to optimize opportunities for cross-sectoral integration and leveraging of resources across the different program components.
4. Through literature review and other technical media research and regular communication with local and international stakeholders, keep abreast of emerging developments in the national and global HIV/AIDS landscape and advise accordingly on how these policies, strategies and technical guidelines can most effectively be incorporated to enable the Mission to maintain the fidelity and relevance of its HIV/AIDS programs.
5. Identify opportunities for integrated "state of the art" approaches, providing technical assessment and recommended strategies to pilot innovative interventions. Provide expert oversight and guidance to USAID implementing partners on newly emerging and highly efficacious approaches to HIV/AIDS program implementation.
6. In collaboration with the other members of the Health Office, advise on the development of tools (such as dash boards, league tables) that support continuous learning and adapting to further improve and evolve the USAID knowledge base and

data management capability related to HIV/AIDS activities. Advise on targeted analyses of HIV/AIDS data to inform program planning and implementation.

**B. Project Planning, Management, Monitoring and Evaluation (20%)**

1. Provide strategic and technical leadership in the preparation of key annual and mid-term planning and reporting documents including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports.
2. Support country-level PEPFAR annual budget preparation process, providing technical assistance to USG financial teams and technical working groups in completing the PEPFAR Funding Allocation to Strategy Tool (FAST) and any other new tools that may be provided for use in the planning processes.
3. Provide oversight to the annual HIV/AIDS budget and ensure costs remain within budget planning levels and that efficiency is maximized.
4. Analytically assess the HIV/AIDS portfolio, the performance of partners, the available budget, the need for additional activities or ending activities, and facilitate design of new projects or activities necessary to achieve strategic objectives.
5. Participate or take the lead on each stage of project design for new activities, including drafting and getting approval for concept papers, writing scopes of work, evaluating applications/proposals, and starting up new projects.
6. Ensure that implementing partners abide by their reporting requirements, including quarterly reports, trip reports, accruals, Performance Management Plans (PMPs), annual reports, and other requirements such as PEPFAR reporting or other requests. This includes supportive supervision and guidance to other technical and support staff in the HIV/AIDS office as necessary.
7. Lead routine meetings with implementing partners to discuss technical and programmatic direction of the HIV/AIDS program. Conduct field visits to USAID-supported HIV/AIDS activities to meet with implementing partners and government health officials as appropriate to provide technical, programmatic, and administrative guidance as necessary.
8. Maintain a technical portfolio as Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) and/or Activity Manager, which includes review and approval of workplans, budgets, quarterly and annual reports, performance monitoring plans, monitoring activities through field visits and ensuring that financial reporting (accruals/vouchers) are submitted to the Financial Management Office as required.
9. Identify opportunities and strengthen existing opportunities for integration of HIV/AIDS with health, economic growth and governance activities, and other areas of the Mission as appropriate.
10. Technically advise and makes recommendations on the need for short-term technical assistance (STTA) from USAID/Washington central projects and write the technical components of the scope of work for the consultants.
11. In collaboration with other members of the Health Office, manage the HIV/AIDS analytical agenda for national HIV/AIDS surveys such as the UHIA and other studies.

12. In collaboration with other Health Office staff, initiate and coordinate targeted analyses of HIV/AIDS data to generate trends and patterns to inform planning and programming.
13. Participate in and ensure the effectiveness of Site Improvement Monitoring System (SIMS) and other field visits to improve quality of service delivery.

**C. Representation and Reporting (30%)**

1. Represent USAID and PEPFAR at designated national, regional and international meetings that relate to HIV/AIDS including regular participation in national level HIV/AIDS technical working groups and related committees.
2. Represent USAID on the inter-agency USG PEPFAR Inter-Agency Technical Team.
3. As requested by the Mission Director, Health Office Director or Deputy Director, represent USAID at meetings outside of the HIV/AIDS field when needed.
4. Organize site visits and prepare orientation materials for delegations from Office of the U.S. Global AIDS Coordinator (OGAC), USAID Headquarters, State Department, and other agencies.
5. As a member of the PEPFAR Team, respond flexibly and capably to a wide range of work-related requirements including responding to requests for information from USAID/Washington, Congress and OGAC.
6. Establish strategic working relationships with senior government officials at the national and district level, donor agencies, civil society organizations, private sector health counterparts and medical associations to enhance regular and timely sharing of information on HIV interventions in the country, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs.
7. Serve as the Mission's representative on all inter-agency forums related to HIV.
8. Prepares reports and responses to USAID/Washington requests for information.

**D. Supervision, Coaching/Mentoring and Staff Support (20%)**

1. Supervise Cooperating Country Nationals, which includes developing annual work objectives, identifying appropriate training opportunities, mentoring and coaching them in facilitation of professional development. Conduct regular performance reviews and address any performance challenges that may arise.
2. Work with direct reports to determine training needs, helps identify appropriate training opportunities and ensures fair participation in training.
3. Provide expert advice and guidance to direct reports on matters relating to HIV/AIDS and how best the other program components could contribute to ensure an effective service cascade.

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.

**SUPERVISORY RELATIONSHIP:** The HIV/AIDS Team Lead will report to the Health Office Director, Deputy Director, or his/her designee.

**SUPERVISORY CONTROLS:** The Team Lead will supervise up to five (5) cooperating country national staff.

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

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

To be considered for this position, offerors must meet the following minimum qualifications:

- a. **Education** – A Master’s degree in Public Health, International Development, Health, Social or Behavioral Sciences, Organizational Development, Epidemiology, Biology, Infectious Disease, Political Science, or Business Administration. **Note: Additional education may NOT be substituted for experience.**
- b. **Prior Work Experience** – A minimum of seven (7) years of progressively responsible experience in public health programming in developing or middle-income countries, with experience spent on HIV/AIDS-related work in Asia are required.  
  
Experience working with or for bilateral or multilateral donors/stakeholders such as USAID, the World Bank, the Global Fund, the United Nations (UN) agencies, or national-level public sector projects. At least one year of supervisory experience is required. **Note: Additional experience may NOT be substituted for education.**
- c. **Language Proficiency/Communication Skills** – Level IV (advance professional proficiency) language proficiency in English and in Tagalog (local language) in speaking, reading, and writing is required. With this level of proficiency, the Specialist is expected to: prepare regular and ad hoc reports, project documentation, and briefing papers, develop and deliver professional quality reports and presentations, and possess the ability to translate, on occasion, when the Specialist may need to act as an interpreter.
- d. **Job Knowledge** – Extensive knowledge of multi-sectoral HIV/AIDS approaches and interventions, as well as the host country context including priorities and challenges, funding of the epidemic and the key stakeholders engaged in the response is required. Thorough knowledge of the host-country’s economic, political, social and cultural characteristics and the history of development assistance, in particular the response to HIV/AIDS, including current trends and directions. The incumbent is expected to have an in-depth understanding of US Government foreign assistance to the host-country government and familiarity with central aspects of U.S. Government policy in the host-country. Working knowledge of USG and USAID’s strategic direction, its chief accomplishments and its challenges.
- e. **Skills and Abilities** – The incumbent must possess strong skills in communication (oral and written), advocacy, and networking. S/he must have strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results. This position requires an outstanding ability to exercise flexibility and prioritization skills to be able to accept and react to evolving planning and

implementation contexts. Ability to exercise sound judgement, take initiative and offer leadership. S/he demonstrates timely decision-making and extensive judgment in planning and carrying out tasks. The incumbent must have the ability to identify significant economic, political and social trends in the host country and assess their importance and impact on USAID development assistance objectives and programs. The incumbent must demonstrate excellent computer skills including skills with Microsoft Office, web-based databases, and electronic filing.

### **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer (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, may do so before or after a candidate is interviewed, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

Offerors who clearly meet the aforementioned minimum education and work experience qualification requirements may be further evaluated through review of the offeror's submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Negotiations may be conducted with the most qualified/highest-ranked offeror at the conclusion of evaluations.

Only finalists will be contacted by USAID with respect to their offers. No response will be sent to unsuccessful offerors. As part of the selection process, finalist offerors may be interviewed either in person or by telephone at USAID's discretion.

USAID expects to award a personal services contract for the period of performance commencing as early as practically possible subject to security and medical clearances and funds availability.

In the event, USAID receives a significant number of offers for this solicitation as deemed by the Contracting Officer, Offerors will be evaluated holistically for all criteria on a red (reject), yellow (review only if inadequate green), and green (move on to full review) basis. Green ranked offerors will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

### Rating System

1. Education (PASS/FAIL)
2. Prior Work Experience (PASS/FAIL)
3. Language Proficiency / Communication Skills (20 points)
4. Job Knowledge (40 points)
5. Skills and Abilities (40 points)

### IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the following:
  - a. **AID 309-2 (Offeror Information for Personal Services Contracts with Individuals) form:** The AID 309-2 application form can be found on the USAID website (<https://www.usaid.gov/forms/aid-309-2>). Continuous pages are required if your work experience description goes beyond Section C - Additional Work Experience in AID 309-2.
  - b. **Cover letter/Letter of Interest:** The cover letter should contain an overview of the offeror's qualifications and must state how the applicant meets the minimum education and prior work experience qualifications as stated in Section II of this solicitation. Please indicate this as the subject line of the cover letter: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan)
  - c. **Current resumé/curriculum vitae (CV) without photo:** The CV/resumé must contain sufficient relevant information to evaluate the offer in accordance with the stated evaluation criteria. Please indicate period of employment for each job in this format: MMMM dd, yyyy (e.g., July 01, 2015 to December 31, 2020).
  - d. **References:** Minimum of three (3) references with name, occupation, 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 Contracting Officer or the Technical Evaluation Committee may also reach out to other references not provided by the applicant.
  - e. **Transcript of records (TOR):** The TOR should reflect the date of graduation.
2. Offers must be received by the closing date and time (**October 31, 2023/11:59PM PST**) specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I (aidmnlhr@usaid.gov)**.
3. Offeror submissions must clearly reference the Solicitation number (**72049224R10003**) on all offeror submitted documents.

*By submitting your offer materials, you certify that all of the information on and attached to the offer is true, correct, complete and made in good faith. You agree to allow all information on and attached to the offer to be investigated.*



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

1. Once the Contracting Officer (CO) informs the successful offeror about being selected for a contract award, the CO will provide the successful offeror instructions about how to complete and submit the forms needed to obtain medical and security/facility access.

Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

## **VI. BENEFITS AND ALLOWANCES**

The Local Compensation Plan (LCP) is the basis for all compensation payments to locally employed staff /CCNPSCs. The LCP consists of the salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

### **BENEFITS:**

- a. Miscellaneous Benefit Allowance
- b. Mid-year bonus
- c. Year-end bonus
- d. Paid leaves (annual and sick leave) – leave earning starts after six months of employment
- e. membership to Philippine Social Security System, PhilHealth and Home Development Mutual Fund (Pag-IBIG)
- f. Health plan
- g. Group life insurance plan
- h. Supplemental Retirement Plan – eligibility starts after 5 years of continuous employment with the United States Government

Additional information may be provided to the selected offeror at time of salary offer.

## **VII. TAXES**

CCNPSCs are responsible for filing and paying local income taxes.

## **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/ads/policy/300/aidar>

- 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>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - 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_

- 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>

- 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>

- 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).

- FAR Provisions Incorporated by Reference**

52.204-27	<a href="#">PROHIBITION ON A BYTEDANCE COVERED APPLICATION</a>	JUN 2023
-----------	--	----------