



USAID | UKRAINE

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 720-121-23-R-10055

ISSUANCE DATE: December 01, 2023

CLOSING DATE/TIME: December 14, 2023, at 11:59 p.m. Kyiv Time

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.

Join the United States Agency for International Development (USAID) and be a part of history Ukraine to rebuild and reform its health system. Be a catalyst in reconnecting the Ukrainian people to essential health services and expanding USAID support into new critical recovery areas like mental health and physical rehabilitation.

USAID's Health Office has numerous exciting opportunities to work on such as health systems strengthening, HIV, TB, physical medicine and rehabilitation and mental health. We are seeking strong project management specialists, like you, to become integral members of our dynamic team. Consider joining USAID, where your skills and passion converge to make a lasting difference in Ukraine and the world.

This solicitation in no way obligates USAID to award a Personal Service Contract (PSC), 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 kyivvacancies@usaid.gov.

Sincerely,

David Smale
Contracting Officer

Solicitations open to: Ukrainian Nationals (Residency/Ukrainian Work Permit)
Solicitation No.: 720-121-23-R-10055
Position Title: Project Management Specialist (Health)
No of positions: Multiple
Issuance date: December 01, 2023
Closing date and time: December 14, 2023, at 11:59 p.m. Kyiv Time
Work hours: 40 hours (Full time)
Position Grade: FSN-10
Market Value: Basic Annual Rate (in U.S. Dollars) \$32,180 - \$41,841 In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Ukraine. Final compensation will be negotiated within the listed market value.

Place of Performance: Kyiv, Ukraine
Period of Performance: Five (5) years contract with the possibility of extension
Security Level Required: Facility Access

STATEMENT OF DUTIES:

The USAID Mission to Ukraine is responsible for the development, implementation and oversight of USAID-funded programs operating throughout Ukraine. USAID development assistance promotes Ukraine's transition to a democratic, prosperous, stable, healthy country united in its European aspirations. The USAID/Ukraine Office of Health manages a large, dynamic portfolio of contracts and cooperative agreements to adapt health services and systems that can deliver quality services despite the ongoing war. USAID has directed implementing partners to support fragile health service delivery systems from collapsing, target outreach services to internally displaced persons (IDPs), reinforce systems to mitigate public health issues of concern, and help to maintain operations of health financing and reform institutions. The core focus of the health assistance is to: 1) restore essential primary health services, especially in areas where services have been disrupted due to conflict; 2) help meet growing war-related health needs, such as mental health and physical rehabilitation; 3) ensure continued availability and access to tuberculosis (TB) and HIV services and improve Ukraine's public health security; and 4) strengthen health system governance, accountability and efficiency.

The Project Management Specialist provides analytical and technical expertise to other bilateral/multilateral agencies, host country government and civil society in developing and implementing policies and programs based on best practices and innovations in public health. The Specialist serves as an Agreement Officer's Representative/Contracting Officer's Representative (AOR/COR) or Activity Manager for selected programs/projects/activities. As an AOR/COR, the Specialist monitors program performance and progress, identifies implementation achievements as well as performance challenges, and initiates appropriate actions in consultation with her/his/their supervisor, other Mission staff, and/or the Deputy and Office Director, as appropriate. The Specialist also has reporting responsibilities for the activities managed and communicates successes and best practices to multiple stakeholders. The Specialist is a key member of the Health Office on one of 3 technical teams and receives technical direction from, and reports to one of 3 technical Team Leads. The Specialist has no formal supervisory responsibility.

MAJOR DUTIES AND RESPONSIBILITIES:**Technical Guidance and Program Planning: 30%**

- 1) Provide technical guidance in quality and performance improvement, working with key stakeholders to improve the quality of public health services, by applying evidence-based guidelines, approaches, and tools.
- 2) Through literature review, research and regular communication with local and international stakeholders, stay abreast of emerging developments in the national and global public health landscape, and advise accordingly on how policies, strategies, and technical guidelines can most effectively be incorporated to enable USAID to effectively support and implement health programs.
- 3) Engage in analytical and technical discussions with counterparts in the Ministry of Health, USAID implementing partners and to other national stakeholders to advance USAID and USG strategic objectives related to health activities.
- 4) Work closely with other staff in the Office of Health and across the Mission to optimize opportunities for cross-sectoral integration and leverage resources across different program components.
- 5) Effectively communicate and demonstrate technical expertise in interagency technical working groups to ensure USAID strategic priorities are represented, including participation in routine interagency technical discussions.

Project Management: 30%

1. Serve as AOR/COR or Activity Manager for Mission health activities, including reviewing and approving USAID IPs annual work plans, facilitating IP relationships, and coordinating with local stakeholders (e.g., other IPs, cooperating country-government counterparts, non-government organizations, other donors, etc.).
2. Carry out technical and financial reviews, monitor progress, identify potential issues, and recommend actions for improvements to achieve performance expectations.
3. Ensure IPs follow all relevant USAID regulations and procedures, communicating regularly with IPs regarding USAID rules and regulations as well as their obligations to USAID.
4. Take a lead role in the preparation of the strategic and operational planning processes such as the USAID Country Development Cooperation Strategy (CDCS), USAID Operational Plan (OP), and other documents.
5. Keep the OH senior managers informed of program implementation progress, results, and issues/problems on a timely basis.
6. Participate in the design of project mechanisms and activities for improved health, including drafting and obtaining approval for concept papers, scopes of work, evaluation of proposals/applications, and activity start up.
7. Provide on-going technical assistance to USAID local partners to ensure that activities are evidence-based and that services are transparent, equitable, of high quality and responsive to client needs.

Project Monitoring and Evaluation: 20%

1. In collaboration with Monitoring, Evaluation and Learning staff, participate in the development of innovative monitoring and evaluation approaches and tools to support measuring the impact and outcomes of health activities.

2. Contribute to data quality assessments to ensure the quality and reliability of program data.
3. Participate in site visits to USAID-supported programs to assess the quality of services, meet with beneficiaries, and recommend adjustments to programs/projects/activities as appropriate.
4. Participate in field visits to ensure successful activity implementation and ensure that sub-partners (sub-awards and sub-contracts) are given appropriate monitoring and oversight.
5. Monitor project activities and make recommendations to resolve implementation obstacles to ensure judicious use of USG funds and effective implementation of health activities.
6. Contribute to and participate in activity-related program evaluations to document and scale up proven best practices.

Coordination, Representation and Communication: 20%

1. Contribute to annual and mid-term planning and reporting documents including the Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports, among others.
2. Prepare reports and responses to a wide range of requirements including responding to requests for information from the Mission Director, the Embassy, USAID/Washington and Congress.
3. Ensure that USAID successes, best practices and approaches are shared widely with partner country officials, private sector, civil society and other donors.
4. Represent USAID as needed at designated national, regional, and international meetings that relate to health. Prepare briefing papers, presentations and assist with site preparations for visits by delegations of high-level USG officials.

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.

Supervisory Relationship: Job Holder receives technical direction and reports to one of 3 technical team leads.

Supervisory Controls: This position is non-supervisory.

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

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: The position requires at least a B.A. or B.S university degree with studies in Medicine, Public Health, Health, Social Work, International Development, Social or Behavioral Sciences, Epidemiology, Biology, Nursing, Nutrition, or Infectious Disease. Masters preferred.

Work Experience: Minimum of three (3) years of progressively responsible, professional experience in public health, prevention and control programs is required.

Language Proficiency: Level IV (fluent) Speaking/Reading/Writing of English and Ukrainian is required.

EVALUATION AND SELECTION FACTORS:

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer 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 Contracting Officer 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 Contracting Officer 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.

Selection Process and Basis of Evaluation: Offerors who meet the minimum education and work experience qualification requirements will be further evaluated through review of the offeror's submitted required documents (see points below) and ranked based on the evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through technical/language tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Reference checks may be conducted with individuals not provided by the offeror, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/ highest-ranked offeror at the conclusion of evaluations.

40 points – Job Knowledge:

Knowledge of project management principles. A good working knowledge of the institutions, government actors, non-government organizations, and private sector actors whose engagement is necessary to successfully implement development and/or health programs in Ukraine.

60 points – Skills and Abilities:

Strong technical skills in public health, health system reform, and programming. Ability to plan, manage, prioritize, and complete tasks from various sources; teamwork skills, including the ability to work collaboratively in a multicultural, team-based environment under tight deadlines; strong learning agility and the ability to effectively adapt to new or changing situations; and a high level of computer skills, including the ability to design and prepare user-friendly and informative reports, matrices, and slide decks using appropriate computer software

TOTAL POSSIBLE POINTS: 100 points

HOW TO APPLY:

Eligible Offerors are requested to submit a complete application package which must include all the required documents in English electronically to kyivvacancies@usaid.gov with **Subject line: Project Management Specialist (Health) (720-121-23-R-10055)**.

ANY/ALL application submissions received after the closing date will not be considered.

REQUIRED DOCUMENTS:

Cover Letter: A memo or email that outlines how your qualifications and experience meet the selection criteria.

Application for Employment (DS-174): The form can be downloaded from this link <https://eforms.state.gov/Forms/ds174.pdf>.

Offerors must thoroughly complete the DS-174 form in English and are advised to include all of their current and previous work experience related to this position. Offerors may use continuation pages to further explain their relevant work experience, if needed. **AND;**

Current Resume/Curriculum Vitae (CV): The CV/resume must contain sufficient relevant information to evaluate the applications in accordance with the stated technical evaluation criteria, listed above.

IMPORTANT:

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Only short-listed candidates will be notified.
- This vacancy is open to Ukrainian Nationals (Ukrainian Nationals (Residency/Ukrainian Work Permit Required)).
- Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- No in-person appointments or telephone calls will be entertained.
- Offerors who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement.
- Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result in the rejection of their application from further consideration.
- The Agency retains the full right to cancel or amend the solicitation and associated actions at any time.

BENEFITS/ALLOWANCES:

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

BENEFITS

- Health and Life Insurance coverage: Provided under the Compensation Plan.
- Defined Contribution Plan: Upon separation, a lump sum benefit equal to 12% of the basic salary earned for the duration worked under the appointment.

ALLOWANCES (as applicable)

- Meal Allowances: The annual amount is \$853 for employees working on a full-time basis.
- Family Allowances: The mission provides a child allowance. Grants amounts are subject to change as determined by the Ukrainian State Budget Law.
- Unique Conditions of Work Allowances/ Benefits: 10% of Basic Rate Additional information may be provided to the selected offeror at the time of the salary offer.

TAXES:

Taxes apply and are deductible as per the Ukrainian government regulations.

USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs:

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

- **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>
- **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)	QUANTIT Y (C)	UNI T (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: Agency/B Code: 797	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>

USAID Acquisition and Assistance Policy Directives (AAPD-20-08): Leave and Holidays for CCNs and TCNs, available at <https://www.usaid.gov/work-usaid/aapds-cibs/aapd-20-08>

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>.

EQUAL EMPLOYMENT OPPORTUNITY (EEO):

The U.S. Mission in Ukraine 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/Ukraine 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