



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062424R00003

ISSUANCE DATE: February 5, 2024

CLOSING DATE/TIME: March 4, 2024/23:00 GMT

SUBJECT: Solicitation for U.S./Third Country National Personal Services Contractor (US/TCN PSC)-Malaria Lead Advisor

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, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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 any offer.

All offers must be submitted to the Point of Contact via email: accrapsc@usaid.gov

Only shortlisted offerors will be contacted.

Any questions must be directed in writing to accrapsc@usaid.gov

Sincerely,

Daniel Siebert
Contracting Officer
Regional Executive Office
USAID/West Africa

I. GENERAL INFORMATION

1. SOLICITATION NO.: **72062424R00003**
2. ISSUANCE DATE: **February 5, 2024**
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **March 4, 2024, 23:00 GMT**
4. POINT OF CONTACT: **USAID/West Africa, Accra**; e-mail at accrapsc@usaid.gov
5. POSITION TITLE: **Malaria Lead Advisor, USAID/West Africa.**
6. MARKET VALUE: **\$104,604- \$135,987** equivalent to **GS-14**
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: **Two (2) years**, estimated to start o/a 06/2024 with an option of three (3) one-year extensions for a maximum of five (5) years. Exercise of options will depend on continuing need of services, availability of funds, successful performance, and requisite approvals.

Based on Agency need, the Contracting Officer may exercise the additional **option periods** for up to three (3) years for the dates estimated as follows:

Base Period:	o/a 06/2024 to 06/2026
Option Period 1:	o/a 06/2026 to 06/2027
Option Period 2:	o/a 06/2027 to 06/2028
Option Period 3:	o/a 06/2028 to 06/2029

8. PLACE OF PERFORMANCE: **US Embassy Lome, Togo**
9. ELIGIBLE OFFERORS: U.S. Citizens (including Lawful Permanent Residents) or Third Country Nationals.

Hiring Preference:

In order of preference, U.S. Citizen (including Lawful Permanent Residents) offers will be evaluated first and only when it is determined that there are no qualified U.S. Citizens (including Lawful Permanent Residents) that offers from Third Country Nationals (TCN) will be considered. *References 309.3.1.10 and 309.3.1.4.*

10. SECURITY LEVEL REQUIRED: Facility Access

11. STATEMENT OF DUTIES

BACKGROUND

As Togo transitions into an emerging economy after decades of economic and political instability, the country continues to face significant health challenges. Togo continues to grapple with a significant burden of malaria, a persistent public health challenge despite a 40% decline in incidence from 2015 to 2020 and a nearly 50% reduction in mortality, as reported in the 2021 Global Malaria Report. The 2020 Malaria Indicator Survey (MIS) indicates a prevalence of 36% among children aged 6-59 months. In 2022, the confirmed cases of malaria accounted for 64% in children under 5 years old, 60% in children aged 5 and above, and 42% in pregnant women, resulting in an overall average of 60%. The President's Malaria Initiative (PMI) will collaborate closely with the Global Fund to Fight AIDS, Tuberculosis, and Malaria (Global Fund) to support Togo's new National Strategic Plan (NSP) for the period 2023-2026.

Togo was recently added to the list of USG approved PMI (President's Malaria Initiative) countries. A PMI Assessment Team visited Togo in 2023 and worked with GOT's Ministry of Health officials to identify activities to be supported by PMI, based on the country's national malaria program needs.

BASIC FUNCTION OF THE POSITION

The Malaria Lead Advisor shall provide specialized, senior-level technical expertise in malaria, as well as leadership, guidance and overall direction on the development and execution of the PMI in collaboration with the PMI CDC Malaria Advisor. The Contractor shall liaise with backstops for the PMI in USAID Washington, CDC counterparts in country and Atlanta, and USAID personnel working within and overseeing the Mission's activities related to malaria control. These responsibilities include providing expert malaria technical guidance and advice to national malaria control program and district level counterparts, and other malaria control partners, including other United States Government (USG) entities working in malaria prevention and control. The Malaria Lead Advisor shall exercise extensive independent judgment in planning and carrying out tasks, in representing the USG in critical technical and policy forums, in resolving problems and conflicts, and in taking steps necessary to meet deadlines. The Malaria Lead Advisor will also represent USAID at functions; approve policy documents; provide technical guidance and/or directly manage contracts and grants; budget; and develop planning documents and work plans.

The incumbent must possess specific technical expertise in the area of malaria treatment, prevention and control. The incumbent must also have a deep understanding of the social, economic and cultural determinants and implications of the epidemic in Togo and neighboring countries, as well as have the experience and skills required to help formulate the USG position on malaria and make important policy decisions as a key representative of the USAID in Togo.

Specifically, the Advisor shall:

1. Ensure that all activities are consistent with internationally accepted technical best practices for malaria control and relevant to the specific epidemiology of Togo;
2. Collaborate with senior staff of the NMCP and other partners, such as the Global Fund (GF), WHO, UNICEF, World Bank (WB) and NGOs and FBOs to design, plan and implement malaria prevention and control activities consistent with the malaria control coverage needs identified by the strategy and plans of the NMCP and PMI;

3. Coordinate with other partners and support efforts to address malaria control delivery gaps and help build technical and managerial capacity within the NMCP at the national, district and lower levels;
4. As activity manager for various PMI Implementing mechanisms, provide technical support to all partners and managerial support as needed during the designing and implementation phases of the project to ensure the quality of interventions supported and that programmatic targets are met;
5. Coordinate with USG supply chain implementing partners to ensure that programmatic commodities are purchased in a timely and cost effective manner. Also, ensure that the absorptive capacity exists in implementation sites to receive, manage and distribute these items effectively.
6. Ensure that malaria activities are integrated into overall USAID-supported health activities and to coordinate these activities with the NMCP and MOH to avoid duplication of effort and programming gaps;
7. Assist the PMI administrative manager to ensure full accountability and value for money of funds provided by the President's Initiative on Malaria;
8. Assist the NMCP and Ministry of Health (MOH) in ensuring effective communication and coordination between Roll Back Malaria and Global Fund partners, including donor agencies and other stakeholders working on malaria control in Togo;
9. Ensure effective coordination between MOH departments related to malaria prevention and control in Togo. These departments include MOH Senior Management, NMCP, Child Health, Integrated Management of Childhood Illness (IMCI), Reproductive Health, Nutrition, School of Public Health, Health Education and Promotion, Planning, and others as appropriate;
10. Participate in cross-cutting discussion and activities that will contribute to improve malaria programming, such as the impact of emerging pandemics on malaria service delivery;
11. Work with the NMCP and other partners to develop and execute a monitoring and evaluation plan to be implemented through existing MoH systems and existing USG supported mechanisms. Carry out monitoring and evaluation visits to implementation sites to ascertain all quantitative and qualitative data is collected properly and ensure programmatic quality and value for money are maintained;
12. As appropriate, conduct periodic briefings on malaria situation in Togo with USAID's Senior Staff and the Embassy Front Office and initiate policy dialogue with high-level officials of the Ministry of Health and the Government of Togo to advance PMI agenda in Togo;
13. Assist PMI administrative manager to ensure that financial and technical reports on the President's Malaria Initiative in Togo are prepared and submitted as required.

MAJOR DUTIES AND RESPONSIBILITIES

The Malaria Lead Advisor, in collaboration with the PMI CDC Technical Advisor, shall oversee the technical design, planning, implementing, and monitoring of the PMI. S/he shall work with the other PMI staff as a team in liaising with backstops for the PMI in USAID Washington, counterparts at CDC Atlanta, USAID personnel working within and overseeing the Mission's activities related to malaria control and providing technical and managerial support to the National Malaria Control Program (NMCP) Director and the staff and helping to build capacity within the NMCP. In addition, the Malaria Lead Advisor shall

represent USAID and the USG on various national and international technical and policy forums.

Specifically, the Malaria Advisor shall provide:

A. Technical Leadership (30%)

The incumbent, working in collaboration with the NMCP and PMI staff in the US, will be responsible for developing and providing expert malaria technical guidance and advice to guide planning and implementation of malaria control interventions. The incumbent will be responsible for developing annual work plans in line with PMI objectives and goals. This will include but is not limited to case management of malaria in health facilities and at the community level, distribution of LLINs through health facilities, large-scale campaigns, and the private sector, intermittent preventive treatment of pregnant women, indoor residual spraying, and developing information, education and communications materials to promote the use of these interventions.

B. Management of Activity Implementation (25%)

The incumbent, in collaboration with the NMCP, will be responsible for overseeing the management of projects being implemented under the PMI. This includes but is not limited to malaria prevention and control activities such as behavior change and communication activities, bednet purchase and distribution through the existing health services and at the community level, antimalarial drug purchase and distribution through the existing health services, IPT coverage and the diagnosis and treatment of acute malaria, and the indoor residual spraying conducted under the initiative. The incumbent, in collaboration with the PMI staff, will also be responsible for monitoring and reporting the results of all PMI activities. The Malaria Lead Advisor shall manage and oversee services and deliverables provided by contractors and grantees, in accordance with USAID program management regulations and procedures, and practices.

C. Partner Relationships (25%)

Successful performance in this position depends upon establishing and maintaining productive collaborative relationships with a wide range of partners and stakeholders, the MOH, regional governments, World Bank, Global Fund, WHO, UNICEF, other Donors, and NGOs dealing with issues focusing on malaria. The Advisor shall, therefore, develop and maintain relationships with these partners and stakeholders in order to effectively assure that all of USG PMI's activities are complementary and enhance all other malaria activities being implemented in Togo. The incumbent will participate in meetings hosted by the NMCP on malaria.

D. Coordination with Other PMI Personnel (10%)

The incumbent will be required to communicate regularly and work jointly with other members of the USAID/Washington Global Health Bureau, USAID/West Africa Regional Health team, and CDC Atlanta.

E. Monitoring and Evaluation (10%)

Monitoring and evaluation is a key component of the PMI. The Malaria Lead Advisor shall be responsible for working with the other PMI staff developing a monitoring and evaluation plan in line with the PMI targets, as well as ensuring that PMI partners develop project monitoring plans and report in a timely manner on their activities. It is also expected that the Malaria Resident Advisor shall provide expert advice and practical experience in helping the MOH, the NMCP and other partners to monitor inputs and outcomes, progress towards RBM goals, and how to execute it jointly.

POSITION ELEMENTS:

Supervision Received: The Malaria Advisor will be supervised by and report to the USAID/West Africa Health Office Director or designee.

Supervision Exercised: The Malaria Lead Advisor will directly supervise two technical FSN positions: the PMI Specialist and the Malaria Data Management Specialist. The Malaria Advisor will coordinate work assignments and provide day-to-day oversight and management of the USAID/PMI team. S/he will have responsibility for annual evaluations and performance management functions.

The Malaria Lead Advisor will delegate appropriate responsibility within the team to his or her staff and maintain oversight for the full PMI portfolio for USAID/Health. S/he will also have primary responsibility for coordination of short-term Technical Assistance to the PMI team.

Available Guidelines: USAID regulations (including the Automated Directives System), the Togo Integrated Country Strategy and West Africa Regional Development Cooperation Strategy provide broad guidelines as to the conduct of work related to the duties described above. Other guidelines include USAID Mission Orders, other relevant reports, and other published and unpublished guidelines. Many guidelines are general in nature and not specific to the situation at hand; in situations where considerable interpretation is required the incumbent will coordinate with appropriate superiors.

Exercise of Judgment: Good judgment is required to analyze, interpret, and adapt prior experience, particularly as guidelines are updated and new activities developed. Within a range determined by the incumbent and superiors, the incumbent exercises independent judgment in planning and follow-up of actions and assignments. The incumbent works with a high level of independence.

Authority to Make Commitments: The Malaria Lead Advisor has limited authority, but within the limits of training and experience may make administrative arrangements consistent with ADS guidance and Mission policy. The incumbent takes action and establishes priorities based on available guidelines and practical judgment, but guidance must be sought when needed.

Nature, Level, and Purpose of Contacts: The incumbent will be expected to accompany the USAID/West Health Office Director, USAID Representative, or Mission Director on occasion to visit GoT officials at the highest levels in government and non-governmental sectors. The incumbent will be expected to dialogue with a wide variety of representation levels—e.g., MOH, regional governments, World Bank, Global Fund, WHO, UNICEF, other Donors, and NGOs dealing with issues focusing on malaria, , district officials and high level visitors from the US and other bilateral and multilateral donors, the research community, and non-governmental organizations (NGOs).

Time Expected to Reach Full Performance Level: Within three months of entry into position.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

A. Education:

Master's degree in public health, international/global health, or social sciences from a recognized institution. Specialized experience in malaria is required in areas including but not limited to vector control, entomology, clinical case management of malaria, and epidemic surveillance and forecasting.

B. Experience:

The incumbent will have at least 10 years of progressively responsible experience in designing, implementing and managing malaria and other health programs in developing countries, with a preference given to candidates with African experience.

C. Language:

Fluent (Level IV) English proficiency, both speaking and writing is required.

Fluent (Level IV) French proficiency, both speaking and writing 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 following evaluation factors are established:

A. Education: (10 Points)

Master's Degree in public health, international/global health, or social sciences from a recognized institution. Specialized experience in malaria is required in areas including but not limited to vector control, entomology, clinical case management of malaria, and epidemic surveillance and forecasting.

B. Experience required: (30 Points)

The incumbent will have at least 10 years of progressively responsible experience in designing, implementing and managing malaria and other health programs in developing countries, with a preference given to candidates with African experience. Demonstrated technical leadership, program management, strategic planning, policy experience and problem solving skills working on complex projects in a highly sensitive environment are required. Preference will be given to those candidates with proven knowledge and experience with USAID programs, procedures and systems for program design, procurement, implementation, management and monitoring. (30 Points)

C. Knowledge: (20 Points)

The incumbent will possess expert knowledge in malaria prevention and programs, with a demonstrated knowledge of the principles, techniques and accepted procedures of program design and strategic planning, management, budgeting and performance monitoring. Must have knowledge of international malaria policy guidelines and best practices and be capable of advising USAID and the GOT on the development of effective national-level policies for state-of-the-art malaria programs.

In addition to deep technical knowledge and experience with malaria, must have a detailed understanding of USAID and host government operations and methods of collaboration, as well as a detailed understanding of the structure and functions of PMI.

D. Skills and Abilities: (25 Points)

- Analytical ability to interpret public policies and assist in the development of revised policies as required improving the policy environment related to malaria in Côte d'Ivoire. Management skills required to develop and implement effective malaria prevention and treatment program activities involving financial and human resources. Administrative skills are required to assist in the oversight of cooperating agency technical advisors and institutional contractors.
- Skill in conceptualizing programs, policies, and plans and developing strategies for their management and implementation. The candidate must be able to integrate short and long-range objectives of the USAID Health Team and the PMI with the cultural/organizational needs of the government.
- Knowledge and skills in quantitative and qualitative evaluation methods; experience in designing and evaluating malaria activities in Africa. The incumbent must have proven skills in capacity building and mentoring local staff in a developing country.
- Demonstrable skills are required in working effectively with health personnel of diverse cultural backgrounds, negotiating agreements on matters of program strategy and performance, writing, administration, and management. Ability to navigate and manage politically sensitive issues related to malaria control.
- Excellent leadership, communications and interpersonal skills are critical to this position. The incumbent must have the following:
 - Must be able to work effectively with a broad range of USG personnel and partners, and have demonstrated skills in donor coordination and collaboration. Ability to work both independently and in a team environment to achieve consensus on policy, program and administrative matters is a must.
 - Ability to work effectively in a team environment and communicate highly technical health information to both health and non-health audiences, and achieve consensus on policy, project, research, and administrative matters.

E. Language, Communication, and Computer Skills: (15 points)

- Fluent (Level IV) English language proficiency for both speaking and writing is required. Level IV French for both speaking and writing is required.
- Must have proven ability to communicate quickly, clearly and concisely – both orally and in writing in English and French. Demonstrated ability to make sensitive oral presentations logically and persuasively to senior USG and Government of Togo officials and other donors.
- Excellent verbal communication skills, tact and diplomacy are required to establish and develop sustainable working relationships at the highest level and a high level of trust with public/private organizations. Verbal communication skills are also used to negotiate activity plans and resolve activity implementation issues with counterparts, partners and team members Ability to communicate technical information to health and non-health audiences. Excellent written communication skills are required to prepare regular and ad hoc reports, activity documentation and briefing papers.
- Excellent computer skills (MS Word, Excel, Power Point, and Outlook, Access, SPSS and other statistical and other relevant software) are required for effectively operating in this position. Good computer skills are required to implement, analyze, and monitor, and manage activity goals, inputs, outcomes, and achievements, both program and impact.

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
2. 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**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. A Cover Letter of not more than one (1) page.
5. A current CV/resume. The CV/resume must contain sufficient relevant information to evaluate the Offers in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
6. Applicants also must address the above **Evaluation Factors**, in a Summary Statement to be included in the Offers. This Summary Statement, limited to 500 words per factor, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The Summary Statement must include the name of the applicant and the announcement number at the top of each page.
7. Applicants must provide a minimum of three (3) professional references, one (1) of which must be a current or former supervisor. USAID reserves the right to contact previous employers to verify employment history. If the offeror had a previous position with USAID, the TEC and/or CO may obtain reference checks from the previous supervisor(s) or CO(s). Applicants must provide e-mail addresses and/or working telephone numbers for all references.
8. Copies of diplomas, certificates or relevant degrees may be included to corroborate the CV/resume.
9. Applicants must provide their full mailing address with telephone, facsimile numbers (if available) and email address and should retain for their records copies of all enclosures that accompany their submission.
10. Submit applications via email to accrapsc@usaid.gov

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:

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Offeror Information for Personal Services Contracts with Individuals (AID 309-2);
2. Contractor Physical Examination (AID Form 1420-62); *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86); * or
4. Questionnaire for Non-Sensitive Positions (SF-85); *
5. Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

VI. BENEFITS

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

1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

*Note: A US citizen's salary will be subject to employee's FICA and Medicare contribution.

2. ALLOWANCES:

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at http://aoprals.state.gov/content.asp?content_id=231&menu_id=92

- (a) Temporary Quarter Subsistence Allowance (Section 120)
- (b) Cost-of-Living Allowance (Chapter 210)
- (c) Post Differential (Chapter 500)

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES

USAID regulations and policies governing USFSC awards are available at these sources:

- a. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
- b. **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:

ITEM NO	SUPPLIES/SERVICES (DESCRIPTION)	QTY	UNIT	UNIT PRICE	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	2	LOT	\$ TBD	\$TBD at Award after negotiations
1001	Option 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations
2001	Option 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations
3001	Option 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations

- c. Acquisition and Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

- d. **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> .

- e. **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/partner-with-us/acquisition-assistance-ombudsman/psc-ombudsman>.

- f. **FAR Provisions Incorporated by Reference**
[52.204-27](#) PROHIBITION ON A BYTEDANCE COVERED APPLICATION
(JUN 2023)

[END OF SOLICITATION]