



SOLICITATION NUMBER: 72061124R00005

ISSUANCE DATE: March 28, 2024

CLOSING DATE/TIME: April 14, 2024 at 23:59 pm (Lusaka Time)

SUBJECT: Solicitation for Offshore U.S. Personal Service Contractor (USPSC): PMI Resident Advisors

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Zambia, is seeking offers/applications from qualified persons to provide personal services under contract as described in this solicitation.

Offers/Applications must be in accordance with **Attachment I** of this solicitation. Incomplete or unsigned offers/applicants will not be considered. Offerors/applicants should retain copies of all offer materials for their records.

At USAID, Diversity, Equity, Inclusion, and Accessibility (DEIA) is a priority, and we are greater than the sum of our parts. When we integrate DEIA into our programs, policies, partnerships, and people (workforce), we are better able to understand and meet the needs of those we serve worldwide. We will evaluate all offerors based on the stated evaluation criteria. We encourage 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/applications.

Any questions must be directed in writing to the Point of Contact specified in the Attached I.

Sincerely,

/s/

Summer Tucker
Contracting Officer
USAID/Zambia

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 7206I124R00005
2. **ISSUANCE DATE:** March 28, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS/APPLICATIONS:** April 14, 2024, at 23:59pm Lusaka time
4. **POINT OF CONTACT:** Human Resource Office, e-mail at exozambiahr@usaid.gov
5. **POSITION TITLE:** PMI Resident Advisors
6. **NUMBER OF VACANCIES:** One (1)
7. **MARKET VALUE:** \$104,604.00 to \$135,987.00 per year, equivalent to GS-14 basic rate. The final compensation will be negotiated within the listed market value, based on the successful candidate's salary history, work experience, skills and educational background. Salaries over and above the top of the pay range will not be negotiated.
8. **PERIOD OF PERFORMANCE:** This is a two-year base period, with three additional option years subject to agency and mission needs, the contractor's satisfactory performance, and availability of funds. This is a full-time position with 40 hours per week schedule (Monday to Friday following Embassy working hours).

Base Period	o/a August, 2024 to August 2026
Option period 1	o/a August, 2026 to August 2027
Option period 2	o/a August, 2027 to August 2028
Option period 3	o/a August, 2028 to August 2029

9. **PLACE OF PERFORMANCE:** Lusaka, Zambia with possible travel as stated in the Statement of Duties. USPSCs may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.
10. **ELIGIBLE OFFERORS/APPLICANTS:** U.S. Citizens and/or U.S Resident Aliens (lawful permanent U.S. residents). Citizenship, if dual, must be clearly stated.
11. **SECURITY LEVEL REQUIRED:** Secret Clearance Level Employment Authorization: The final selected candidate must obtain a secret and State medical clearances within a reasonable period of time. (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

12. STATEMENT OF DUTIES

General Statement of Purpose of the Contract:

The USAID President's Malaria Initiative (PMI) Resident Advisor, in collaboration with the CDC PMI Resident Advisor, shall provide leadership, guidance, and technical direction of the development and execution of the PMI program in Zambia. The USAID PMI Resident Advisor shall provide managerial and technical support to Zambia's National Malaria Elimination Center (NMEC).

Statement of Duties to be Performed:

Activity Development and Design

The incumbent, working in collaboration with the NMEC, the overall PMI Teams in Zambia and the US, and USAID/Zambia staff, as appropriate, will be responsible for ensuring the development of the PMJ annual Malaria Operational Plan, the design of new projects as necessary, and working with implementing partners to clarify expectation for their annual work plans and ensure timely approval of them in line with PMI objectives and goals.

Strategic Leadership of the Malaria Division

The incumbent will strategically lead PMI to ensure that PMI Zambia is a thought leader, and that the execution of activities reflects not only the state of the art in terms of activity design and data-driven implementation but also ensures cost and operational efficiencies. The incumbent will directly supervise one USAID staff member, co supervise one USAID staff member, and work collaboratively with the CDC PMI Resident Advisor.

Partner Relationships

Successful performance in this position depends upon establishing and maintaining productive collaborative relationships with a wide range of partners and stakeholders, the MOH, provincial governments, DFID, Global Fund, WHO, UNICEF, other donors, NGOs, and private sector partners dealing with issues focusing on malaria. The incumbent shall 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 other malaria activities being implemented in Zambia. The incumbent will participate in meetings hosted by the GRZ and other partners on malaria.

Monitoring and Evaluation

Monitoring and evaluation is a key component of PML The USAID PM/ Resident Advisor shall be responsible for working with the PMI Zambia Team to develop the PMI monitoring and evaluation plan in line with PMI targets, and to ensure that PMI partners develop project monitoring plans that are consistent with PMI and USAID priorities and reporting requirements. Working with fellow Zambia staff the incumbent will ensure that implementing partners submit complete progress and financial reports in a timely manner. It is expected that the USAID PMI Resident Advisor shall provide expert advice and assistance to help the MOH, the NMEC and other partners to monitor inputs and outcomes, monitor progress towards RBM goals, and implement evidence-based decision making.

Coordination with Other PMI and USAID Personnel

The incumbent will be required to communicate regularly and work jointly with other members of the USAID/Zambia Health team, USAID/Washington Global Health Bureau and CDC. The USAID PMI Resident Advisor will need to liaise particularly closely with the Supply Chain Advisor, Child Health Advisor, and the Monitoring and Evaluation Division Chief at USAID/Zambia.

Supervision Received: The USAID PMI Resident Advisor is directly supervised by the Deputy Director of the Health Office while PMI is led by the USAID Office Director, with programmatic guidance from the PMI Division in the Infectious Diseases Office of the Global Health Bureau of USAID/Washington. The USAID PMI Resident Advisor is expected to work with a minimum of supervision and in a collaborative fashion with the CDC PMI Resident Advisor; other professional staff inside and outside the Mission; other senior health advisors from other donor partners and the Ministry of Health. The USAID PMI Resident Advisor is required to exercise comprehensive judgment in planning and carrying out tasks, including the specific approach to be taken, the resolution of problems and conflicts, and the meeting of deadlines. He/she will keep supervisors apprised of progress in assigned activities.

Supervision Exercised: Supervises FSNs and indirectly staff as maybe required.

13. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** Have a graduate degree (Master's Degree or Medical Degree) in public health, international health, or social sciences from a recognized institution.

2. **Prior Relevant Work Experience:** The PMI/USAID RA will have at least 10 years of progressively responsible experience in designing, implementing, and managing communicable disease or maternal and child health programs with a preference for experience with malaria or parasitic diseases and other health programs in developing countries. Demonstrated technical leadership, program management, strategic planning, policy experience and problem-solving skills working on complex projects in a highly sensitive environment are required. In addition, experience in resource management (staff and budget) and program management is required. Preference will be given to those candidates with proven knowledge and experience with international, bilateral donor program management. The successful candidate will also have strong technical

skills in such areas as program planning, design and development, and oversight of health management systems such as laboratory, information, human resource management, procurement, monitoring and evaluation.

To advance to the evaluation stage, applicants must meet the minimum qualification above. Applicants who do not meet all the education and experience requirements are considered not qualified and will not receive further consideration.

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>.

Application Screening Process

After the closing date for receipt of applications, all applicants will be screened for eligibility of minimum qualifications required in [Section II, item 1 to 2](#). If the application submitted fails to demonstrate minimum qualifications and/or is incomplete, the application will not be scored and will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information that demonstrates their eligibility.

Evaluation Criteria/Factors

A technical evaluation committee will be convened to review and rank applications that meet the minimum qualifications in accordance with the evaluation criteria/factors. The evaluation criteria/factors are used to determine the competitive range of qualified applicants (shortlist). Applicants must demonstrate how they meet each evaluation criteria outlined below ([Section III, item 1 to 3](#)) within the application's cover letter. Each application is evaluated strictly based on the information provided. The rating factors are as follows:

1. Professional Experience (20 points)

During application review stage the TEC will evaluate relevant experience to the position using the factors below:

The TEC will review applications package to evaluate the quality, breadth, and relevance of the applicant's experience.

2. Technical Expertise and Job Knowledge (30 points):

Top ranking applications with the most relevant experience into position, will proceed to take the technical written test to evaluate their technical expertise and job knowledge based on the factors below. The results of the test will evaluate the applicant's critical thinking ability, logical reasoning, and written communication skills.

3. Competencies (Skills and Abilities) (50 points):

Applicants moving to the final stage will be interviewed. Applicants will then be evaluated on their interview performance, including oral communication ability.

Total Possible Points = 100

Selection Process

USAID reserves the right to conduct interviews only with top-ranked applicant(s) and make the interview a deciding factor in selection before making a recommendation to the Contracting Officer (CO). Interviews may be conducted in-person, by phone, or virtual means and will be evaluated separately. USAID also retains the right to amend or cancel the solicitation and associated actions at any stage of the recruitment process.

Top-ranked candidates in a competitive range may be given a recruitment test. Candidates with a passing score from the recruitment test will be invited for an interview. The recruitment test may be administered before (to serve as a qualifier to the interview) or after the interview (to serve as part of the interview determination). The recruitment test and the interview will be structured around the evaluation factors mentioned above. The successful candidate will be selected based on a review of his/her qualifications, work experience, knowledge, skills and abilities; a written test (if administered); an interview; and the results of reference checks. A security authorization and medical clearance are required prior to employment.

The technical evaluation committee may conduct references checks, including references from other independent sources not specifically identified/provided by the candidate(s), and may do so before or after a candidate is interviewed. If USAID should not contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence. Reference checks will be assessed as either pass/fail (No points assigned).

Only shortlisted and interviewed candidates will be notified of the selection outcome.

Multiple Awards: USAID anticipates the award of one (1) contract as a result of this solicitation. USAID reserves the right to award more or fewer awards than the anticipated number of contracts stated above. USAID also reserves the right to select additional candidate(s) if vacancies become available during future phases of the selection process.

IV. SUBMITTING AN OFFER/APPLICATION

Eligible Applicants are required to complete and submit:

- i. Cover letter that addresses each evaluation criteria outlined in Section III, items 1 to 3.
- ii. Current CV (without photo) with contact information (telephone numbers and email addresses) for at least three references with knowledge of the applicant's prior work experience, who are not family members or relatives.
- iii. Completed and signed application form [AID 309-2](#) (Offeror Information for Personal Services Contracts with Individuals).
- iv. Education and Professional degrees/certificates
- v. Identification Documents: Passport/NRC

Please upload all your documents as one SINGLE PDF or zip file and rename the file with the SOLICITATION Number. Please ensure your application is complete with all the requirements above. Late and incomplete applications will NOT be considered.

Submit your application [HERE](#)

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

- a. Medical History and Examination Form (Department of State Forms)
- b. Security Clearance
- c. Fingerprint Card (FD-258)

Do NOT submit these forms together with the application. Timely completion and submission of the required documents are needed to obtain the necessary Security and Medical Clearances. 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 offer letter and begin negotiations with the next most qualified/highest ranked offeror. Selected offerors who are unable to obtain required Security and Medical Clearances in a reasonable timeframe are considered un-qualified for this position.

VI. BENEFITS /ALLOWANCES (if/as applicable)

As a matter of policy, and as appropriate, a USFSC is normally authorized the following benefits and allowances in accordance with the AIDAR Appendix D.:

BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health and Life Insurance

- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Holidays, Annual and Sick Leave

ALLOWANCES (if/as applicable)

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at https://aoprals.state.gov/content.asp?content_id=282&menu_id=101

- (a) Temporary Lodging Allowance (Section 120).
- (b) Living Quarters Allowance (Section 130).
- (c) Post Allowance (Section 220).
- (d) Supplemental Post Allowance (Section 230).
- (e) Separate Maintenance Allowance (Section 260).
- (f) Education Allowance (Section 270).
- (g) Education Travel (Section 280).
- (h) Post Differential (Chapter 500).
- (i) Payments during Evacuation/Authorized Departure (Section 600)
- (j) Danger Pay. (Section 650)

VII. TAXES

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

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

USAID regulations and policies governing **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/aidar.pdf>.
2. **Contract Cover Page form AID 309-I** 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	Base Period: Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with contractor_
1001	Option Period 1: Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with contractor_
2001	Option Period 2: Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i>	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with contractor_

	- Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>				
3001	Option period 3: Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	I	LOT	\$ _TBD_	\$_TBD at Award after negotiations with contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
5. **PSC Ombudsman**
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency. The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.
6. **FAR Clauses**

52.204-27 Prohibition on a Bytedance covered application.

Equal Opportunity Employer

USAID is committed to a diverse and inclusive workplace. We are an equal opportunity employer and value diversity at our mission. We consider all applicants on the basis of merit without regard to race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.

Please Note: USAID is aware of both individuals and organizations falsely claiming to recruit on behalf of USAID. We take recruitment fraud very seriously and provide this information to help you learn how to identify and report recruitment fraud. USAID does not solicit for money for any part of its recruitment processes including short-listing, interviews, background, and/or medical check-ups. Contact your local police to report such incidents or send us an email with subject "Recruitment Fraud" to exozambiahr@usaid.gov

--END OF SOLICITATION--