



# USAID | BENIN

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72068024R10008**

**ISSUANCE DATE:** March 01, 2024

**CLOSING DATE/TIME:** March 29, 2024, at  
12:00 noon Cotonou Local Time

**SUBJECT: Solicitation for a Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC) USAID Project Management Specialist (Health - Supply Chain)**

*(Local Compensation Plan): - All interested candidates*

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 the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

**Donald Brady**  
**Supervisory Regional Executive Officer**  
**West Africa**

**72068024R10008- USAID Project Management Specialist  
(Health - Supply Chain)**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO: 72068024R10008**
- 2. ISSUANCE DATE:** March 01, 2024
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 29, 2024,  
at 12:00 noon Cotonou Local Time
- 4. POINT OF CONTACT:** Clemencia Acacha Bonou at [cacacha@usaid.gov](mailto:cacacha@usaid.gov) and Jean-Luc Tinongbe at [jtinongbe@usaid.gov](mailto:jtinongbe@usaid.gov)
- 5. POSITION TITLE: USAID Project Management Specialist (Health - Supply Chain)**
- 6. MARKET VALUE: FCFA 18,024,666 – FCFA 33,345,636** equivalent to **FSN-11**  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Benin  
Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five-year renewable contract. The estimated start date for this position is April 2024 or sooner. The position will be reviewed annually and renewed contingent on satisfactory performance, continued need for services, and availability of funds.
- 8. PLACE OF PERFORMANCE:** Cotonou, Benin with possible travel as stated in the Statement of Work.
- 9. ELIGIBLE OFFEROR:** All interested candidates eligible to work in Benin. Cooperating Country National (CCN) is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country (Benin).
- 10. SECURITY LEVEL REQUIRED: Employment Authorization**

**11. STATEMENT OF DUTIES**

**a) General Statement of Purpose of the Contract**

The USAID Project Management Specialist - Supply Chain (the “Specialist”) serves as an advisor and provides strategic, technical, analytical, and management support on health logistics and supply chain management. S/he will serve as a Contracting Officer’s Representative/Agreement Officer’s Representative (COR/AOR) and/or Activity Manager supporting health logistics and supply chain activities. The Specialist provides senior-level technical guidance to Health Office staff and leaders, the broader USAID Mission, implementing partners (IPs), the host government, and represents USAID with the interagency, in technical working groups, and other fora.

The Specialist is a key member of Health Office, Health Systems Strengthening (HSS) Team. The incumbent reports to the designated Team Leader and has no formal supervisory responsibility.

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**b) Statement of Duties to be performed.**

**Program Management**

- Serves as a COR/AOR and/or Activity Manager for health logistics and supply chain programs/projects/activities awarded through the Health Office, providing financial and programmatic oversight to ensure contracts and grants achieve anticipated results, and are linked to and enhance attainment of the Health Office, Mission, and USG objectives.
- Conducts site visits as required in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency and judicious use of U.S. Government (USG) funding.

**Technical Guidance and Leadership**

- Stay abreast of state-of-the-art knowledge, programming and best practices related to supply chain management and utilize this information to improve host country supply chain management.
- Coordinate exchanges and sharing of best practices among USAID, USG and other stakeholders to strengthen health logistics and supply chain systems improvement.
- Provide technical guidance and leadership to the host country government in coordinating health supply chain systems support, supply planning, forecasting, quantification and programming.
- Guide USAID and host country government on strategic decisions and policy formulation to strengthen supply chain management, including transparency and accountability.
- Provide technical guidance and coordination to Health Office colleagues to ensure development of key systems that effectively integrate across the entire health portfolio.
- Provide guidance to Health Office colleagues to monitor the achievement of milestones of IPs supporting health logistics and supply chain system implementation.
- Support host country efforts to ensure health supply chain systems fully integrate with key commodity management and information systems that will allow end to end data visibility.

**Representation and Reporting**

- Represents the Health Office, Mission, and USG at national and/or international technical and programmatic meetings, within various working groups, and in consultations with other social sector donors, government officials, and IPs.
- Represents supply chain issues in interagency discussions involving senior leadership from USAID, CDC, other interagency partners, the PEPFAR Coordination Office and the U.S. Embassy.
- Represents supply chain issues to senior host country officials to ensure strong coordination and accountability by all relevant actors in the supply chain system.

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- Provides technical and strategic leadership in the preparation of key annual and mid-term planning reporting documents including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Quarterly, Semi-Annual and Annual Progress Reports.
- Prepare ad hoc reports as required for the Mission, USAID/Washington, Office of Global AIDS Coordinator (OGAC), donor coordination groups, and others.
- Drafts talking points and/or speeches for the Office Chief, Mission Director, Ambassador and others, as required, and prepares briefing papers, presentations, and coordinates site preparations for VIP site visits.
- Coordinate with USG agencies in on HIV and related commodities management to guide and oversee procurement via the current USG supply chain mechanism. This includes forecasting, quantification, and procurement of commodities, such as antiretroviral and anti-tuberculosis medicines, male circumcision kits, devices and supplies, and HIV test kits, as needed for the implementation of the overall health portfolio and to ensure adequate stock monitoring at site and above-site levels.
- Participate in workshops, special committees, and other fora as a technical advisor on logistics and supply chain management.

c) **Supervisory Relationship**

Works under the general supervision of the designated Team Lead. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Health Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

**Supervision Control**

Continued supervision of other Mission staff is not contemplated.

**12. PHYSICAL DEMANDS:**

The work requested for this position does not involve undue physical demands.

**II. MINIMAL QUALIFICATIONS REQUIRED FOR THIS POSITION**

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

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a) **Education:**

Completion of a US-style University Master's Degree in a field related to social science, statistics, mathematics, economics, computer science, epidemiology, health informatics, public health, infectious disease, zoonotic disease, biology or other quantitative discipline, or the local equivalent, is required.

b) **Work Experience:**

A minimum of five (5) years of progressively responsible, professional-level experience in developing, implementing, and/or monitoring and evaluating health supply chain performance improvement activities, including supply chain management, logistics, health commodities management, rational drug use, and/or other closely related area. Experience collaborating with and/or working for key donors, development partners, or NGO is required.

c) **Language Proficiency:**

Level IV (fluent proficiency) in English, and in the appropriate host-country business language, both written and spoken, is required. Language competence may be tested.

d) **Job Knowledge:**

Knowledge of national supply chain management systems and Health and HIV/AIDS service delivery in the host country, including but not limited to procurement, warehousing and distribution, receipt and ordering of commodities, supply planning, quantification, and/or use of supply chain management information and management systems. Knowledge of donor engagement in supporting health systems strengthening efforts and health commodities.

e) **Skills and Abilities:**

Project management skills, including data and information management, administrative, and monitoring skills used to track the performance of implementing partners and activities. Excellent communication skills both orally and in writing, especially in being able to present information, analyses, and recommendations to individuals with nontechnical background. Ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures. Ability to work both independently and as part of a team. Ability to negotiate difficult issues and build consensus to achieve results with a wide range of individuals. Excellent computer and software skills including ability in excel, SPSS, STATA, R and/or other analytical databases.

### **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>

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Depth and relevance of qualifications will be primarily assessed by a review of candidates' applications. After candidates' applications have been reviewed, only those which give evidence of meeting the minimum requirements for education, prior work experience and language will receive further consideration. A Technical Evaluation Committee (TEC) will identify a shortlist of candidates who will be invited to English testing, a written test, and/or an interview. After reviewing all results, the TEC will make a determination of candidates who have the requisite qualifications and experience to successfully fill the position.

**Evaluation will be based on the following:**

**Minimum Qualifications:**

**Education: (Pass/Fail):** Completion of a US-style University Master's Degree in a field related to social science, statistics, mathematics, economics, computer science, epidemiology, health informatics, public health, infectious disease, zoonotic disease, biology or other quantitative discipline, or the local equivalent, is required.

**Language Proficiency (Pass/Fail):** Level IV (fluent proficiency) in English, and in the appropriate host-country business language (French), both written and spoken, is required. Language competence may be tested.

**Prior Work Experience (40points):** A minimum of five (5) years of progressively responsible, professional-level experience in developing, implementing, and/or monitoring and evaluating health supply chain performance improvement activities, including supply chain management, logistics, health commodities management, rational drug use, and/or other closely related area. Experience collaborating with and/or working for key donors, development partners, or NGO is required.

**Job Knowledge: (40 pts):** Knowledge of national supply chain management systems and Health and HIV/AIDS service delivery in the host country, including but not limited to procurement, warehousing and distribution, receipt and ordering of commodities, supply planning, quantification, and/or use of supply chain management information and management systems. Knowledge of donor engagement in supporting health systems strengthening efforts and health commodities.

**Skills and Abilities:(20 points):** Project management skills, including data and information management, administrative, and monitoring skills used to track the performance of implementing partners and activities. Excellent communication skills both orally and in writing, especially in being able to present information, analyses, and recommendations to individuals with nontechnical background. Ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures. Ability to work both independently and as part of a team. Ability to negotiate difficult issues and build consensus to achieve results with a wide range of individuals. Excellent computer and software skills including ability in excel, SPSS, STATA, R and/or other analytical databases.

**Note:** Evaluation Factors have been assigned the following points:

Work Experience - 40 points

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Job Knowledge - 40 points  
Skills and Abilities - 20 points  
Education – Pass/Fail  
Language Proficiency - Pass/Fail  
Satisfactory Professional Reference Checks– Pass/Fail

Evaluation Factor Total – 100 points, and Pass for Education, Language Proficiency and Reference Checks.

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be scored. A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria.

Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants. USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted by Human Resources only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application Letter.

#### **IV. SUBMITTING AN OFFER**

1) Eligible Offerors are required to complete and submit the following documents, or their applications will not be considered for this position:

- a) Signed U.S. government AID 309-2 form (Offeror Information for Personal Services Contracts with Individuals) which is available at the following link: : <https://www.google.com/search?q=usaid+aid+309-2> 2

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 309-2 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 309-2 is the **base salary paid**, excluding benefits and allowances such as housing, travel, educational support, etc.

If you encounter problems downloading the form, please contact us at [cotonouhr@usaid.gov](mailto:cotonouhr@usaid.gov) and copy Clemencia Acacha at [cacacha@usaid.gov](mailto:cacacha@usaid.gov) and Jean-Luc Tinongbe at [jtinongbe@usaid.gov](mailto:jtinongbe@usaid.gov).

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- b) A current curriculum vitae (CV), in English. The CV (Resume) must contain sufficient relevant information to evaluate the application in accordance with the 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.

Submission of a resume alone IS NOT a complete application. This position requires the completion of the forms and supplemental materials/information as described in this section. Candidates who fail to provide the required documentation will result in rejection of their applications from further consideration. Applicants should retain for their record copies of all enclosures that accompany their applications. **Application should be in English.**

USAID may seek additional contacts for reference check as appropriate or determined necessary. Candidates who do not wish to have current employers contacted must state this in the application; however, such employers would be contacted for references, if candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. These candidates may be invited to return to USAID for additional interviews (as needed). Please do not include any award or certificate received in your application at this point; you may refer or cite them when you will be asked to provide them at a later stage of the process.

- c) Relevant educational certificate (s), and resident permit (as needed);

- 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, item 4**.

- 3) Offeror submission must clearly reference the solicitation number on all offeror submitted documents.

Note that only electronic submissions are accepted. Please do not send hard copies. Electronic submissions should be sent to: [cotonouhr@usaid.gov](mailto:cotonouhr@usaid.gov), and copy Clemencia Acacha at [cacacha@usaid.gov](mailto:cacacha@usaid.gov), and Jean-Luc Tinongbe at [jtinongbe@usaid.gov](mailto:jtinongbe@usaid.gov). Please quote the solicitation number and position title of this solicitation in the subject line of your e-mail application. Submissions must be made via e-mail and MUST be PDF format. Applicants are required to provide their full mailing address and contact information (telephone and e-mail).

**V. LIST OF REQUIRED FORMS FOR PSC HIRES**

1. The Contracting Officer (CO) will provide instructions to the about how to complete the following forms, after an Offeror is selected for a contract award.:

- Medical History and Examination Form (Department of State Forms)
- Background Investigation Form

2. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.



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**VI. BENEFITS/ALLOWANCES**

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

1. BENEFITS:

- Health Insurance
- Annual Salary Increase (If applicable)
- Annual Leave and Sick leave
- Local and American Holidays
- Annual Bonus
- Social Security Contributions

2. ALLOWANCES:

- Miscellaneous Benefits Allowance
- Education Allowance (as applicable)

**VII. TAXES**

Per our local Compensation Plan, LE Staff is responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

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

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

1. USAID Acquisition Regulation (AIDAR), Appendix J, “Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including contract clause “General Provisions,” available at: <https://www.usaid.gov/ads/policy/300/aidar>
2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>;. Pricing by line item is to be determined upon contract award, as describe below:

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| ITEM NO (A) | SUPPLIES/SERVICES (DESCRIPTION) (B)                                                                                                                            | QUANTITY (C) | UNIT (D) | UNIT PRICE (E)  | AMOUNT (F)                                          |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------|-----------------|-----------------------------------------------------|
| 0001        | <p><b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b></p> <p>- Award Type: PSC-CCN<br/>- Product Service Code: R497<br/>- Accounting Info:</p> | 1            | LOT      | \$<br>_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**,”<sup>1</sup> 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. 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).

**END OF SOLICITATION**