



USAID | KENYA AND EAST AFRICA

R0025515

SOLICITATION NUMBER: 72061524R10031
ISSUANCE DATE: March 22, 2024
CLOSING DATE/TIME: April 08, 2024

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

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified Kenyan Citizens to provide personal services under contract as described in this solicitation. USAID Kenya and East Africa anticipates hiring for **one (1) position** as a result of this solicitation, subject to availability of funds.

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.

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.

Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply. The services performed under this contract may give rise to an employer-employee relationship for certain purposes under U.S and/or local law.

PLEASE NOTE THAT USAID DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW, PROCESSING, OR TRAINING) AND DOES NOT CONCERN ITSELF WITH INFORMATION ON AN APPLICANT'S BANK ACCOUNTS.

Sincerely,

Kion Turner
Executive Officer
USAID/KEA, Nairobi, Kenya

I. GENERAL INFORMATION

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1. **SOLICITATION NO.:** 72061524R10031
2. **ISSUANCE DATE:** March 22, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** April 08, 2024 (4:30 PM East Africa Time).
4. **POINT OF CONTACT:** USAID Kenya and East Africa Human Resources, e-mail at nairobiusaid.hr@usaid.gov
5. **POSITION TITLE:** Project Management Specialist - Health - Supply Chain
6. **MARKET VALUE:** Equivalent FSN-11 Step 1 (5,435,381.00 KSH per annum) to Step 13 (9,069,687.00 KSH per annum). In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Kenya and East Africa. The salary range provided is inclusive of all allowances and annual bonus. All applicable taxes will be deducted from the stated gross market rate. *Final compensation will be negotiated within the listed market value.*
7. **PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds, the continued need for services and successful performance. It is anticipated that the selection of the successful candidate will be completed within an estimated six-month period from the closing date of this solicitation.
8. **PLACE OF PERFORMANCE:** Nairobi, Kenya; with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Open to qualified Kenyan Citizens, including current locally hired employees of the US Mission in Kenya. Employees presently on probation are ineligible to apply.
10. **SECURITY LEVEL REQUIRED:** Security certification issued by the US Embassy RSO.
11. **STATEMENT OF DUTIES:**

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.

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.
- 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.

Supervision Received

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 Exercised

Continued supervision of other Mission staff is not contemplated.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Any application that does not meet the minimum requirements stated below will not be evaluated.

- a. Education:** Completion of a US-style University Master's Degree in a field related to social science, statistics, mathematics, 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. Prior 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.

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>.

- **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.

- **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.

Total possible points: 100

IV. SUBMITTING AN OFFER

Step 1: Register in *MyJobsInKenya* at www.myjobsinkenya.com

Step 2: Complete the job application at www.myjobsinkenya.com

Step 3: Internal Offerors/Current USG Employees: Attach an updated curriculum vitae/resume (*no more than five pages*), a copy of your most recent Performance Evaluation Report, and copies of all relevant certificates. **Scan and attach all the documents and upload them to MyJobsInKenya.**

OR

External Offerors/Not Current USG Employees: Attach an updated curriculum vitae/resume (*no more than five pages*) and copies of all relevant certificates. **Scan and attach all the documents and upload them to MyJobsInKenya.**

Offerors must provide a list of minimum three (3) professional references who are not family members or relatives, with complete name, title, organization where he/she works, description of relationship, with working/accurate telephone numbers and email addresses. The offeror's references must be able to provide substantive information about his/her past performance and abilities.

Note to Applicants:

1. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted through myjobsinkenya.com.
2. Submissions will only be accepted through www.myjobsinkenya.com. Late and incomplete applications (those that do not contain the applicant's most current and up to date detailed CV and relevant education certificates) will not be considered for the position.
3. All Applicants must provide at least **three professional references**, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation of the application.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit any required forms after an offeror is selected for the contract award.

VI. BENEFITS AND ALLOWANCES

Benefits and allowances are offered in accordance with the Local Compensation Plan (LCP).

VII. TAXES

The Contractor must observe Kenyan laws including those concerning income and related tax obligations.

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/sites/default/files/documents/1868/aidar_0.pdf.
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.
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. 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.

Clearance:

Heidi O'bra
Deputy Director (HPN)

Stephen Kairu
Chief Accountant
