



USAID | BURUNDI

FROM THE AMERICAN PEOPLE

SOLICITATION/VACANCY ANNOUNCEMENT NUMBER: 72069524R10002

ISSUANCE DATE: April 29, 2024

CLOSING DATE/TIME: May 28, 2024 at 11:59 p.m. Central Africa Time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC)
Project Management Specialist (Malaria)

Dear Prospective Offerors/Applicants:

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.

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 1.

Sincerely,

Reid H. Ahl, CM
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:**72069524R10002

2.

3. **ISSUANCE DATE:** April 29, 2024

4. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: CLOSING DATE/TIME:** May 28, 2024 at 11:59 p.m. Central Africa Time

5. **POINT OF CONTACT:** Human Resource Office, email at usaidburundihr@usaid.gov.

6. **POSITION TITLE:** USAID Project Management Specialist (Malaria)

7. **MARKET VALUE:** The Market Value for this USAID Project Management Specialist (PMS) Malaria position is established at a salary range of 62,504,383 to 100,151,035 Burundi Francs equivalent to **FSN-11**, in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Burundi. Final compensation will be negotiated within the listed market value.

8. **PERIOD OF PERFORMANCE:** Five years estimated to start on/or about June 2024. Employment under this contract is of a continuing nature utilizing a five-year contract as the hiring mechanism. Its duration is expected to be a series of sequential contracts; all contract provisions, clauses and regulatory requirements concerning availability of funds shall apply.

9. **PLACE OF PERFORMANCE:** Bujumbura, Burundi with possible travel as stated in the Statement of Duties.

10. **ELIGIBLE OFFERORS:** Open to All Interested Cooperating Country National (CCN). As defined in AIDAR, Appendix J, Section (1)(7) "Cooperating country national" ("CCN") means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country."

11. **SECURITY LEVEL REQUIRED:** Facility Access security certificate to be issued by the U.S. Embassy Bujumbura Regional Security Office.

12. STATEMENT OF DUTIES**1. General Statement of Purpose of the Contract:**

The Project Management Specialist (Malaria), working under the supervision of the USAID Malaria Program Advisor, will assist in overseeing the strategic planning, management and monitoring of multiple projects and field support mechanisms in the Malaria prevention and control program within the USAID/Burundi program portfolio. Primary responsibilities will include all aspects of project management including design of new activities, management of

contracts and grants awarded to USAID/Burundi's implementing partner organizations, monitoring, and evaluation of program progress, and reporting of program results bi-annually through the Operational Plan (OP) and the Malaria Operational Plan (MOP). Primary responsibilities also include liaising with the Ministry of Health, the NMCP (National Malaria Control Program), and other international donors active in malaria control efforts in Burundi.

2. Statement of Duties to be Performed:

A. Activity Design, Management, and Implementation (40%)

The Project Management Specialist (Malaria), working under the supervision of the USAID Malaria Program Advisor and in collaboration with the NMCP, will be responsible for developing detailed annual work plans in line with USAID malaria control objectives and goals. This will include but not be limited to case management of malaria in health facilities and at the community level, distribution of Long Lasting Insecticide Nets (ITNs) through health facilities, large-scale campaigns, building public private partnerships, indoor residual spraying, and developing information, education and communications materials to promote the use of these interventions.

The incumbent, working under the supervision of the Malaria Program Advisor, will provide oversight and management for projects implemented by USAID. The incumbent will provide financial and budgetary support as an Award/Contracting Officer's Representative as required by USAID and assist in monitoring and reporting the results of all USAID malaria prevention and control activities. This includes but is not limited to behavior change and communication activities, bed net purchase and distribution through the existing health services and at the community level, analysis of coverage of bed nets and usage particularly in the priority groups of pregnant women and children under five, antimalarial drug purchase and distribution through the existing health services, Intermittent Preventive Treatment (IPTp) coverage and the diagnosis and treatment of acute malaria, and indoor residual spraying conducted under the program. The Project Management Specialist (Malaria) will manage and oversee services and deliverables provided by contractors and grantees, in accordance with USAID program management regulations, procedures, and practices.

B. Monitoring and Evaluation (30%)

Monitoring and evaluation is a key component of USAID's malaria control program. The Project Management Specialist (Malaria) will support the development of a monitoring and evaluation plan in line with USAID targets, as well as ensure that USAID partners develop project monitoring plans and report in a timely manner on their activities. It is also expected that the Program Development Specialist will provide highly specialized advice and practical experience in helping the MOH, the NMCP and other partners to monitor inputs and outcomes, progress towards Roll Back Malaria (RBM) goals, and how to execute activities jointly.

C. Partner Relationships (20%)

Successful performance in this position depends upon establishing and maintaining productive collaborative relationships with a wide range of partners and stakeholders, with a focus on the NMCP, other health programs implemented by the MOH, provincial and district governments, and NGOs active in malaria prevention and control. S/he will also interact with World Bank, Global Fund, WHO, UNICEF, other Donors, and NGOs implementing malaria prevention and control activities. The Program Development Specialist will ensure that all of USAID's activities are complementary and enhance the GOB's program to prevent and control malaria. The incumbent will participate in meetings hosted by the NMCP on malaria.

D. Coordination with Other USAID Malaria Control Personnel (10%)

The incumbent will be required to communicate regularly and work jointly with other members of the USAID/Washington Global Health Bureau, USAID/Burundi Health Team, and USAID/East Africa Health Team. The incumbent also provides technical support for other health-related matters that may include emerging pandemic diseases as determined by USAID.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship: The USAID Project Management Specialist (PMS) Malaria works under the direct supervision of the USAID Malaria Advisor.

4. Supervisory Controls: None

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Master's degree in public health, epidemiology, infectious diseases or related field.
- b. **Prior Work Experience:** Five years working at the provincial or national level in Burundi, with a focus on public health initiatives such as malaria control, control of diarrheal diseases, (CDD), Expanded Program of Immunizations, etc.
- c. **Language Proficiency:** Level IV (fluent) in written and spoken English, Kirundi, and French is required.

- d. **Job Knowledge:** The incumbent should have a thorough knowledge of the Government of Burundi functioning (political, administrative structures and procedures, legal,) with a focus on the Ministry of Health. Specialized experience in malaria is required in at least two of the following components: vector control, entomology, clinical case management of malaria, epidemic surveillance and forecasting, malaria in pregnancy, and training in infectious disease prevention and control.
- e. **Skills and Abilities:** The incumbent should have strong oral and written communication skills; excellent knowledge of Microsoft Office Suite; strong interpersonal skills; and the ability to work with a team. Should be able to work independently with minimal supervision.

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 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.

The basic eligibility requirements for this position:

- Authorization to work in Burundi;
- Complete application submitted as outlined in the Section IV;
- Eligible to obtain security certificate for Facility Access;
- Medically cleared to work at USAID/Burundi;
- Willing to travel to work sites and other offices as/when requested.

After the closing date for receipt of applications, those that meet the minimum qualification requirements (Education and Experience) will be referred to a Technical Evaluation Committee (TEC). Applications from candidates who do not meet the minimum requirements will not be considered. The TEC will review and score the applications to create a list of applicants to be further evaluated. Short-listed candidates will be evaluated based on information presented in the application, skills test, interview, and obtained through reference checks against the Evaluation Factors listed below. An applicant's references must be able to provide substantive information about past performance and abilities.

BASIS OF RATING**English Proficiency: Assessed by the TEC**

Applicants must demonstrate ability to communicate clearly and concisely, both orally and in writing, in English and French. Fluent English speaking, reading and writing are required. Language proficiency will be assessed by the TEC through review of the application package as well as, if selected for further evaluation, during the interview.

**Candidates are welcome (but not required) to provide proof of English language proficiency. Acceptable certifications include CEFR of C1 or C2, IELTS (English, minimum of 6.5), Cambridge (English CAE), TOEFL IBT (English minimum of 95), or TOEFL ITP (English minimum of 560).*

Application Review: 15 points

The TEC will review the cover letter, application form, and résumé (or curriculum vitae) assessing the extent education and experience reflect the required job knowledge and skills and abilities (see II.d. Job Knowledge and II.e. Skills and Abilities). This evaluation is based exclusively on the information provided in the documents provided.

Skills Test: 25 points

A written skills test will be administered to assess the offerors' related job knowledge and skills to include technical knowledge, standard international development processes, and familiarity with modern office systems.

Interview: 60 points

Interview questions will be intended to explore the offerors' experience, job knowledge, and skills regarding the functional roles of the position. They will also assess the ability of the offeror to work productively and effectively within USAID/Burundi. There will be at least one question regarding the concepts of Diversity, Equity, Inclusion, and Accessibility (DEIA).

Total Possible: 100 points**Reference Check: PASS/FAIL**

A "FAIL" Reference Check would result from information regarding confirmed illegal or unethical activities or a preponderance of negative feedback from numerous references, e.g., not a single critical comment.

IV. SUBMITTING AN OFFER (APPLYING)

1. Offerors are required to complete and submit by email the below documents in order to be considered:

- a. Offeror Information for Personal Services Contracts with Individuals, Form AID 309-2 (available on-line).
- b. A cover letter or email of no more than one (1) page that describes how the Offeror's qualifications meet position requirements as outlined in *II.d. (Job Knowledge) and II.e. (Skills and Abilities)*;
- c. Current résumé or curriculum vitae not exceeding two (2) pages;
- d. Names of three professional references, including at least one current or former supervisor, that have knowledge of the offeror's ability to perform the duties of this position; this information may be included in the cover letter or résumé/CV.

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. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

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:

1. Pre-employment Medical Examination
2. Employee Biographical Data sheet
3. Employee Contact form
4. Employee Dependency Report
5. Certificate of Criminal Record

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS (in accordance with the U.S. Embassy Local Compensation Plan):
 - a. Health Insurance
 - b. Annual and Sick leave
 - c. Maternity Leave
 - d. Social Security Insurance
2. ALLOWANCES (in accordance with the U.S. Embassy Bujumbura Local Compensation Plan):
 - a. Housing Allowance
 - b. Transport Allowance
 - c. Meal/Beverage Allowance
 - d. Family Allowance
 - e. Miscellaneous Allowance

VII. TAXES The Mission emphasizes to its employees that they are obliged to observe all Burundian laws, including those concerning income and related tax obligations. By international agreement, payment of taxes is a matter between the individual employee and the Government of Burundi.

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

USAID regulations and policies governing CCNPSC and TCNPSC 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 as described below:

LINE ITEMS

| ITEM NO (A) | SUPPLIES/SERVICES (DESCRIPTION) (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-------------|---|--------------|----------|----------------|--|
| 0001 | Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS] | 1 | 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>

| AAPD/CIB No. | Title/Issued Date | Subject Category |
|--|---|-----------------------------|
| AAPD 21-01 (PDF 220K) | Applicability of FAR 4.21 to USAID Personal Services Contracts with Individuals Under the AIDAR Appendices D and J – <i>March 26, 2021</i> | Acquisition Management |
| AAPD 20-08 (PDF 373K) | Leave and Holidays for CCNPSCs and TCNPSCs, including Country Leave for Qualifying Posts for Eligible TCNPSCs – <i>December 20, 2022</i> | Personal Services Contracts |
| AAPD 06-08 (PDF 35 kb) | AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts – <i>JUNE 23, 2006</i> | Personal Services Contracts |
| AAPD 03-11 (PDF 277 kb) | Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan – <i>12/02/03</i> | Personal Services Contracts |

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.

6. FAR Provisions Incorporated by Reference

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| 52.204-27 | PROHIBITION ON A BYTEDANCE COVERED APPLICATION | <i>June 2023</i> |
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