



SOLICITATION NUMBER: 72067524R10003

ISSUANCE DATE: April 2, 2024

CLOSING DATE/TIME: May 1, 2024 Guinea time, GMT

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) - Project Management Specialist (Global Health Security)**

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** 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,

Debbie Jackson
Executive Officer/Contracting Officer

UNITED STATES ADDRESS :
USAID/GUINEA, Department of State
2110 Conakry Place, Washington DC 20521-2110
United States

INTERNATIONAL ADDRESS:
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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72067524R10003
- 2. ISSUANCE DATE:** April 2, 2024
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** May 1, 2024 Guinea time (GMT)
- 4. POINT OF CONTACT:** HR Team, e-mail at conakrypsecjobs@usaid.gov
- 5. POSITION TITLE:** Project Management Specialist (Global Health Specialist)
- 6. MARKET VALUE:** GNF 374,076,650 to GNF 561,115,021 per annum equivalent to FSN-11 In accordance with AIDAR Appendix J and the Local Compensation Plan of US Embassy/Guinea. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Exact period of performance will be determined upon receipt of security/medical clearances. The base period will be one year. And based on Agency need, continued needs for services, funds availability and satisfactory performance, the Contracting Officer may exercise four (4) additional option periods of one (1) year each.
- 8. PLACE OF PERFORMANCE: Conakry, Guinea.**
With the possibility to travel to Freetown, Sierra Leone as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals. “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.
NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.
- 10. SECURITY LEVEL REQUIRED:** Facility access.

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

The Project Management Specialist-Global Health Security (GHS) (the “Specialist”) leads efforts to improve and expand Global Health Security and pandemic preparedness, prevention and response in Guinea.

The GHS Specialist is a technical expert in the area of emerging infectious diseases in the country, with extensive experience working with national stakeholders including government, professional associations, and the private sector. The Specialist facilitates

communication and ensures collaborative working relationships with high-level decision makers, as well as technical staff, in multiple government agencies, USAID Missions, USAID/Washington counterparts, with other United States Government (USG) partners including the U.S. Centers for Disease Control and Prevention (CDC), U.S. Department of Defense (DOD), the Department of State, and other USG agencies, as well as other key stakeholders, including the World Health Organization (WHO), the Food and Agriculture Organization (FAO), and the World Organization for Animal Health (OIE). The job holder provides strategic and technical leadership in the design and implementation of USAID GHS activities. As a senior health advisor for USAID, the Specialist represents USAID and the USG in national and international fora to advise on policies, strategies, and technical issues.

The Specialist will exercise programmatic oversight to manage and coordinate USAID's GHS activities in support of the Government of Guinea and their GHS roadmap and to prevent, detect, and respond to existing and emerging pandemic threats. The GHS Specialist will serve as an Agreement/Contracting Officer Representative (AOR/COR) and/or Activity Manager for USAID programs/projects/activities. As an AOR/COR, the Specialist monitors program performance and progress, identifies implementation achievements as well as problems in performance, and initiates appropriate actions in consultation with others, as appropriate.

The Specialist is a key member of the Health Office, Global Health Team. The jobholder reports to the GHS Lead Advisor or the Health Office Director or their designee and has no formal supervisory responsibility.

2. Statement of Duties to be Performed

1. Program/Project/Activity Management

- a. Lead the design of strategies, project mechanisms and activities for improved preparedness, prevention, detection and response for GHS and emerging infectious diseases. In addition, in close coordination with other Mission offices, support the design and procurement of bilateral mechanisms to support GHS implementation in the cooperating country.
- b. Serve as an AOR/COR and/or Activity Manager for GHS programs for the Mission's GHS and pandemic preparedness activities including: reviewing and approving implementing partners' (IPs) work plans, facilitating IP relationships and coordinating with local stakeholders (other IPs, host government counterparts, other development partners/donors, etc.) maintaining a schedule for and conducting regular site visits to review program implementation and meeting with beneficiaries, and based on the information collected during such visits, adjusting or recommending adjustments to programs/projects/activities as appropriate; overseeing IP compliance with all relevant USAID regulations and procedures, communicating regularly with IPs regarding USAID rules and regulations as well as their obligations to USAID and taking a lead role in the preparation of the strategic and operational planning processes such as the USAID Country Development Cooperation Strategy and USAID Operational Plan. Keep his/her

supervisor regularly informed of program implementation progress, results, and issues/problems on a timely basis.

- c. Ensure that sub-awards and sub-contracts are given appropriate monitoring and oversight.
- d. Provide regular updates to GHS/Washington, Mission, and Health Office Leadership to maintain leadership level oversight and engagement on GHS program implementation in the cooperating country.

2. Technical Guidance and Program Planning

- a. Provide technical guidance to the Mission, the National Government, and other development partners on infectious disease preparedness, prevention, detection, and response capacities in the cooperating country, including zoonotic diseases, One Health approaches, and GHS.
- b. Provide technical guidance and direction on GHS and pandemic preparedness activities and ensure that activities are appropriately integrated with the Health Office and larger Mission activities. Support the integration of emerging disease and other activities that promote the advancement of GHS implementation in-country.
- c. Lead high-level advocacy and technical dialogue with host government ministries to ensure effective USAID support to the implementation of GHS activities, including advocacy to promote a One Health approach to address pandemic threats.
- d. Provide technical support/guidance to the host government during Joint External Evaluations; the outcomes of which will inform an effective roadmap to achieving Global Health Security Agenda (GHSA) targets.
- e. Keep abreast of new developments and emerging issues that affect USAID and GHS via literature review, conference/meeting attendance, as well as participation and facilitation at workshops, and training events. Advise accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID's approaches.
- f. In collaboration with Monitoring, Evaluation and Learning colleagues, contribute to the development of innovative monitoring and evaluation approaches and tools to support measuring the impact and outcomes of GHS and pandemic preparedness activities.
- g. Provide leadership in the preparation of key annual and mid-term planning and reporting documents including the Operational Plans, Congressional Budget Justifications, Progress Reports and other ad hoc requests for information.

3. Representation and Coordination

- a. Represent USG and USAID to high level USG diplomats, Senior Government Officials, and other external partners in the cooperating country as appropriate on technical matters regarding emerging infectious diseases - this includes both speaking and written communications.

- b. Develop and maintain relationships with ministries (Ministry of Agriculture, Ministry of Health, Ministry of Wildlife and others) to ensure that assets can be coordinated and work with stakeholder governments to address gaps in National Action plans.
- c. Establish and maintain a coordination network among GHS partners in the country. Such partners include bi-lateral donors, international organizations, national governments and their relevant ministries, private sector, international and local Non-Governmental Organizations (NGOs), etc. and use the coordination network to facilitate USAID GHS implementing partners in successful completion of work plan activities.
- d. During disease outbreak situations, ensure the Mission's GHS Team, and GHS implementing partners are closely coordinated with the GHS interagency response in supporting the host government.

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 Specialist position is within the Mission's Health Office. Working under the supervision of the GHS Lead Advisor or the Health Office Director or their designee, the Specialist collaborates with other members in the cooperating country, spanning technical areas such as health systems strengthening, strategic information, monitoring and evaluation, and quality improvement. In carrying out work-related duties and responsibilities, the jobholder is expected to function effectively with minimal supervision.

Completion of tasks and assignments are reviewed regularly through required written documents and oral progress reports.

4. Supervisory Controls

Continuing supervision of other Health Office and/or Mission staff is not anticipated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, an applicant must have the following minimum qualifications.

Education: A Master's degree is required in public health, infectious disease, epidemiology, or a related field, or a degree in medicine or veterinary.

Prior Work Experience: At least five (5) years of public health and/or animal health and/or related experience in developing countries including at least two (2) years of experience working with international public health and/or animal health organizations.

Language: Level IV (fluent) English and French proficiency for both oral and written communication 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 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.

1. EVALUATIONS FACTORS

After the closing date for receipt of applications, the Human Resources Office (HR) will review applications that meet the minimum qualification required for the position. Applications from candidates who do not meet the minimum required qualifications will not be scored.

Applicants who clearly meet the Education, Work Experience and Language requirements will be further evaluated based on the four (4) evaluation factors below:

Factor #1: Work Experience (35 points)

- Demonstrates a strong technical understanding of the nature of infectious diseases, including emerging infectious diseases threats.
- Demonstrates a strong knowledge of the measures put in place to prevent, detect and rapidly respond to infectious disease threats.
- Demonstrates an excellent technical knowledge of internationally accepted guidelines, such as WHO International Health Regulations and One Health approach.
- At least two (2) years of experience working on infectious diseases in human health and/or animal health are required.

Factor #2: Knowledge (20 points)

- Strong technical understanding of infectious diseases, including emerging infectious diseases threats is required.
- Good understanding of the measures put in place to prevent, detect and rapidly respond to infectious disease threats is required.
- Familiarity and knowledge of internationally accepted guidelines, such as WHO International Health Regulations and One Health will be considered an asset.

Factor #3: Skills and Abilities (30 points)

- The applicant must possess excellent interpersonal and teamwork skills in a diverse, multi-cultural environment and demonstrate the ability to work independently and in a team with effective communication skills.
- The applicant must possess a strong understanding of the One Health approach and must have the ability to identify and solve problems, coordinate and support activities that lead to mutual success across the different sectors.
- The applicant must demonstrate experience of collaboration with national stakeholders and donor coordination.
- S/he should have experience with monitoring and evaluation including data interpretation and sharing with ability to present results to diverse audiences.
- S/he must also have a high degree of judgment, maturity, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results.

Factor #4: Language (15 points)

Level 4 oral and written fluency in French and English is required. Proven ability to communicate quickly, clearly and concisely, both orally and in writing, including technical documentation is required.

Proven ability to communicate effectively in cross-cultural settings is required.

Total Possible Points: 100 points**2. SELECTION PROCESS**

Candidates will be evaluated based on relevant education, prior work experience, knowledge, language proficiency, skills and abilities demonstrated in their application packages. A Technical Evaluation Committee (TEC) will be convened to review applications and evaluate them in accordance with the evaluation factors.

Professional references will be conducted for selected candidates after the interview and will be utilized to supplement the TEC's recommendation to the Contracting Officer to offer the position to the selected candidate.

Final selection will be based on the application package, language abilities, interview and reference checks.

IV. SUBMITTING AN OFFER

Eligible Offerors are required to complete and submit the offer form.

1. Form **AID 309-2**. “Offeror Information for Personal Services Contracts with Individuals,” available at <https://www.usaid.gov/forms/aid-309-2>. The submitted form must be signed. Un-signed application forms and any missing requested documents will not be considered.
2. **Cover Letter**: The cover letter should contain an overview of the applicant’s qualifications and **must state how the applicant meets the evaluation criteria in accordance with item III “Evaluation and Selection Factors”**.
3. **Current resume/curriculum vitae**: The CV/resume must contain sufficient relevant information to evaluate the applications in accordance with the stated minimum qualifications required for this position, listed above.
4. **References**: Offerors are required to provide 3-5 references who are not family members or relatives. References should include at least one (1) from current or former supervisor who can provide information regarding applicant job knowledge and professional work experience.
5. 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**.
6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents. **SOLICITATION #72067524R10003 – Project Management Specialist (Global Health Specialist)** and submit only **ONCE** via email to: conakrypsejobs@usaid.gov by the closing date and time specified in this Solicitation.

All the above-mentioned documents are REQUIRED, must be SIGNED and prepared in ENGLISH. Late, incomplete or unsigned applications will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit all the pre-award forms to obtain the necessary medical, security, and any other required forms.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances in accordance to the Mission Policy:

- a. Miscellaneous allowance
- b. Transportation Allowance
- c. Year-end bonus
- d. Tabaski Bonus

VII. TAXES

In accordance with Mission policy.

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/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 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 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)	1	LOT	\$ _TBD_	\$_TBD at Award after

	- Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [insert from Phoenix/GLAAS]				negotiations with Contractor –
3001	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor –
4001	Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [insert 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>

USAID Acquisition and Assistance Policy Directives (AAPD-20-08 Rev.1): Leave and Holidays for CCNs and TCNs, available at https://www.usaid.gov/sites/default/files/2022-12/AAPD-20-08-Rev1_0.pdf

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/resources_standards-of-conduct.

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

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	<i>JUNE 2023</i>
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EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), national origin, age, physical or mental disability, genetic information, religion, marital or parental status, veteran status, membership in an employee organization, political affiliation, or involvement in protected equal employment opportunity (EEO) activity. USAID/Guinea also strives to achieve equal employment opportunities in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

END OF SOLICITATION