



USAID | NIGER
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068324R00003

ISSUANCE DATE: April 25, 2024

CLOSING DATE/TIME: May 24, 2024- 11:59 p.m. (GMT)

SUBJECT: Solicitation for a U.S./Third Country National Personal Service Contractor (US/TCN PSC) Global Health Security (GHS) Senior Advisor (GS-14) for USAID/Niger

Dear Prospective Offerors:

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

Offers must be in accordance with **Attachment 1, Sections I through VIII** 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,

Anne Martin
Executive Officer
USAID Niger

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72068324R00003

2. ISSUANCE DATE: April 25, 2024

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: May 24, 2024 at 23:59 Niamey time

4. POINT OF CONTACT: usaidniamey-hr@usaid.gov

5. POSITION TITLE: Global Health Security (GHS) Senior Advisor

6. MARKET VALUE: \$104,604 to \$135,987 equivalent to **GS-14**. The final compensation will be negotiated within the listed market value based on the successful candidate’s salary history, work experience, and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

7. PLACE OF PERFORMANCE: Niamey, Niger with possible travel as stated in the Statement of Work. Overseas United States (US) and Third Country National (TCN) Personal Service Contracts (PSC) not subject to the local compensation plan, may be authorized to telework or remote work from a location within the country of performance, in accordance with Mission Policy on Telework. Remote work from outside of the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.

8. PERIOD OF PERFORMANCE: For two years, with three renewable one-year option periods up to a maximum of five years. Estimated to start on 07/01/2024.
The base period will be 07/01/2024 – 06/30/2025, estimated to start on 07/01/2024. Based on Agency need, the Contracting Officer may exercise (an) additional option period(s) for a time period for three years for the date(s) estimated as follows:

| | |
|------------------|-------------------------|
| Base Period: | 07/01/2024 – 06/30/2026 |
| Option Period 1: | 07/01/2026 – 06/30/2027 |
| Option Period 2: | 07/01/2027 – 06/30/2028 |
| Option Period 3: | 07/01/2028 – 06/30/2029 |

9. ELIGIBLE OFFERORS: U.S. Citizens, U.S. Resident Aliens, or Third Country Nationals
For USPSC:

- Be a U.S. citizen or U.S. Permanent Resident (“green card holder”);
- U.S. resident alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States;

- Submit a complete application as outlined in the solicitation section titled SUBMITTING AN OFFER;
- Be able to obtain facility access authorization;
- Be able to obtain a Department of State medical clearance;
- Be willing to travel to work sites and other offices as/when requested; and
- Employment is subject to funds availability and all the required approvals obtained.

For TCN PSC:

- Be a Third Country National. Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident of the United States nor of the country to which they are assigned for duty, Niger, and (2) Who is eligible for return to their home country or country of recruitment at U.S. Government expense;
- Submit a complete application as outlined in the section titled SUBMITTING AN OFFER;
- Be able to obtain facility access authorization;
- Be able to obtain a Department of State medical clearance;
- Be willing to travel to work sites and other offices as/when requested; and
- Employment is subject to funds availability and all the required approvals obtained.

*If a third country national (TCN) is selected for award, during the period of this contract, the TCN personal services contractor must provide **at least one day a week** of training to a cooperating country national (CCN) designated by USAID. The PSC Supervisor will establish a training plan with benchmarks to measure the TCNPSC's progress toward achieving this training deliverable.*

10. SECURITY LEVEL REQUIRED: Facility Access. The final selected candidates must obtain both the appropriate security and medical clearances within a reasonable period. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

11. STATEMENT OF DUTIES

Background:

USAID's Global Health Security (GHS) portfolio works to strengthen countries' multisectoral capacities to reduce the risk and impact of emerging and reemerging disease threats that are of greatest public health concern. The program emphasizes country capacity building and systems strengthening in a series of critical health security technical areas including: zoonotic diseases prevention and control, national laboratory systems, infectious disease surveillance, health workforce, risk communication and community engagement, infection prevention and control, and antimicrobial resistance. These capacities are multisectoral in nature, including the public health, animal health, and environmental sectors in a One Health approach. Activities are implemented at the national, subnational, and community levels. GHS embraces the One Health approach, recognizing the critical role that wildlife, livestock, other domestic animals, and the environment play in emerging zoonotic diseases with epidemic and pandemic potential and antimicrobial resistance.

Other important aspects of the GHS program include the identification and minimizing of zoonotic disease spillover risks at their source in animals and a comprehensive approach to antimicrobial resistance that includes the livestock, agriculture, and environment sectors.

USAID's GHS portfolio also leverages other USAID programming in the areas of health systems strengthening, food security, economic growth, and disaster assistance. For example, healthy animals provide a safe and nutritious food supply component, and additionally, jobs and livelihoods all along the value chain from producer to final consumer. Livestock industries are huge contributors to national economies. Ensuring that animals are safely, economically managed and food is safe for human consumption not only minimizes the risk of transferring zoonotic diseases and antimicrobial resistance, but also greatly assists with enhancing partner countries' capacity for agricultural development and participation in international trade. Other Global Health infectious disease initiatives such as malaria, tuberculosis, PEPFAR, and neglected tropical diseases also contribute to reaching GHS targets.

The GHS Senior Advisor will support USAID's contribution to the Global Health Security Agenda (GHSA) global initiative that was launched in 2014. The GHSA's goal is to advance a world safe and secure from infectious disease threats and to elevate global health security as a national leaders-level priority. The GHSA supports technical areas that work across human health, animal health, and other sectors to help countries to achieve GHSA/GHS objectives and to meet country requirements for the WHO's International Health Regulations (IHR) and related animal health regulations. Progress toward achieving the GHSA targets and objectives is measured by WHO's Joint External Evaluation (JEE), a tool which consolidates the GHSA and IHR metrics into specific technical areas.

Under the direct supervision of the Health Office Director or their designee, the GHS Senior Advisor is responsible for leading USAID's contributions to GHS in collaboration with USAID/Washington's GHS Team. The GHS Senior Advisor will coordinate USAID partners, provide recommendations regarding GHS challenges, ensure effective implementation of GHS projects, build relationships with Nigerien counterparts, and liaise with multiple inter-agency, USAID/Washington, and regional counterparts involved in GHS. Strong interpersonal skills as well as spoken and written communication abilities are required. The incumbent may also supervise one or more Foreign Service Nationals (FSNs).

Major Roles and Responsibilities:

The GHS Senior Advisor will work in collaboration with the USAID/Washington GHS team and with regional colleagues to implement USAID activities, ensuring alignment with the government of Niger priorities. The Advisor will ensure effective U.S. Government (USG) interagency coordination and work closely with USAID colleagues and other USG partners, particularly Center for Disease Control, and U.S. Department of Defense colleagues, which also provide support for GHS implementation. The U.S. State Department provides important support for in-country USG interagency collaboration. Working as part of the Embassy Niamey GHS Team within the Health Office, the USAID GHS Senior Advisor will complete the following duties and responsibilities:

1. Ensure implementation and coordination of USAID GHS activities with USAID's existing GHS program and with other USG agencies on GHS-related activities. Maintain strong partnerships between agencies as well as implementing partners of respective agencies and build strong partnerships with other development partners in Niger:
 - a. Represent USAID in the USG GHS interagency. Work collaboratively with USG agencies while representing USAID priorities.
 - b. Maintain frequent, regular, and ad hoc meetings with USG partners including the Center for Disease Control, Defense Threat Reduction Agency and other U.S. Embassy agencies to discuss activities and maintain coordination and to keep each other informed on changes to GHS activities.
 - c. Provide technical expertise to USAID and USG leadership for GHS technical areas of work.
 - d. During disease outbreaks in which the government requests support from USAID and other partners, ensure that USAID's efforts are coordinated to support the national government.
 - e. Establish Partner/Donor coordination and collaboration mechanisms to advance GHS in Niger. Such partners include USAID partners, other donors, the government of Niger, private sector, international and local NGOs, multilateral organizations, etc.
2. Liaise between the Mission in Niger and USAID Washington:
 - a. Report on activities in Niger to USAID GHS Washington-based and regional team members.
 - b. Assist the Agreement Officer's Representatives and Contracting Officer's Representatives (A/CORs) by monitoring and guiding implementing partner activities to ensure consistency with project objectives and to ensure that activities contribute to advancing Niger targets including GHSA and JEE metrics.
 - c. Report on GHS and GHSA activities.
 - d. Work with USAID's GHS Team to identify new opportunities and activities to contribute to Niger GHS efforts. This includes activity design, assessments and scoping of new opportunities.
3. Serve as A/COR and/or Activity Manager for GHS Activities implemented in Niger.
 - a. For bilateral mechanisms, serve as A/COR and/or Activity Manager, ensuring effective coordination and implementation.
 - b. For HQ-based mechanisms, serve as an Activity Manager, working closely with the A/COR to ensure effective implementation of GHS activities in Niger.
4. Serve as USAID's representative on technical working groups with Nigerien counterparts related to GHS activities. Build and maintain strong relationships with multiple government of Niger Ministries and Agencies:
 - a. Represent USAID on donor/government coordination groups related to emerging infectious diseases and other GHS activities.

- b. Develop relationships with animal and public health ministries and USAID regional bureaus.
5. Provide coordination across all USAID GHS activities in Niger:
- a. Establish and maintain coordination networks among USAID implementing partners in Niger whose activities are related to GHS. Facilitate opportunities for USAID Implementing Partners (IPs) to collaborate and leverage each other's activities. Communicate and promote USAID's expectations to IPs to function as a cohesive program working together to advance GHS targets in Niger, in consultation with relevant A/COR.
 - b. Use the coordination network to facilitate the GHS IPs successful completion of work plan activities and to maximize USG investments.
 - c. Engage with IPs, bilateral and multilateral partners and other stakeholders to promote the skills, capacities and environment in Niger across the ministries to investigate diverse and complex conditions that resemble pathologic patterns that will or could affect public health.
 - d. Provide technical guidance to USAID IPs to promote and leverage existing USAID activities and the contributions of other stakeholders in Niger to achieve JEE targets.
6. Coordinate multiple reporting requirements that require input and clearance from diverse stakeholders.
- a. Apply a strong knowledge of assessments and scoring related to GHSA Joint External Evaluation Reports.
 - b. Provide updates to the Embassy inter-agency GHS Team at an agreed upon frequency.
 - c. Develop updates for USAID/Niger Front Office on GHS progress, events and upcoming visitors at an agreed upon frequency.
7. As a USPSC serves as Duty Officer for the embassy as requested.

Position Elements

Supervisory Relationship:

This position reports to USAID/Niger's Health Office Director or their designee. The GHS Senior Advisor should be able to operate independently and require little supervision in carrying out routine responsibilities. The incumbent may supervise one or more FSNs and/or other personnel.

Supervisory Control:

The incumbent will work under the supervision of USAID/Niger's Health Office Director or their designee. The GHS Senior Advisor has responsibility for independent planning and implementation of required tasks and activities. The Advisor keeps their Supervisor informed of progress, potential controversial matters, and any other concerns. Completed work is expected to be technically sound and of high quality.

12. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened by the Human Resources Office to determine whether they have met the minimum qualifications listed below. A list of qualified applicants will be referred to the hiring office for further consideration and screening.

Education and Experience:

Master's degree with significant study in or pertinent to the specialized field, including but not limited to medicine, veterinary medicine, epidemiology, public health, social science or infectious disease, plus seven (7) years of progressively responsible experience working in one health, animal health, public health or epidemiology. Prior experience working with a bilateral or multilateral donor in development programming is required. Working outside of your home country in development experience is highly desirable.

OR

PhD or DVM or MD with significant study in or pertinent to the specialized field, including but not limited to medicine, veterinary medicine, epidemiology, public health, social science or infectious disease, plus five (5) years of progressively responsible experience working in one health, animal health, public health or epidemiology. Prior experience working with a bilateral or multilateral donor in development programming is required. Working outside of your home country in development experience is highly desirable.

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>.

Selection Process:

The selection factors determine the basic eligibility for the position. Offerors who do not meet all of the selection factors are considered NOT qualified for the position.

- Complete resume submitted. See Section IV for resume requirements. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements.
- USPSC Offeror form AID 309-2. Offerors are required to complete sections A through I. This form must be physically signed. Electronic signatures will not be accepted.
- Ability to obtain and maintain Facility Access.
- Ability to obtain and maintain a Department of State medical clearance throughout the contract.
- Must not appear as an excluded party in the System for Award Management (SAM.gov).
- Satisfactory verification of academic credentials.

USAID policy specifies that U.S. citizens or resident aliens (USNs) are preferred over third country nationals (TCNs). Therefore, USN and TCN offers will not be evaluated together. USAID will evaluate USN offers first and if the CO determines that there are no qualified USNs, only then will USAID evaluate TCN offers.

Evaluation Factors

A. Professional Experience – 45 points

BASIS OF RATING: *The initial evaluation of applications will be based on the weight assigned for professional experience including education, experience, communication, KSAs, which will be out of 45 points. The weight assigned for professional experience will be used to set a competitive range.*

Education (5 points): The candidate must have a degree in Veterinary Medicine (DVM) or Medical Doctor or a PhD, or a master’s degree in Epidemiology, Public Health or relevant technical field. Additional evaluation points will be given to offerors who exceed the minimum requirement.

Experience (12 points): The incumbent is required to have at least five years of progressively responsible experience with a PhD or DVM or MD, or at least seven years of progressively responsible experience with a Masters degree, in one health, animal health, public health or epidemiology. Prior experience working with a bilateral or multilateral donor in development programming is required. Direct experience working on the GHS activities or implementation is also highly desirable.

Communication (8 points): The candidate must be fluent in both spoken and written English as well as French (level 3/3 minimum). Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. The candidate should have a demonstrated ability to produce professional quality analytical pieces and make oral presentations. The incumbent must be able to communicate effectively with Mission employees; local government officials at the senior minister level; international and local organizations, donors and other embassies; and various Washington based U.S. Government agencies.

Knowledge, Skills and Abilities (KSAs) (20 points): Professional knowledge of a broad range of infectious disease, one health, antimicrobial resistance, health systems, and development issues; knowledge of Africa, preferably West Africa cultural/work environment. Knowledge of how to engage with senior level executives and officials in government and development sector contexts, and to build trust-based relationships with senior-level executives. Knowledge of how to engage with technology entrepreneurs, researchers, and innovators. Knowledge of how to work with stakeholders across the public, private, and nonprofit sectors.

The applicant must possess strong management, negotiation, collaboration, team building, networking and interpersonal skills. The candidate must have a proven ability to work independently with minimal supervision. Strong interpersonal skills are required to establish and maintain strong contacts with counterparts both inside and outside of USAID and in order to explain USAID objectives and procedures to government officials, private businesses, corporations, foundations, NGOs, and other non-traditional development organizations. The incumbent must also have a high degree of technical, analytical, and quantitative skills in scientific approaches and in analysis of development activities and policies. Demonstrated ability to work as a member of a team and to foster teamwork is required as is the ability to develop and maintain productive working relationships at all levels.

B. Interview – 55 points

BASIS OF RATING: *Those candidates in the competitive range will be contacted for the interview (55 points). The overall assessment based on weight assigned for the evaluation criteria during the initial evaluation and the interview will determine the final candidate. Therefore, the final rating and ranking for the offerors will be based on the initial evaluation of applications and the interview.*

C. Offeror Rating System

1. Professional Experience – 45 points

- a. Education – 5 points
- b. Experience – 12 points
- c. Communication – 8 points
- d. Knowledge, Skills, and Abilities – 20 points

2. Interview Performance – 55 points

3. Satisfactory Professional Reference Checks – Pass/Fail no points assigned

Total possible points: 100 points

IV. SUBMITTING AN OFFER

Offers must be received by the closing date and time at the address specified in Section I, item 3, and submitted electronically to: usaidniamey-hr@usaid.gov **with the Solicitation number in the application submission.**

Qualified applicants are required to submit:

1. **A Cover letter with current résumé/curriculum vitae (CV) attached.** The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing selection criteria.
2. Applicants are required to provide a minimum of **five (5) references** within the last ten (10) years from the applicant's professional life, namely individuals who are not family members or relatives. References should be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
3. Offeror Information for Personal Services Contracts form **AID 309-2**. 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. **Offerors are required to complete and sign the AID 309-2 form.**

USPSCs/TCNPSCs performing overseas must follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

PLEASE NOTE THAT INCOMPLETE AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.

I. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

1. Medical History and Examination form (DS-6561)
2. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)
4. Declaration for Federal Employment (OF-306)

II. BENEFITS

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

A. BENEFITS:

- a. Employer's FICA Contribution
- b. Contribution toward Health & Life Insurance
- c. Pay Comparability Adjustment

- d. Annual Increase (pending a satisfactory performance evaluation)
- e. Eligibility for Worker's Compensation
- f. Leave and Holidays

B. ALLOWANCES:

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

For USPSCs

- (a) Temporary Quarters Subsistence Allowance (Section 120)
- (b) Living Quarters Allowance (Section 130)
- (c) Cost-of-Living Allowance (Chapter 210)
- (d) Post Allowance (Section 220)
- (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), and
- (j) Danger Pay Allowance (Section 650)

For Resident Hire US or TCNPSCs

If a TCN or Resident Hire USPSC is selected for this position the benefits will be adjusted as per Mission and AIDAR policy.

III. TAXES

USPSC are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes. TCNPSCs are subject to an individual's country tax laws and should follow tax requirements of their country of origin.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including contract clause “General Provisions,” available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

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>.

3. Acquisition and 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.

Please note that only shortlisted applicants will be contacted to participate in the oral interview process.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

END OF SOLICITATION