



SOLICITATION NUMBER: USPSC-03-2024

ISSUANCE DATE: 04/01/2024

CLOSING DATE AND TIME: 4/15/2024

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC)

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 offer.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1.

Sincerely,

Shelby P. Hunt
Contracting Officer

U.S. AGENCY FOR INTERNATIONAL
DEVELOPMENT
1A Nady El Etisalat Street (off Laselki)
New Maadi, Cairo, Egypt
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ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NO.: USPSC-03-2024
2. ISSUANCE DATE: **04/01/2024**
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **4/15/2024 at 4:30 pm Cairo time**
4. POINT OF CONTACT: **USAID Human Resources Office**, e-mail at usaidhr@usaid.gov
5. POSITION TITLE: **Senior Health Advisor – Office of Health and Population (OHP)**
6. MARKET VALUE: **\$104,604- \$135,987**, equivalent to **GS-14**.
Final compensation will be negotiated within the listed market value.
7. PLACE OF PERFORMANCE: **Cairo, Egypt** with possible travel or as stated in the Statement of Duties.
8. PERIOD OF PERFORMANCE: One year with option to renew, estimated to start on October 2024.

The base period will be for one year, estimated to start on October 2024. Based on Agency need, the Contracting Officer may exercise (an) additional option period(s).
9. ELIGIBLE OFFERORS: **Position is open to US Citizens who are ordinarily residents in Egypt and to American Eligible Family Members (AEFMs) of US employees assigned to Cairo.**
10. SECURITY LEVEL REQUIRED: **Facility Access Clearance**

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

A. General statement

In mid-2023, USAID/Egypt re-established a stand-alone health office due to recent growth through the COVID-19 pandemic and Global Health Security funding. A Foreign Service National (FSN) leads the Office of Health and Population (OHP), one of the first within the Agency, demonstrating the importance of empowering FSN leadership in the Mission. The OHP portfolio comprises two main health components: voluntary Family Planning and Reproductive Health (FP/RH) and GHS but has the capacity to expand. USAID/Egypt requires a Senior Health Advisor to provide technical leadership and guidance in design and management of health programming to achieve the Mission's development objectives. The position also requires significant coordination across Mission offices, different U.S. government agencies, and Government of Egypt (GOE) stakeholders, particularly with the Ministry of Health and Population (MOHP), National Population Council (NPC), and the Ministry of Agriculture and Land Reclamation (MOALR) as well as donor organizations, multilateral organizations, and implementing partners.

The incumbent will be a critical member of the health team contributing to monitoring, evaluation and learning, Mission obligation documents, annual Performance Plan and Report (PPR), annual Operational Plans, quarterly financial reporting, participating in site visits and data quality assessments, writing reports and other documents. This position will also transfer technical leadership skills as part of the Mission of Leaders, guiding all team members to seize greater opportunities for professional growth.

2. Statement of Duties

The Senior Health Advisor will:

Activity Design: (30%)

- With health colleagues, initiate and manage the design process of new activities and modify existing ones to address critical programming gaps and needs for greater outcomes in FP/RH, GHS, health system strengthening, women and youth empowerment, and other focal areas, as deemed appropriate.
- As such, support OHP in the current design and procurement process of a new FP/RH activity, soliciting innovative approaches to address specific barriers and gaps impeding uptake of FP/RH services.
- Explore and pursue expanding the health portfolio using recommendations and data from forthcoming findings and liaise with the front office, the Global Health Bureau, and other USAID/Washington offices.
- Ensure that high-impact, evidence-based practices are incorporated into health programming, implementation, and procurements.

Technical Assistance and Management: (30%)

- Provide strategic direction for OHP in key areas of FP/RH, global health security, youth and gender programming and other priority areas identified.

- In collaboration with other technical offices within the Mission, identify opportunities to leverage and coordinate USAID investments, i.e., global health security, digital technology, private sector, WASH, etc.
- Assume the role of Agreement Officer Representative (AOR)/Contracting Officer Representative (COR) or Activity Manager on awards/contracts.
- Produce written documents to include but not limited to technical papers, concept notes, reports, opinion pieces, and cables.
- Share technical and managerial support with implementing partners to support effective, coordinated partnerships in FP/RH, GHS and other focal areas in meeting OHP's results and objectives.
- Provide active guidance on monitoring, evaluation, and learning and reporting. This includes leading the office in compiling annual Performance Plan and Report (PPR), Mission obligation documents for new and on-going acquisition and assistance actions, annual Operational Plans, quarterly financial reporting, site visits and data quality assessments, and other tasks as appropriate.
- Advance collaborative relationships with MOHP, NPC, MOALR and other GOE counterparts, multinationals, donors, implementing partners, and other strategic stakeholders in key focal areas of OHP.
- Contribute to the evaluation and development of Egypt's follow-on, Country Development Cooperation Strategy.

Coordination and Representation: (20%)

- Represent USAID and liaise with the other U.S. government agencies (i.e., CDC, State Department, USDA, Navy Medical Research, U.S. Forest Services, etc.) in dialogues, taskforces, and meetings to coordinate health programming, particularly GHS.
- Organize and co-lead coordination meetings and events with the MOHP, MOALR, donors, multilaterals, implementing partners, and other key stakeholders on priority health topics.
- Advise OHP of developments and emerging issues in Egypt, report changes, and make recommendations for pivots in strategy and activity implementation to OHP and USAID/Egypt leadership, as necessary.

Other support to the Health Office (20%):

- Communicate best practices for successful implementation and programming through reports, FACT Sheets, bi-weekly bullets, compile weekly Front Office updates, reporting to MOHP, ad hoc reports, cables, and other forms of communication.
- Mentor and coach team members to seize greater opportunities for professional growth, building on the Mission of Leaders approach.
- Provide support to incoming TDYs, high-level visitors, etc., when needed.

Position Elements:

A. Supervisory Relationship: The incumbent will be supervised by the OHP Director or Deputy.

- B. Supervision Controls:** The incumbent will not have a supervisory role.
- C. Available Guidelines:** The incumbent will be proactive in keeping abreast of evolving guidelines and policies, including the USAID/Washington Bureau of Global Health - Global Health Security, Population and Reproductive Health (PRH) - the Automated Directives System (ADS), Mission Orders, Mission Notices, and other U.S. government regulations.
- D. Exercise of Judgment:** The incumbent will exercise a high degree of independent judgment and initiative to plan, prioritize, and conduct the activities entailed in fulfilling major duties and responsibilities. The incumbent will be expected to analyze and address problems by applying relevant guidance (for management/administrative issues) and evidence-based strategies (for technical issues) to advance the Mission's objectives. In the event that no formal guidance exists, the incumbent will use her/his own personal, well-informed judgment, making independent decisions that can be defended as necessary and seeking input when appropriate.
- E. Degree of responsibility for decision-making assigned to the position:** The Senior Health Advisor has broad latitude for exercising individual initiative and making decisions but in consultation with the OHP Director/Deputy and in coordination with team members. Where required, the incumbent will take the lead to develop new and innovative activity designs and strategies to meet the demands of the health sector.
- F. Authority to Make Commitments:** None
- G. Nature, Level and Purpose of Contacts:** The Senior Health Advisor represents USAID/Egypt to high-level U.S. government diplomats, senior Government of Egypt officials, and other external partners. This interaction includes both speaking and written interactions. Contacts include: the USAID/Egypt Mission Director and Mission staff; USAID/Egypt Office of Health and Population, Program Office, and Executive Office; the Centers for Disease Control and Prevention (CDC); the State Department's Environment, Science, Technology and Health Officer; Department of Defense staff; senior officials in the Ministry of Health and Population; research institutes; and multilateral organizations working in the health sector.
- H. Complexity of the work environment/effect on the position's responsibilities:** The work environment of the Senior Health Advisor is highly complex, fluid, and fast paced. The incumbent must stay abreast of daily developments both nationally and internationally and continually contextualize USAID's programming. The incumbent must be able to work independently and with minimum supervision but coordinate closely with the Office Director and relevant team members. The position has high visibility within the interagency in Egypt and in USAID/Washington. The Senior Health Advisor's decisions and recommendations have critical implications for the U.S. government's relationship with the Government of Egypt.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

All candidates must meet the Minimum Qualifications. Applications will be screened accordingly,

and only those that meet the below, required criteria, will be moved forward in the recruitment process.

1) Education: Master's Degree or higher in Public Health or related discipline.

2) Prior Work Experience: Minimum of twelve years of public health and development experience (leadership, program management, project implementation, mentorship, and representation), or similar related experience is required. At least eight of these years should be in developing country contexts. The incumbent must possess leadership experience in coordinating complex programs across multiple partners, such as U.S. government agencies, multilaterals – UN organizations-, or other U.S. government donor programs.

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>.

Upon closing of the solicitation, a committee will convene to review the applications. Applicants who meet the education & experience requirements, listed above in Section II, will be scored and ranked based on the following selection factors:

- **Experience:** Minimum of twelve years of public health and development experience (leadership, program management, project implementation, mentorship, and representation), or similar related experience is required. At least eight of these years should be in developing country contexts. The incumbent must possess leadership experience in coordinating complex programs across multiple partners, such as U.S. government agencies, multilaterals – UN organizations-, or other U.S. government donor programs.
- **Language Proficiency:** High-level written and oral communication skills in English.
- **Job Knowledge:** Extensive knowledge of the public health sector to include infectious diseases, global health security, systems strengthening, and family planning and reproductive health. Must have working knowledge and understanding of the U.S. government - USAID - global health policy frameworks, policies, and procedures.
- **Skills and Abilities:**
 - Must have excellent analytical capabilities, strong writing ability, and communication and interpersonal skills.
 - Demonstrated leadership and mentorship, particularly in intercultural environments.
 - Possess high degree of judgment, maturity, and flexibility to interpret a changing context and adapt approaches and strategies in a high-paced work environment.

Maximum Points Available: 100

Candidates will be evaluated according to the following criteria:

Selection Factors	Scoring Percentage
Work Experience	30
Language and Writing Proficiency	20
Knowledge,	25
Skills & Abilities	25
TOTAL	100%

* As per details reflected under Qualifications above.

Other Requirements:

The incumbent must be:

1. A U.S. citizen.
2. In possession of, or able to obtain, a "Facility Access" Security Clearance.
3. Complete Foreign Affairs Counter-Threat (FACT) Training.

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.

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.

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**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

Cover letter and a current resume/curriculum vita (CV). The CV /resume 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. Complete dates (month/year) are also required on CV.

Applicants must provide a minimum of three and a maximum of five references within the last five years from the applicant's professional life namely individuals who are not family members

or relatives. Three references must 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.

Shortlisted applicants are invited for tests and/or interviews during this time frame. Due to the high volume of applications, only candidates who are shortlisted for a position are contacted for an interview. Please do not contact HR for a status report on your application once your application has been acknowledged. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

NOTE: Experience and education which exceed the requirements set forth in the position description but which are not directly related to or required in the performance of expected duties WILL NOT BE CONSIDERED AS JUSTIFICATION FOR UPGRADING THE POSITION OR DESIGNATED SALARY AS SET BY THE CONTRACTING OFFICER.

4. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.
* * See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO or his/her designee will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

Forms outlined below can be found at: <http://www.usaid.gov/forms/>

1. Declaration for Federal Employment (OF-306)
2. Application for Federal Employment (AID 309-2)
3. Medical History and Examination Form (Department of State Forms)
4. Questionnaire for Sensitive Positions for National Security (SF-86), or
5. Questionnaire for Non-Sensitive Positions (SF-85)
6. Fingerprint Card (FD-258)

VI. BENEFITS AND ALLOWANCES

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

1. 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

2. ALLOWANCES:

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101), available at https://aoprals.state.gov/content.asp?content_id=282&menu_id=101

1. Sunday Premium Pay.
2. Danger Pay. (*If applicable*)

VI. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare, and applicable State Income taxes.

VII. 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.

2. PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

Subpart 52.2—Text of Provisions and Clauses

6 52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.

ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR22-01c)

- (a) Definition. As used in this clause –

United States or its outlying areas means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

- (b) Authority. This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

- (c) Personal Services Contracts with individuals. As a matter of policy, the contractor must comply

with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the 7 Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

3. **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	<p>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</p> <p>- Award Type: Cost</p> <p>- Product Service Code: [e.g. R497]</p> <p>- Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]</p>	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with Contractor_
- 1001	<p>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</p> <p>- Award Type: Cost</p> <p>- Product Service Code: [e.g. R497]</p> <p>- Accounting Info: [insert from Phoenix/ GLAAS]</p>	1	LOT	\$ _TBD_	\$ _TBD at Award

2001	Option Period 2 – 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
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
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

4. 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>.

5. **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> .

6. 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/workusaid/personal-service-contracts-ombudsman>

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.