



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066319R100017

ISSUANCE DATE: 8/19/2019

CLOSING DATE/TIME: 9/2/2019

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – USAID Project Management Specialist (Infectious Disease)
(Local Compensation Plan)

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, Sections I through VII** 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,

Andrew Posacki
A/Supervisory Executive Officer

U.S. Agency for International Development
US Embassy
Entoto Road
P. O. Box 1014
Addis Ababa, Ethiopia

Tel : 251-11-306002
Fax : 251-11-242438
Website: www.usaidethiopia.org

USA Address:
2030 Addis Ababa Place
Washington, DC 20521-2030

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066319R100017
2. **ISSUANCE DATE:** 8/19/2019
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 9/2/2019 before and/or on 5:00PM Ethiopian local time (close of business).
4. **POSITION TITLE:** USAID Project Management Specialist (Infectious Disease)
5. **MARKET VALUE:** FSN-12, \$27,642 to \$49,770
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID/Ethiopia*. Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** Five (5) years. The services provided under this contract are expected to be a continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds.
7. **PLACE OF PERFORMANCE:** US Embassy, Entoto Road, Addis Ababa with possible travel as stated in the Statement of Work.
8. **SECURITY LEVEL REQUIRED:** Regional Security Office certification.
9. **STATEMENT OF DUTIES**

1. *General Statement of Purpose of the Contract*

The USAID Project Management Specialist Infectious Disease (ID) will provide technical leadership to expand and strengthen the quality of ID services in Ethiopia, with a particular emphasis on TB but also including Neglected Tropical Diseases (NTDs) and Global Health Security Initiative activities. The Advisor's primary areas of responsibility include providing strategic and technical leadership and direction on ID issues to USAID/Ethiopia. The Advisor will also ensure close coordination with HIV programming.

2. *Statement of Duties to be Performed*

Serve as the primary USAID technical advisor on ID issues, with a particular emphasis on TB, working closely with other USAID staff and partners. (35%)

- Review and/or help prepare strategies and program plans. Provide technical assistance to ensure program investments are consistent with international norms and standards and are synergistic with other investments made by the United States Government (USG) and partnering agencies.
- Meet regularly with USAID partners and other ID and TB stakeholders to discuss

issues related to program vision, strategy, design, and development/ implementation.

- Provide technical support on the program design and implementation of TB guidelines, interventions and community-based programs.
- Conduct program evaluations and/or prepare scopes of work for independent evaluations.
- Monitor and analyze trends and issues related to TB and TB/HIV including HIV testing of TB individuals, optimizing TB treatment for those dually infected, TB screening of HIV individuals, implementation of preventive therapy, and TB drug resistance levels among HIV-infected individuals.
- Provide technical advice to ensure that ID and TB programs are consistent with international standards and recommendations.
- Assist with the identification of potential technical partners and implementation mechanisms for future ID and TB programs.
- Contribute ID technical expertise, with an emphasis on TB, for reviews of Mission documents such as annual reports and operational plans.
- Provide technical input on taskers and other requests for information related to ID.
- Participate in meetings, workshops and task forces and act as a liaison to other organizations working on ID and TB.
- Work with other USAID staff to ensure linkages to other programs.

Strengthen coordination with government, donors and NGOs involved in ID and TB. (20%)

- Monitor current medical and public health literature, reports, and international guidelines and standards in ID and provide recommendations in developing improved approaches to monitoring and evaluating TB, TB/HIV and NTD programs.
- Identifying required actions, making decisions and recommendations, and executing activities as they pertain to assigned areas of responsibility, and providing timely information, assistance, and recommendations to Health Office staff and USAID Mission Management.
- Continuously monitoring operations as well as the actions of outside forces that could potentially disrupt or desynchronize program efforts. This includes working to identify unforeseen obstacles and problems, implementing measures to reduce their effects whenever possible, and reporting problems and recommendations to Health Office staff when situations exceed the incumbent's ability to control or influence them.
- Continuously conduct risk management to identify hazards affecting plans and operations, and recommend control measures.

Coordinate ID Team activities with other Mission Offices. (20%)

- Effectively manage time and resources within assigned areas of responsibility, to include the synchronization of program activities with those of the USAID FSN Construction Specialist, the USAID/Washington Office of Economic Growth, Agriculture and Trade/Infrastructure and Engineering (EGAT/I&E) unit, and other supported teams and agencies as appropriate.
- Obtaining, providing, and processing input and recommendations from staff

members, and establish, monitor and control timelines, and identify critical operational events affecting operations.

- Provide daily input and advice to his/her Supervisor regarding all matters pertaining to proposed, planned, and ongoing contracted work and activities, and the completion of other activities as assigned by the Supervisor and/or the Contracting Officer.
- Develop relevant sections of the Operational Plan (OP) and other relevant program documents and reports as needed.
- Participate in job-related working groups and professional meetings.

Provide supervision and guidance for the Mission's NTD- and Global Health Security Initiative-related activities. (20%)

Other Infectious Disease-related activities (5%)

- Prepare and submit occasional technical papers to professional journals and meetings.
- Provide technical assistance on issues related to other infectious disease issues, as needed.

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

3. Supervisory Relationship

Approval of work plans, broad supervision. Incumbent operates largely independent of direct supervision.

4. Supervisory Controls:

Direct supervision of two CCN professional-level positions.

10. AREA OF CONSIDERATION: All interested applicants. Cooperating Country National Personal Service Contractor (CCNPSC). Cooperating country national 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. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

12. POINT OF CONTACT: addisusaidjobs@usaid.gov; **Fekadu Tamirate.**

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- EDUCATION:** M.D. (or equivalent) plus MPH (or equivalent) or DrPH.
- PRIOR EXPERIENCE:** 10 years' directly related professional experience.
- LANGUAGE:** English Level IV oral and written.

III. EVALUATION AND SELECTION FACTORS

The following evaluation factors for evaluating applications are established. The Technical Evaluation Committee will establish the competitive range/cut-off points per the evaluation factors listed below. Applicants are encouraged to provide a narrative for each selection criteria listed below in this section. This information will be used for evaluating and scoring each criterion. ***The TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview. The CO will consider findings from the reference checks as part of the responsibility determination.*** Be sure to include your name and the solicitation number at the top of each page.

EDUCATION (10 points): M.D. (or equivalent) plus MPH (or equivalent) or DrPH
Additional evaluation points will be given to offerors who exceed the minimum requirement.

EXPERIENCE (35 points): 10 years' directly related professional experience on providing technical leadership to expand and strengthen the quality of ID services in Ethiopia, with a particular emphasis on TB but also including Neglected Tropical Diseases (NTDs) and Global Health Security Initiative activities. The Advisor's primary areas of responsibility include providing strategic and technical leadership and direction on ID issues.

KNOWLEDGE, SKILLS, and ABILITIES (55 points): Strong communication skills, fluency with Microsoft Office applications, ability to interact effectively with people from a variety of cultural/national backgrounds and professional backgrounds.

As part of the application package, applicants should submit a writing sample (English) of at least two pages related to the duties and responsibilities of the position. This could be a previously written or published piece or something the applicant writes for this specific purpose.

PRESENTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form DS-174 Application for U.S. Federal employment along with a cover letter and resume written in English. The DS-174 Application form can be found in the U.S. embassy website <https://et.usembassy.gov/embassy/jobs/>;
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 12**.
3. Copies of credential documents (i.e., degree, training certificates, etc.);

4. Application must be submitted **ONLY** via addisusaidjobs@usaid.gov and the email subject must say– solicitation **72066319R100017, USAID Project Management Specialist (Infectious Disease)**
5. Please submit the application only once; and
6. Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at 5 p.m. (Close of Business).
7. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

IV. LIST OF REQUIRED FORMS FOR PSC HIRES

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 the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Finger Print Card (FD-258)

V. BENEFITS/ALLOWANCES

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

1. **BENEFITS:**
Group life insurance, medical coverage, annual leave and sick leave.
2. **ALLOWANCES:**
Meal allowance and miscellaneous benefit allowance.

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

USAID regulations and policies governing **CCN/TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

END OF SOLICITATION

EQUAL EMPLOYMENT OPPORTUNITY: *The U.S. Mission in Ethiopia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations.*

The EEO complaint procedure is 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.