Solicitation No. SOL-695-16-000007

1. **SOLICITATION NO.:** SOL-695-16-000007

2. **ISSUANCE DATE:** August 30, 2016

3. **CLOSING DATE/TIME:** September 30, 2016 at 5:30 p.m. (Kigali Time)

4. **POSITION TITLE:** Senior Health Team Leader

5. **MARKET VALUE:** Position is classified at GS-14 with annual salary range of $87,263 to $113,444. The actual salary will be negotiated based on qualifications, work experience and previous salary history of the successful candidate.

6. **PERIOD OF PERFORMANCE:** Two Years. Level of effort is full time (40 hours per week)

7. **PLACE OF PERFORMANCE:** Bujumbura, Burundi

8. **SUPERVISION:** Contractor will report to the USAID Representative

9. **SECURITY ACCESS:** Secret Level

10. **MEDICAL CLEARANCE:** The apparently successful applicant shall be required to obtain a Department of State Medical clearance to Live and/or work in Burundi as a pre-condition for employment and/or residence in Burundi.

11. **WHO MAY APPLY:** U.S. Citizens

12. **HOW TO SUBMIT:** Electronic submission is authorized and the most preferred method of submission. Electronic application packages should be submitted by email to: kigalihr@usaid.gov. Please quote the solicitation number and position title of this solicitation on the subject line of your email application. Be sure to include the solicitation number at the top of each of the additional pages. **Point of contact:** Human Resources Office, Tel: 0252 596 400; Ext. 2605

13. **ONLINE POSTING:**
https://www.fbo.gov/index?s=opportunity&mode=form&id=e1f91a3914457e0e90a3b0d163f0771d&tab=core&_cview=0

Please note that currently only adult dependents employed at the Embassy are authorized at post.

INTRODUCTION

More than a decade since the conclusion of ten years of civil war and five years of civil conflict, Burundi remains one of the least developed countries in the world, with alarming levels of hunger and malnutrition that have been exacerbated by political crisis. USAID/Burundi engages with international donors and local stakeholders to improve the health status and social conditions of the population, reduce the high rates of chronic malnutrition, mitigate the drivers of conflict, enhance democratic governance and human rights, and promote economic growth.

Burundi is a low-income country with a population of 10.5 million which is increasing by about three percent a year. Burundi's population density in 2012 – 328 inhabitants per square kilometer – was the second highest in sub-Saharan Africa. It remains one of the poorest countries in the world, with the latest United Nations' estimated per capita annual income of $270, as of 2011 and was ranked 184 out of 188 countries on the 2015 UN Human Development Index. Burundi suffers from chronic food shortages and high rates of chronic malnutrition among children under five as well as one of the highest fertility rates in Sub-Saharan Africa (6.2, DHS2010). While its real economic growth rate averaged 4.4 percent during 2010-2012, its population also increased by 3.2 percent annually, producing a net economic growth rate of 1.2%. Contested 2015 elections leading to a third term for the incumbent President have generated a prolonged political crisis, the results of which include over 250,000 Burundian refugees in neighboring countries and pronounced economic stagnation with IMF estimating -7.2% growth for 2015.

Despite economic and governance challenges, Burundi has made notable progress on key health indicators over the past several years. The introduction of free care for pregnant women and children has been a major contributor to these developments. Most notably, antenatal care (ANC) coverage reaches 99% of women for at least one visit and provides an entry point for a number of other health interventions. With support from PEPFAR and the Global Fund, the Government of Burundi has strategically scaled up HIV/AIDS interventions and has worked towards developing a more sustainable model. The effectiveness of the response to the epidemic has been evidenced by a decline in HIV prevalence from 2.9 percent in 2001 to 1.4 percent in 2010 – although prevalence is higher among the key at risk populations of female sex workers (21.3%) and MSM (4.8%). . Burundi's response is effective in keeping people on treatment, with extremely high adherence rates among people on treatment, among the best in Africa: 91.2 percent at 12 months

Despite this progress, the overall picture of health in Burundi remains one of concern. This situation is associated mainly with the fragility of the health system, the heavy burden of communicable diseases, the vulnerability of mothers, children and adolescents, and the role of the determinants of health (including very high rates of acute and chronic malnutrition, 6% and 58% respectively, in children between 0-5). The most prevalent diseases in the epidemiological profile are communicable diseases that particularly affect the health of pregnant women and

children, the most vulnerable population groups. The most prevalent diseases in this category are malaria, HIV/AIDS, tuberculosis, diarrhoeal diseases, vaccine-preventable diseases and acute respiratory infections.

The goal of the USAID/Burundi Office's health program is to improve the health status of Burundians. To achieve this USAID's health program focuses on increasing access to, demand for and quality of integrated child and maternal health services. USAID/Burundi's health programs support a range of technical areas such as HIV/AIDS prevention, care and treatment; voluntary family planning; malaria control; maternal health; child survival and nutrition. Planning, implementation, and monitoring and evaluation of USAID programs are informed and led by national protocols and collaboration with other donors.

USAID/Burundi is one of the largest donors in the health sector in Burundi. Of USAID/Burundi's programs, the largest component consists of the President's Emergency Plan for AIDS Relief (PEPFAR) with an annual planning level of $17 million per year, followed by malaria ($9M) and then Food for Peace. Funding for voluntary family planning and maternal and child health programs totals an estimated $5 million annually. Given massive unmet needs in health and limited funding, USAID assistance focuses on programming that combines linked service delivery in priority areas, and technical assistance to increase the sustainability of interventions.

BASIC FUNCTION OF THE POSITION

The objective of the contract is to obtain the services of a Senior Health Team Leader/Project Manager who will provide leadership and advisory services on the full range of family planning/reproductive health, HIV/AIDS, maternal and child health and malaria activities including strategic planning for the USAID/Burundi portfolio. The incumbent has the responsibility of understanding and incorporating the Agency's five core values in all respects: 1) customer focus; 2) managing for results; 3) empowerment and accountability; 4) teamwork and participation and 5) valuing diversity.

The incumbent will work at a senior level in a USG foreign assistance program that requires knowledge, experience, maturity, and an ability to function independently in a highly demanding, and frequently changing environment. The position is located in the USAID office in Bujumbura, Burundi. The Senior Health Team Leader/Project Manager will be leader of the health team, which totals currently 10 members, including the Senior Health Team Leader/Project Manager including specialists in HIV/AIDS, malaria, family planning and reproductive health, supply chain management, and health systems strengthening. S/he will also be responsible for outreach and coordination with the Food for Peace team which oversees nutrition interventions which fall under the umbrella of the Ministry of Health. Health is the largest component of both the USAID/Burundi budget and the largest team by size. The incumbent plays an important role in donor coordination in Burundi given the importance of the health program to the overall development strategy in Burundi.

S/he will report to the USAID Representative and provide oversight of the health team and overall health portfolio, with direct supervision of the Malaria and PEPFAR team leaders. S/he

will be expected to work independently, take initiative, and manage a multi-cultural team with multiple results packages. S/he will advise USAID/Burundi on all aspects of health including HIV/AIDS and the prevention of mother to child transmission of HIV (PMTCT), family planning (FP), maternal health and child survival, and malaria. S/he will focus on the integration of the health activities and combined progress towards overarching strategic improvements in health. The incumbent will represent USAID at the highest government and donor levels.

The Senior Health Team Leader/Project Manager will provide managerial oversight, supervision, and technical guidance to support the implementation of all USAID health programs including its two largest bilateral programs, the Integrated Health Project (IHP) and the PMTCT Acceleration Project. IHP combines many health areas that were historically and separately managed by different teams. The Senior Health Team Leader/Project Manager is expected to coordinate their work and report on the IHP as one consolidated unit. Because of the integrated nature of the program and the importance of HIV/AIDS within the portfolio, the Senior Health Team Leader/Project Manager will ensure synergy and complementarities between HIV/AIDS, family planning/MCH, malaria and all other health-related activities. S/he will also work closely with other USAID teams including economic growth, democracy and governance, and most notably the Food for Peace team which is addressing malnutrition in Burundi. The Senior Health Team Leader/Project Manager will also be responsible for ensuring interventions are coordinated, well-designed, and evidence-based and is expected to plan and promote a solid evaluation and assessment plan for the health sector.

MAJOR DUTIES AND RESPONSIBILITIES

1. **Staff Management and Mentorship (35%)**

Carry out a full range of supervision, project management, advisory and strategic planning responsibilities for a team of 10. The incumbent is expected to lead and provide guidance to the USAID/Burundi health team, managing staff, overseeing work products and ensuring their performance meets or exceeds established performance standards. Ensure team members are fulfilling responsibilities in a timely and effective manner while providing leadership and mentoring to professional staff to enhance their skills. The incumbent advises and assures that USAID/Burundi's health activities are designed, implemented, supervised, monitored, evaluated, and documented in accordance with USAID policies and strategies. The incumbent provides support training, and mentoring on project management, as well as specialized knowledge of technical and programmatic approaches in implementing USAID health programs

The incumbent will directly supervise Team Leaders who manage sub-teams in HIV/AIDS and malaria and be responsible for overall performance of staff supporting an integrated health portfolio and the integration of cross-cutting staff across the health streams. As the most senior representative of the USAID/Burundi health team, the incumbent requires technical knowledge, experience, maturity, and an ability to operate and adapt to changing environments. S/he will keep abreast of current and new health issues, and ensure opportunities are made available to

staff to do the same. The incumbent will be required to work closely with USAID headquarters staff to keep them informed of progress on the USAID/Burundi health portfolio.

2. **Technical Leadership (20%)**

The incumbent will be a high level technical advisor on all health-related areas for the USAID Representative and Embassy Bujumbura Front Office and have specific technical oversight responsibilities for the health portfolio. S/he will keep abreast of advances in health programming and advise the Burundi office on implications and implementation options. USAID/Burundi Health Team staff both manage projects and provide direct technical assistance and advice to the Government of Burundi's Ministry of Health and the Fight Against HIV/AIDS and other national level bodies focused on health sector improvements. S/he will represent the USAID/Burundi office in sector-level working groups, providing strategic analysis and technical input to sector planning approaches and ensure activities are aligned with national priorities and protocols, with the support of other technical specialists on the health team. The incumbent will manage the USAID/Burundi flagship Integrated Health Project which requires a strong technical base in health programming with focus on service delivery.

The incumbent will maintain a working knowledge of HIV/AIDS, maternal and child health, and reproductive health epidemiology and provide technical oversight and leadership to a portfolio that includes family planning, reproductive health, malaria, maternal and child health and child survival service delivery, emphasizing delivery of quality services in targeted geographic areas, and provision of national level technical assistance in training and supervision.

3. **Project Development, Implementation, and Integration (25%)**

With an HIV/AIDS budget level of $17.6M (FY15 levels) and a total health budget of $35M, Burundi has, as of 2013, designed its portfolio around fully integrated programs implemented by a range of technical partners. Reproductive and MCH components of this large program are small in comparison with HIV/AIDS, malaria and Food for Peace/nutrition. However USAID/Burundi's position is that integration enables management and programmatic efficiencies that can and do result in leveraged improvements in RH and MCH outcomes. The Senior Health Team Leader will need to have the analytical skills necessary to inform and guide decision-making regarding the ongoing effectiveness of integrated programming. The incumbent will have overall responsibilities, and once certification is approved, Contracting Officer's Representative responsibility for the five-year Integrated Health Project with a total estimated budget of $40 million. S/he will have other program responsibilities including but not limited to:

- Strategic planning and program design—developing strategies and detailed implementation plans for health activities under USAID/Burundi's annual operational plan
- Monitoring, implementation and evaluation—with the support of the Health Monitoring and Evaluation Specialist, ensuring that health activities are implemented and monitored

in a timely and quality manger; ensure that the development of evaluation plans is completed and that evaluation findings are integrated into new programs.

4. **Coordination, Partner Relations, and Representation (20%)**

The incumbent will represent USAID/Burundi at high level meetings, international and national conferences with implementing partners, donors, governments, USG agencies, and international and local partners. S/he will work closely with USAID Washington staff on a regular basis on strategic planning, management and policy issues. The Senior Health Team Leader will engage with other key technical partners and donors on a regular basis, through working groups, and other efforts at engagement and coordination. The incumbent may be asked to represent USAID and the U.S. Embassy at public events and to periodically provide public remarks at project-level events. The health donor group in Burundi is very active and the incumbent is expected to take a leading role in sector engagements, providing critical technical insights and recommendations to the USAID Representative, and ensuring proactive sharing and coordination on USAID's activities with other donors.

The incumbent will also perform other duties as assigned.

I. QUALIFICATION, EXPERIENCE AND EVALUATION CRITERIA

The following technical evaluation criteria will be used to evaluate the applications. These criteria will be assigned values from a total of 100 points set forth below.

a. *Education 10 points*
b. *Technical Knowledge 25 points*
c. *Work Experience 30 points*
d. *Skills and Abilities 15 points*
e. *Language 20 points*

TOTAL *100 points*

The technical criteria will be evaluated and scored by the technical evaluation committee. Additional guidance regarding the technical evaluation criteria are set forth below.

1) Education: (10 points)

An advanced degree (masters or higher) in public health, nutrition, reproductive health, MCH, medicine, or other field that affords an understanding of public health initiatives is required.

2) Technical Knowledge (25 points)

Demonstrated technical expertise in one or more aspects of the USAID/Burundi health portfolio (HIV/AIDS, malaria, maternal health, child health, reproductive health, and/or health systems). The applicant must have demonstrated technical experience designing, implementing, and/or monitoring health programs in developing countries.

3) Work Experience: (30 points)

At least eight years of progressively responsible experience managing and implementing public health programs, working with program managers, policymakers, and a broad array of health service providers and community leaders with at least three years of experience in a supervisory role is required. The applicant must demonstrate successful leadership, mentoring and supervisory experience. The applicant must demonstrate a proven track record of living and working in developing countries. Ability to perform at a senior level must be demonstrable and experience applying effective leadership and communication skills is essential. Regional experience in Africa is preferred but not required.

3) Language: (20 points)

Applicant must demonstrate ability to communicate quickly, clearly and concisely, both orally and in writing, in **English and French.** Fluent English speaking, reading and writing are required. French language professional proficiency based on the Foreign Service Institute (FSI) standards of level 3/3 (speaking/reading) is also required. Level 3 general professional proficiency is an ability to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations and the ability to read within a normal range of speed and with almost complete comprehension.

The successful candidate is expected to be able to express her/herself comfortably in meetings and other forums in both English and French.

4) Skills and abilities: (15 points)

Demonstrated ability to facilitate meetings and make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context. Able to use word processing, spreadsheet and database programs. Must have excellent interpersonal skills and be able to work constructively in a team setting, motivating team members and working to positive performance overall as a supervisor, supervisee, and team member.

Professional Reference Checks
Applicants must provide at least three references with current contact information, including preferably both e-mail addresses and a telephone numbers.
The Personal Services Contract will be for (2) years, with possible extensions. Extensions will be contingent on the need for continued services, satisfactory performance and availability of funds.

Required Summary Statement
Applicants are ***required*** to address the above selection criteria in a summary statement attached to the application. This summary statement, lmust describe specifically and accurately what

experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The summary statement must include the name of the applicant and the announcement number at the top of each page. ***Failure to provide this summary statement may result in lower scores against the selection criteria above.***

Interviews
Those applicants determined to be competitively ranked will also be evaluated on interview performance. These interviews may be conducted by telephone. **A writing test and samples of past work will be required.**

II. Compensation

This position is classified at GS-14 scale. The actual salary of the successful candidate will be negotiated within that pay range depending on qualifications, work experience and previous earning history.

A. Benefits and Allowances

As a matter of policy, and as appropriate, a US/TCN PSC is normally authorized to receive benefits and allowances in accordance with the AIDAR Appendix D. [A contractor meeting the definition a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances].

1. Benefits

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase
- Eligibility for Worker's Compensation
- Annual and Sick Leave
- Medevac Insurance
- Access to Embassy medical facilities, commissary and pouch mail service
- Cost of Travel to/from Post
- Shipment of Unaccompanied Baggage
- Shipment and Storage of Household Effects
- Shipment of POV (Privately Owned Vehicle)

2. Allowances (if applicable, as found in the Standardize Regulations (DSSR) - sections cited below):

- Temporary Lodging Allowance (Section 120)
- Living Quarters Allowance (Section 130)
- Post Allowance (Section 220)
- Supplemental Post Allowance (Section 230)
- Separate Maintenance Allowance (Section 260)
- Educational Allowance (Section 270)
- Educational Travel (Section 280)
- Post Differential (Chapter 500)
- Payments during Evacuation/Authorized Departure (Section 600) and
- Danger Pay (Section 650)

III. Applicable Policy Directives and Regulations Pertaining to PSCs

1. Acquisition and Assistant Policy Directives (AAPDs) or Contract Information Bulletins (CIBs) contain changes to USAID policy and General Provisions in USAID regulations and contracts. Those documents can be found at this websites: http://transition.usaid.gov/business/business_opportunities/cib/subject.html#psc

2. USAID Acquisition Regulation (AIDAR) applicable to award and administration of USPSC resident hires is contained in AIDAR Appendix D and can be found at: http://www.usaid.gov/policy/ads/300/aidar.pdf. The link comprises of prescribed Contract Schedule, General Provisions as appropriate, as well as the FAR Clauses to be incorporated in full text and by reference.

3. Standard of Ethical Conduct for Employees of the Executive Branch can be accessed at: http://www.gpo.gov/fdsys/pkg/CFR-2007-title5-vol3/pdf/CFR-2007-title5-vol3-part 2635.pdf or http://www.oge.gov/Laws-and-Regulations/Employee-Standards-of -Conduct/Employee-Standard-of-Conduct/

C. List of Required Forms for PSCs

- Forms outlined below can found at https://www.usaid.gov/rwanda/partnership-opportunities
- Optional Form AID 302-3

Upon advice by the Contracting Officer that the applicant is the successful candidate:

- Contractor Employee Biographical Data Sheet (AID 1420-17)
- Contractor Physical Examination (AID Form 1420-62)

- Questionnaire for Sensitive Positions (for National Security) (SF-86),
- Finger Print Card (FD-258). ** (Available from the law enforcement offices or in USAID/Washington

IV. Instructions to Applicants

1. Interested applicants are requested to submit the following information:

a. A recent CV or resume. The CV/resume must include sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria and must contain the following information:

i. Personal Information: Full name, mailing address, email address, day and evening phone numbers, country of citizenship, highest federal civilian grade held (also give job series and dates held).

ii. Education: High school name, city and state, date of diploma or GED; colleges and universities name, city and state, majors, type and year of any degrees received.

iii. Work Experience: provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions): job title (include series and grade if federal job), duties, and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.

iv. Other Qualifications: other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title and year), job-related skills; for example, other languages, computer software/hardware, tolls, machinery, typing speed, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance as awards (give dates but do not send documents unless requested.

b. Applicants are ***required*** to address the above selection criteria in a summary statement attached to the application. This summary statement, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The summary statement must include the name of the applicant and the announcement number at the top of each page. Failure to address minimum selection and/or quality factors may result in your not receiving credit for all your pertinent experience, education, training, and awards. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

c. Applicants are required to provide three (3) references with complete contact information including email address and telephone numbers. The Applicant's references must be able to provide substantive information about the applicant's past performance and abilities. USAID/Rwanda reserves the right to obtain from previous employers relevant information concerning the applicant's pas performance and may consider such information in its evaluation.

d. Applicants are required to submit a written cover letter of not more than one page.

e. Applicants are required to submit Form AID 302-3 must be signed and those submitted unsigned will be rejected.

2. Applicants should retain for their record copies of all enclosures that accompany their submissions.

3. The solicitation number must be referenced on the application.