SOLICITATION NUMBER/VACANCY ANNOUNCEMENT: 72069620R100001

ISSUANCE DATE: January 24, 2020
CLOSING DATE/TIME: February 21, 2020/12:00 p.m. (CAT)

SUBJECT: Solicitation for a Cooperating Country National Personal Services Contractor (CCNPSC)

Dear Prospective Offerors/Applicants:

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 a contract as described in this solicitation.

Offers must be in accordance with Attachment 1, Sections I through V 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 personal services 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,

//signed//
Reid H. Ahl, CM
Contracting Officer &
Supervisory Executive Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72069620R100001

2. ISSUANCE DATE: January 24, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: February 21, 2020, 12:00 p.m. noon African Central Time

4. POSITION TITLE: Pharmaceutical Logistics Specialist

5. MARKET VALUE: 33,202,226 to 54,123,880 Rwandan Francs equivalent to FSN-11 in accordance with AIDAR Appendix J and the Local Compensation Plan for the U.S. government agencies present in Rwanda. Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: Employment under this contract is of a continuing nature utilizing a five-year contract as the hiring mechanism. Its duration is expected to be a series of sequential contracts; all contract provisions, clauses and regulatory requirements concerning availability of funds shall apply.

7. PLACE OF PERFORMANCE: Kigali, Rwanda with possible travel as outlined in the Statement of Duties.


9. STATEMENT OF DUTIES

Basic Functions of Position

The USAID Project Management Specialist /Pharmaceutical Logistics Specialist will provide technical, management and coordination services in support of USAID/Rwanda’s PEPFAR program. The Project Management Specialist /Pharmaceutical Logistics Specialist will be part of USAID/Rwanda’s Strengthening Capacity of Health Services (SCHS) team and will report to the Commodities and Logistics Advisor. The specialist will be responsible for a broad range of planning, monitoring, coordination, capacity building and implementation of tasks related to pharmaceutical logistics management in Rwanda. The Project Management Specialist /Pharmaceutical Logistics Specialist will focus on pharmaceutical services, systems and policy issues within the context of PEPFAR and the broader USAID Health Office portfolio. Specifically, the position will provide support through technical assistance for the Rwanda Medical Supply Agency Limited (RMS) on supply planning, procurement, inventory management, distribution, fund management and the supply chain for USG commodities as well as the Ministry of Health’s coordinated procurement and distribution systems (CPDS). In addition, the position will assist the Commodities and Logistics Advisor to further integrate and align PEPFAR program
activities in pharmaceutical commodity management with the broader HO portfolio and other bilateral and multi-lateral donor programs, including UNICEF, UNFPA, World Health Organization and the World Bank. An area of emphasis will also be on strengthening the newly established Rwanda Food and Drug Authority. The individual will also be responsible for coordinating various PEPFAR Technical Working Groups (TWG) and following up on their implementation of the recommendations from these meetings.

The position will be delegated all authorities and responsibilities commensurate with an Agreement Officer Representative (AOR) or Contracting Officer Representative (COR) for programs involving pharmaceutical services and commodities management. Additionally, s/he will work closely with other technical advisors on the development and implementation of activities as well as interact with counterparts at the PEPFAR interagency level, USAID/HO team, and national levels as Rwanda aims to greatly improve its pharmaceutical, commodities management and supply chain services.

**Major Duties and Responsibilities**

S/he will work with relevant partners and stakeholders to ensure the successful implementation of national pharmaceutical sector strategic plans, facilitate the establishment and performance of RMS and improve integrated pharmaceutical commodities management and tracer commodity availability.

**Mission Advisor and Coordinator of Pharmaceutical Logistics Management activities. (50%)**

Contribute to the establishment and strengthening of the RMS and design activities to improve efficiencies and management.

Provides direction for the PEPFAR-initiated gap analysis of the Rwanda Food and Drug Authority and coordinates health systems strengthening plans for the organization.

Provides direction in PEPFAR-led initiatives on rational drug use, pharmaceutical waste management, quality assurance, information systems, Global Standards programs and other initiatives.

Participates in the design of new programs and in technical reviews for new and/or follow-on supply chain management and other related awards.

Contributes technical and management expertise to PEPFAR Participation in USG Technical Working Groups including Prevention, Care and Treatment, Lab and Health Systems Strengthening.
Provides strategic technical advice for and assists in preparation of portions of key PEPFAR planning and budget documents, such as the County Operational Plan, semi-annual and annual progress reports and Congressional Notifications.

Collaborates with other advisors and partners to assure the best technical interventions in support of multi-sectorial programming and technical accuracy, particularly as it relates to pharmaceutical commodity management and systems strengthening programs/projects to achieve PEPFAR goals and objectives.

Coordinates, adapts and disseminates lessons learned on pharmaceutical logistics and commodity management systems strengthening programs and project activities to further strengthen and expand interventions to achieve PEPFAR and GOR goals.

**Program Management, Coordination and Advisory (30%)**

The individual is the designated AOR/COR project manager for pharmaceutical logistics and commodity management activities. S/he conducts day-to-day management of the pharmaceutical logistics and commodities portfolio and provides technical input to partners’ annual work plans and budgets for HIV/AIDS programs/projects.

Ensures that performance-monitoring systems are in place, and that periodic, reliable measures and indicators of portfolio impact are established. Collects and monitors performance data on an ongoing basis and prepares reports of program/project progress for use within the HIV/AIDS team, the USAID Mission and for USAID/Washington and Office of the U.S. Global AIDS Coordinator (OGAC). Assesses progress in achieving results for pharmaceutical commodity management activities and evaluates and assesses activities as needed.

Continually strives to enhance the achievement, outcomes and results by periodically reviewing the development context, results, indicators, and activity implementation progress and identifies problem areas and suggests solutions.

Prepares technical and program documentation including briefing papers, cables and memos for information and action for pharmaceutical logistics and commodity management activities. Programmatic documentation includes modified Acquisition and Assistance Request Documents (MAARDS) and Program Statements for acquisition and assistance actions, including new agreements, amendments, incremental funding; drafts statements of work and illustrative budgets. Also includes preparing quarterly accrual estimates and tracking funds for activities implemented by partner organizations related to the assigned area of responsibility.

Reviews performance reports to ensure that Implementing Partners (IPs) are in compliance with host-government agreements and the performance expectations outlined in their work plan and in their contract/agreement with USAID.
Ensures that IPs are in compliance with all relevant PEPFAR and USAID rules, regulations and procedures. Communicates with partners regarding USAID rules and regulations, as well as their obligations to USAID. Applies a specific and in-depth knowledge of applicable USG laws, legislative directives, and regulations, particularly regarding the allowable use of PEPFAR and other USAID funds. Based on personal observations, assessment reports, performance statistics, and other available data, makes programmatic recommendations to the HIV/AIDS Team.

Reviews performance reports to ensure that partners are in compliance with bilateral government agreements and with the performance expectations outlined in their work plan and in their agreement(s) with USAID.

Maintains program and all relevant COR/AOR files, reports including periodic updates.

**Monitoring and Evaluation of Pharmaceutical Commodity Management activities (10%)**

Maintains a regular schedule of project site visits at headquarters and in the field. Makes recommendations for adjustments of pharmaceutical commodity management and system strengthening program/project activities, as appropriate. Based on the information collected during field visits, communicates findings and recommendations to the Cluster Coordinator and as appropriate, other USG agencies, implementing partners and GOR counterparts.

Assists the Monitoring and Evaluation Specialist in evaluating pharmaceutical logistics and commodity management and system strengthening activities by ensuring that performance monitoring systems are in place, and that periodic, reliable measures of impact indicators are established. Reviews and approves annual work plans and quarterly reports of implementing partners. Ensures all routine and ad hoc reporting requirements reflect the full pharmaceutical logistics and commodity management and system strengthening indicators and reporting against targets.

Works closely with IPs to ensure program achievements and lessons learned are disseminated to sector representatives. Maintains and shares an up-to-date summary of all program technical and geographic areas.

Documents activities of USAID-supported IPs by establishing routine communications, conducting site visits and inspections, and maintaining up-to-date information and files on the status of partner activities, resources, and work plans.

In collaboration with other team members, monitors activities undertaken by partners implementing pharmaceutical logistics and commodity management and systems strengthening activities, tracks progress against program descriptions, implementation plans, and work plans, assesses progress and barriers to achievement, recommends action for improvement or modifications to address problems, and documents and highlights results.
**Project Financial Management (10%)**

Responsible for the financial management of assigned activities which includes ensuring that obligations, expenditures, and budget pipelines conform to action plans. Ensures appropriate and timely incremental funding of activities. Actively participates in pipeline review meetings and actions.

Work closely with the appropriate financial officer in the mission to properly monitor the financial management systems of the implementing partners and provide technical assistance to the local partners on USAID financial regulations.

Ensures that program activities are in compliance with USAID financial regulations. Reports any financial discrepancies to the supervisor, Cluster Coordinator, Team Leader and Financial Analyst. Keeps the Mission Controller and Financial Analyst informed on the liquidation of advances. Reviews and provides administrative approval for assigned activities.

Ensures compliance with Non-Federal Audits (NFAS) and closure of open recommendations. Maintains a monthly project financial management tracking system and actions.

**10. AREA OF CONSIDERATION:** Open to All Interested CCN (Cooperating Country National) Candidates.

AIDAR, Appendix J, 1. (b) Definitions:
“Cooperating country” means the country in which the employing USAID Mission is located.
“Cooperating country national” (“CCN”) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

NOTE: All applicants must reside in Rwanda and have the required work and/or residency permits to be eligible for consideration.

**11. PHYSICAL DEMANDS:** The work requested does not involve any rigorous physical demands.

**12. POINT OF CONTACT:** Human Resource Office, e-mail kigalihr@usaid.gov.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

*Education and work experience requirements must be met at time of application.*

a. **Education:** Master’s Degree in Pharmacy, Public Health, Business Administration or Supply Chain discipline required.
b. **Prior Work Experience**: Five to seven years of progressively responsible experience working in public health with specific experience in HIV/AIDS commodity and logistics or other similar supply chain management.

c. **Post Entry Training**: USAID project and financial management systems, the application of USAID regulations, monitoring and evaluation, and AOR/COR training, as well as periodic state-of-the-art training to maintain professional competency. USAID will assure training is provided. This may include appropriate on the job training and other opportunities.

d. **Language Proficiency** Level 4 (fluent) ability is required in written and spoken English and Kinyarwanda. English proficiency is tested.

e. **Job Knowledge**: The candidate must have in-depth knowledge of commodity procurement, importation and safety of health commodities in Rwanda; antiretroviral therapy for HIV/AIDS patients; treatment and prevention of opportunistic infections and major issues concerning treatment of HIV/AIDS in Rwanda. Antimicrobial resistance, Rational Medicine uses, pharmacovigilance, managing pharmaceuticals, and issues with regulatory and inspection authorities is required.

f. **Skills and Abilities**: The position requires good organizational and management skills, strong analytical and research skills, good social and professional judgement, excellent interpersonal skills in cross-cultural and multi-level settings; ability to interact effectively with mid- and senior level government officials, donor communities, high level members of the business community, and to maintain collaborative working relationships within a team structure. Excellent computer skills are required for effectively operating in this position. Examples of software include: MS Word, Excel, PowerPoint, Outlook, Access, and Microsoft Project. Computer skills are required to implement, analyse and monitor, and manage activity goals, inputs, outcomes, and achievements, both at the programmatic and impact levels. The selected candidate must be capable of producing high quality work, often under time pressure and in complex situations. Must be able to communicate effectively in English in writing and verbally. Lead and participate in discussions and meetings effectively. Able to rapidly analyse, evaluate data, and prepare reports and related documents in English.

### III. EVALUATION AND SELECTION FACTORS

The procedure for evaluating and ranking applications is outlined below. Applicants will be scored based on the documentation provided with the application. The best-qualified among those applicants who meet the minimum qualifications will be invited to take an English proficiency and skills test. Only the highest-ranked applicants will be interviewed.

1. **BASIC ELIGIBILITY**

The basic eligibility requirements for this position are:
- Authorized to work in Rwanda;
- Complete application submitted as outlined in the section IV;
- Eligible to attain security clearance for Facility Access;
- Cleared medically to work at USAID/Rwanda;
- Available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Willing to travel to work sites and other offices as/when requested.

2. SELECTION PROCESS AND EVALUATION FACTORS

After the closing date for receipt of applications, those that meet the minimum qualification requirements will be invited to take an English Proficiency Test and a Skills Test. Applications from candidates who do not meet the minimum requirements for education and experience will not be reviewed. Applications of those who meet the Level IV English proficiency requirements will be forwarded to the Technical Evaluation Committee (TEC) for review. The TEC will review and score the application and skills test based on the evaluation factors as described below. Candidates with the best scores based on their application and skills test will be invited for interview.

**English Proficiency Test (EPT) Pass/Fail (Level IV)**

**Application:** 25 Points
Extent to which the applicant has the education or training required to satisfy position elements, and quality of experience or skills necessary to successfully perform the work. The application review will be weighted as follows: Language Skills (10 points), Experience, Job Knowledge and Skills (15 points).

**Skills Test:** 25 Points
In conjunction with the EPT, candidates will have one hour to write a one-page essay outlining his/her knowledge of commodity procurement, importation and safety of health commodities in Rwanda. Essay will be graded on content (10 points), clarity (5 points), and proper use of the English language (10 points).

**Interview:** 50 Points
Interview questions will revolve around the candidate’s propensity to:
- Manage high-level coordination and relationships with public sector entities, bilateral and multilateral donors and NGOs;
- Demonstrate an understanding of principles of HIV/AIDS commodity and logistics;
- Demonstrate an understanding of commodity procurement, importation and safety of health commodities in Rwanda
- Demonstrate the ability to work effectively in a team environment;
- Communicate highly technical information related to antiretroviral therapy of HIV/AIDS patients; treatment and prevention of opportunistic infections and major issues concerning treatment of HIV/AIDS in Rwanda.
- Handle multiple, competing tasks simultaneously.
References of the finalists will be checked prior to offering the position. Applicant references must be able to provide substantive information about past performance and abilities. USAID/Rwanda reserves the right to seek references from anyone who may be able to provide information about a candidate; reference checks are not limited to the names provided. A preponderance of negative references will likely disqualify a candidate from consideration.

IV. PRESENTING AN OFFER (APPLYING)

A complete application package for this position will include:

1. Cover letter no longer than one page in length;
2. Application for US Federal Employment, form DS-174 (available on-line);
3. Current résumé or curriculum vitae that includes at least three references;
4. Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.

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**. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation/Vacancy Announcement number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, instructions will be provided regarding how to complete and submit the following forms.

1. Pre-employment Medical Examination
2. Form for Non-Sensitive Positions

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS (in accordance with the U.S. Embassy Kigali Local Compensation Plan):
   a. Health Insurance
   b. Social Security insurance
   c. Annual and Sick leave
   d. Annual Bonus
   e. Maternity Leave
2. ALLOWANCES (in accordance with the U.S. Embassy Kigali Local Compensation Plan):
   
   a. Meal/Beverage Allowance
   b. Miscellaneous Allowance
   c. Housing Allowance
   d. Transport Allowance
   e. Family Allowance

VII. TAXES

The Mission emphasizes to its employees that they are obliged to observe all Rwandan laws, including those concerning income and related tax obligations. By international agreement, payment of taxes is a matter between the individual employee and the Rwandan government.

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

USAID regulations and policies governing CCNPS are available at these sources:


---

## Personal Services Contracts

<table>
<thead>
<tr>
<th>AAPD/CIB No.</th>
<th>Title/Issued Date</th>
<th>Subject Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAPD 18-05</td>
<td>AID 18-05: Designation of USPSCs and CCNPS as Contracting and Agreement Officers (Class Deviation from the AIDAR – no. M-OAA-DEV-AIDAR-18-8c). This AAPD replaces and supersedes AID 16-05 in its entirety. – September 17, 2018</td>
<td>Acquisition Management Personal Services Contracts</td>
</tr>
<tr>
<td>AAPD 10-01</td>
<td>(PDF 47 kb)</td>
<td>Personal Services Contracts</td>
</tr>
<tr>
<td>AAPD/CIB No.</td>
<td>Title/Issued Date</td>
<td>Subject Category</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>AAPD 06-08</td>
<td>AIDAR, APPENDICES D AND J: USING THE OPTIONAL SCHEDULE TO INCREMENTALLY FUND CONTRACTS – JUNE 23, 2006</td>
<td>Personal Services Contracts</td>
</tr>
<tr>
<td>(PDF 35 kb)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAPD 03-11</td>
<td>Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan – 12/02/03</td>
<td>PSC</td>
</tr>
<tr>
<td>(PDF 277 kb)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations)