SOLICITATION NUMBER: 72064119R100005

ISSUANCE DATE: August 7, 2019
CLOSING DATE/TIME: August 21, 2019

SUBJECT: Solicitation for a Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC) – Development Assistance Specialist (Health Financing)
(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 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 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,

R. Christopher Gomes
Supervisory Executive Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72064119R100005

2. ISSUANCE DATE: July 29, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: August 12, 2019 at 5:00 pm local time.

4. POSITION TITLE: DEVELOPMENT ASSISTANCE SPECIALIST (HEALTH FINANCING)

5. MARKET VALUE: GHC 169,225.00 – GHC 253,826.00 equivalent to FSN-13 in accordance with AIDAR Appendix J and the Local Compensation Plan of U.S. Embassy, Ghana.

   Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: Permanent position. However, position will be reviewed annually contingent on satisfactory performance, continued need for the services, and availability of funds.

7. PLACE OF PERFORMANCE: Accra, Ghana with possible travel as stated in the Statement of Work.

8. SECURITY LEVEL REQUIRED: Employment Authorization

9. STATEMENT OF DUTIES

   BASIC FUNCTION OF POSITION

The USAID Development Assistance Specialist (Health Financing) leads USAID/Ghana efforts to support the achievement of quality, Universal Health Coverage (UHC) in Ghana. The Specialist defines and manages the complex USAID/Ghana health financing portfolio, including public financial management at all levels, and improving strategic and evidence-based health purchasing by the National Health Insurance Scheme (NHIS). The National Health Insurance Authority (NHIA) oversees the implementation of the NHIS, and ensures access to basic healthcare services. Introduced in 2003, NHIS membership once reached over 50% of the population, but has now declined to roughly 37%. Despite making great strides towards UHC, the development of appropriate institutions, policies, and systems that successfully support the implementation of the NHIS is extremely complex. Current NHIA priorities include: the design of an affordable basic benefits package, development of an automated information system for easy enrollment and renewal, systems for transparent and timely claims processing and payments, support for quality of care while preventing fraud and abuse, and the long-term financial sustainability of the scheme. Ensuring the long-term sustainability and success of the NHIS requires broad, forward-thinking strategic development with key government institutions and other development partners. The Specialist
supports USAID/Ghana efforts to remain committed to building the necessary institutions, policies, and systems, in order to achieve UHC – not only at the central level, but also strong health financial management across regional, district, and community levels.

The Specialist works to support strong and transparent health financing, the core of USAID/Ghana’s approach to support Ghana on its journey to self-reliance. Directly reporting to the Health, Nutrition, Population (HPN) Office Chief, the Specialist collaborates across USAID sectors to support accountability, governance, and domestic resource mobilization in order to achieve broad Mission objectives. The Specialist remains abreast of key developments in health finance and resource allocation in Ghana in order to inform USAID support. The Specialist represents USAID in substantive and complex discussions with senior Ministry of Health (MoH), Ministry of Finance (MoF), Ghana Health Service (GHS), and NHIA officials; other bilateral and multilateral donors; and USAID Implementing Partners (IPs) to provide technical assistance and capacity building support in health financing. The Specialist supports strategy development, technical analysis, and oversight of contracts/agreements with the NHIS and other health financing implementing partners. The management portfolio is approximately $5-10M per year, including funding from the President’s Emergency Plan for AIDS Relief (PEPFAR), the President’s Malaria Initiative (PMI), Maternal and Child Health, Family Planning/Reproductive Health, and Nutrition.

MAJOR DUTIES AND RESPONSIBILITIES

The USAID Development Assistance Specialist (Health Financing) provides high-quality project management, technical expertise, and leadership in health financing and public financial management. The Specialist exercises a high degree of initiative and sound judgement, across all duties.

A. Technical leadership in health financing and public financial management (50%)

The Specialist leads the design and implementation of the USAID/Ghana strategy and activities in health care financing and public financial management. The Specialist leads Mission collaboration with senior Government of Ghana (GoG) counterparts and development partners working in health financing, including the World Bank, United Kingdom Department for International Development, and the Global Fund to Fight AIDS, Tuberculosis, and Malaria; and, leads collaboration across numerous internal and external Technical Teams to identify, analyze, develop, and implement programs to strengthen health financing, purchasing, and financial management that support delivery of high quality health services. The Specialist prepares analyses and recommendations on health financing, resource allocation, and efficiencies in order to inform USAID programming; provides technical guidance to the NHIA, identifying evidence-based approaches that are contextually appropriate to improve coverage, communicate with stakeholders, monitor performance of providers, and increase accessibility to accredited providers; and, works with the Health System Strengthening Team Leader to manage short- and long-term technical assistance required for the successful design and implementation of activities for which the Team is responsible. The Specialist leads the review of technical proposals for new activities; provides technical leadership in health financing with other donors and GoG entities, including the national Development Partner (DP) meeting, the health sector working group, and other high-level forums; formulates the USAID research agenda and analytic needs, in order to inform and address policy change and/or implementation; and liaises with USAID/Washington and other Missions to apply the latest guidance and best practices in health financing and public financial management. The Specialist applies health finance and costing tools,
approaches, best practices, and lessons learned across USAID and GoG programs and projects, and participates in the design and development of new tools and approaches, as needed. The Specialist remains abreast of literature and latest developments in health financing, financial management, and economics, and provides related guidance to HPN Teams, partners, and GoG counterparts.

B. Performance management (30%)

The Specialist serves as Government Agreement Technical Representative (GATR) for government-to-government agreements, and the Contracting Officer’s Representative (COR), Agreement Officer’s Representative (AOR), and/or Activity Manager in support of health finance and financial management activities, including tracking progress towards identified deliverables and proposing strategies to address any implementation challenges. The Specialist designs and manages substantial programs, based on key developments in health finance and resource allocation in Ghana, oversee the implementation of programs through regular meetings and field visits and report to HPN and GoG counterparts on progress, challenges, and technical assistance requirements; maintains collaborative relationships with key stakeholders in the Ghana Health Service, NHIA, and the MoH; and serves as HPN Point of Contact (PoC) on the Mission-wide Domestic Resource Management (DRM) activity. The Specialist supports management and monitoring of the DRM activity, including the review and approval of annual work plans, finances, and the performance of local staff and consultants. The Specialist prepares reports, analyses, trip reports, partner status reports, and meeting summaries and prepares and amends Action Memoranda, Modified Acquisition and Assistance Request Documents, program descriptions, and scopes of work and accompanying budgets for assigned activities. The Specialist participates substantially in the preparation of semi-annual activity implementation reports.

C. Project Development & Monitoring (20%)

The Specialist provides leadership in strengthening self-reliance and sustainability in the overall health portfolio and Mission-wide, overseeing program designs for G2G and private-sector programming which are priorities for USAID and the Mission. The Specialist provides inputs to and reflections on the full range of GoG, socio-economic and health strategies, the USAID Country Development Cooperation Strategy, and the USG Integrated Country Strategy. This may include, but is not limited to, reviewing and approving Concept Papers, Project Appraisal Documents, Action Memos, Project Authorizations, Results Frameworks, required analyses (gender, sustainability, etc.), required pre-obligation documents, and other design documentation and facilitating the clearance process for design and/or reporting documents that may involve USAID/Washington staff and interagency colleagues at the US Embassy. The Specialist supports development of relevant portfolio reviews of health system programs/projects/activities under the self-reliance strategy, including performance reports, pipeline management reviews, program implementation reviews, and other USAID and USG reporting requirements. The Specialist works with other Health, Population, and Nutrition Office (HPNO) CORs,AORs, and Activity Managers and project support staff to strengthen health systems content in periodic portfolio reviews and analyses. Work includes arranging and/or facilitating USAID evaluations and assessments of program successes and challenges and/or review and analysis of country and program data. The Specialist participates in developing performance tracking tools and provides guidance on Agency results reporting requirements; ensuring data quality meets appropriate standards.

10. POSITION ELEMENTS
A. Supervision Received: The USAID Development Assistance Specialist (Health Financing) works under the very general direct supervision of the HPNO Office Director and/or his/her designee. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the Specialist is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The Specialist will seek advice and assistance as required. Work is reviewed in terms of results achieved.

B. Supervision Exercised: Continuing supervision of USAID staff is not contemplated; however, the Specialist may serve as Team Leader for ad hoc Working Groups as assigned. As a member of HPN leadership, the Specialist may serve in an Acting capacity for higher-level managers in their absence or preoccupation.

C. Available Guidelines: Available technical and administrative guidelines provide a broad pattern of operational freedom that requires a frequent need to exercise judgment and interpretation, and provides an opportunity for a high degree of initiative and innovation. Relevant guidelines include the Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), the Automated Directives System (ADS), Contract Information Bulletins (CIBs), US Department of State Standardized Regulations, Office of Management and Budget (OMB) Circulars, Mission Orders, and grant format requirements, the FAM, Ghanaian Law, Mission Orders and Notices, and USAID programming policies, regulations, and methodologies.

D. Exercise of Judgment: The Specialist analyzes and prepares technical reports and devises fiscal year budgeting activities. The Specialist develops and maintains strategic program/project/activity records in collaboration with the Controller, Contracting/Agreement Officer, Legal Officer, and the Program Officer. As a recognized representative of the Office and the Mission, the Specialist knows and understands the International Donor Community with their diplomatic credentials, and that their objectives must be taken into consideration when planning USG contributions to the health sector; benchmarks to be established for the GoG to meet; and how to avoid oversaturation and duplication of health financing projects sufficiently funded by other donor nations or organizations. Considerable judgment is applied internally in gaining consensus with various Mission support offices, ranging from Financial Management, Legal Officer, audit agencies, technical offices, and other related agencies when crafting concept papers as part of coordination efforts. The Specialist provides guidance to Health Office technical teams, the Program Office, the Financial Management Office, and the Office of Acquisition and Assistance.

E. Authority to Make Commitments: The Specialist exercises the authority given to all USAID CORs, AORs, and Activity Managers and may make administrative arrangements consistent with ADS guidance and Mission policy. The Specialist takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the supervisor is informed of activity and project status. Within the scope of the authority delegated, the Specialist may indicate to ranking counterpart and IP officials that they will make a recommendation to USAID on a specific activity issue or problem. The Specialist may negotiate ad referendum for the Office Chief and the Mission. The Specialist is not authorized to independently commit the USG to the expenditure of funds.
F. Nature, Level, and Purpose of Contacts: The Specialist maintains effective working relationships within the Mission and with other USG agencies, as well as the GoG and the international donor community. The Specialist is often the main USAID contact with GoG officials, local vendors, and other donor agencies, as well as USAID employees at all levels. The Specialist coordinates with USAID technical offices, the USG inter-agency, international donors, and the Ministry of Health to set targets, perform analysis, and make financial decisions regarding USAID support to the health financing sector.

G. Time Expected to Reach Full Performance Level: One Year.

11. AREA OF CONSIDERATION: The position is open to all Cooperating Country Nationals (Ghanaians) and Third Country National (Neither a U.S. Citizen, nor a Permanent Legal Resident Alien of the United States, nor a Ghanaian Citizen). Third Country National applicants must attach copies of the required Ghanaian residency and work permits to their application to be eligible for consideration. No relocation expenses are provided to the job location, Accra-Ghana. If transportation to Accra is required, it will be the employee’s responsibility.

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

13. POINT OF CONTACT: acpersonnel@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

A. Education: The work requires a US-equivalent MBA or a Master’s degree in health economics, health policy and management, public health, or a related social science with a health financing focus.

B. Prior Work Experience: A minimum of ten (10) years of progressively responsible, professional–level experience in the implementation and/or management of health financing or health insurance activities/projects is required. Of the total years of experience, eight (8) years of this experience must be with donor organizations/institutions, government, public and private institutions, the World Bank, or other bilateral/multilateral and/or international agencies engaging in similar functions and capacity. Experience in health financing or health insurance is necessary to facilitate interaction with the host government Ministry of Health, donors, and UN partners, and to be able to monitor the implementation and deliverables of USAID health financing programs/projects/activities.

C. Language Proficiency: Level IV English language, fluent in reading, speaking and writing, is required (Language proficiency will be tested).

D. Job Knowledge: The Specialist must apply knowledge and understanding of health financing policy, health financing strategy development, planning and capacity-building within the context of the Ghanaian health system and the international donor community and their respective strategic objectives. The Specialist must have a comprehensive knowledge of the context of international health
assistance to Ghana, technical best practices in health financing, the role of civil society, the
constitution, laws and GoG policies and their effect on health. In addition, s/he must have a detailed
understanding of GoG financial planning, formulation, and execution. The Specialist must have
expert knowledge of the context of international and USAID assistance and the implementation of the
health system financing strategies, health insurance systems, public financial management. S/he must
have in-depth knowledge of USG programming, policies, regulations, budgeting, monitoring and
evaluation, and methodologies. The Specialist is relied upon to provide technical and policy advice to
USAID, the Department of State, other USG agencies, donor agencies, IPs, recipients, partners,
customers, and other stakeholders. In addition, the Specialist must have advanced financial
knowledge of portfolio and project management.

E. Skills and Abilities: The Specialist must demonstrate well-developed diplomatic skills in working
with high-level GoG and senior USG management staff and officials. Public speaking skills,
negotiation, influence, persuasion, and tact are crucial. The Specialist must be able to manage a
substantial portfolio, without assistance from senior leadership, including: making projections on the
amounts to be requested in support of established programs; justifying what
programs/projects/activities to stop funding based on lack of progress; and devising policy-based
approaches for health system financing consistent with USAID objectives and other higher-level
planning and coordination. The Specialist resolves more complex problems (related to health system
financing strategies, health insurance systems, and public financial management) that are referred by
the Mission Director, Deputy Mission Director, USAID technical staff, the Embassy Front Office, and
other Ghanaian ministries. The Specialist utilizes superior skills in interagency/health sector
diplomacy, policy, and implementation. S/he demonstrates knowledge of other health system
programs supported by international and multilateral entities. The Specialist applies excellent
interpersonal, collaboration, facilitation, teambuilding, and oral and written communication skills in
order to maintain excellent working relationships with host country counterparts and partners. The
Specialist has the ability to use complex spreadsheets and tables. S/he is able to work independently,
take initiative, and negotiate complex relationships with numerous stakeholders.

The Specialist must possess advanced computer skills and be familiar with Internet technology,
including extensive working knowledge of the Microsoft Office Suite of software. Knowledge of
USAID reporting tools for budgeting and monitoring and evaluation is required. The Specialist must
develop creative ways of dealing with sensitive matters vis-à-vis other donors, and must be highly
innovative in order to plan and implement USAID/Ghana plans, devising new strategies or removing
ineffective programs. The Specialist maintains large amounts of data related to USAID’s direct
government-to-government (G2G) funding and on-budget support to the GoG. S/he controls sensitive
information and data on USAID programs and other donor interventions. The Specialist maintains
financial/activity reports on Mission cooperation and collaboration with the GoG, as well as USAID
IPs, with regard to all technical components of the health strategy. The Specialist serves in the role of
G2G technical lead for health financing and serves as COR, AOR, and/or activity manager for various
programs/projects/activities.

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the
position. Applicants will be scored based on the documentation submitted within the application.
Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

1. **SELECTION PROCESS**

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant’s references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant’s cover letter; USAID will delay such reference checks pending the applicant’s concurrence.

**EVALUATION FACTORS**

**A. Work Experience (50%):** A minimum of ten (10) years of progressively responsible, professional–level experience in the implementation and/or management of health financing or health insurance activities/projects is required. Of the total years of experience, eight (8) years of this experience must be with donor organizations/institutions, government, public and private institutions, the World Bank, or other bilateral/multilateral and/or international agencies engaging in similar functions and capacity. Experience in health financing or health insurance is necessary to facilitate interaction with the GoG Ministry of Health, donors, and UN partners and to be able to monitor the implementation and deliverables of USAID health financing programs/projects/activities.

**B. Language Proficiency (10%):** Fluency in spoken and written English is required. On occasion, the incumbent will need to act as an interpreter/translator; therefore the ability to speak at least one Ghanaian language is required. Language proficiency will be tested.

**C. Job Knowledge, Skills and Abilities (40%):** The Specialist must apply knowledge and understanding of health financing policy, strategy development, planning and capacity-building within the context of the Ghanaian health system and the international donor community and their respective strategic objectives. The Specialist must have a comprehensive knowledge of the context of international health assistance to Ghana, technical best practices in health financing, the role of civil society, the constitution, laws and GoG policies and their effect on health, and a detailed understanding of GoG financial planning, formulation, and execution. The Specialist must have expert knowledge of the context of international and USAID assistance and the implementation of health system financing strategies, health insurance systems, public financial management, and USG programming, policies, regulations, budgeting, monitoring and evaluation, and methodologies. The Specialist is relied upon to provide technical and policy advice to USAID, the Department of State, other USG agencies, donor agencies, IPs, recipients, partners, customers, and other stakeholders. In addition, the Specialist must have advanced financial knowledge of portfolio and project management. The Specialist must demonstrate well-developed diplomatic skills in working with high-level GoG and senior USG management staff and officials. Public speaking skills, negotiation, influence,
persuasion, and tact are crucial. The Specialist must be able to manage a substantial portfolio, without assistance from senior leadership, including: making projections on the amounts to be requested in support of established programs; justifying what programs/projects/activities to stop funding based on lack of progress; and devising policy-based approaches for health systems financing consistent with USAID objectives, along with other higher-level planning and coordination. The Specialist resolves more complex problems (related to health system financing strategies, health insurance systems, public financial management and the GoG) that are referred by the Mission Director, Deputy Mission Director, USAID technical staff, the Embassy Front Office, and other Ghanaian ministries. The Specialist utilizes superior skills in interagency/health sector diplomacy, policy, and implementation. S/he demonstrates knowledge of other health system programs supported by international and multilateral entities. The Specialist applies excellent interpersonal, collaboration, facilitation, teambuilding, oral and written communication skills in order to maintain excellent working relationships with host country counterparts and partners. The Specialist has the ability to use complex spreadsheets and tables. S/he is able to work independently, take initiative, and negotiate complex relationships with numerous stakeholders.

The Specialist must possess advanced computer skills, and be familiar with Internet technology, including extensive working knowledge of the Microsoft Office Suite of software. Knowledge of USAID reporting tools for budgeting and monitoring and evaluation is required. The Specialist must develop creative ways of dealing with sensitive matters vis-à-vis other donors and must be highly innovative in order to plan and implement USAID/Ghana plans, devising new strategies or removing ineffective programs. The Specialist maintains large amounts of data related to USAID’s G2G, and on-budget support to the GoG and controls sensitive information and data on USAID programs and other donor interventions. The Specialist maintains financial/activity reports on Mission cooperation and collaboration with the GoG, as well as USAID IPs, with regard to all technical components of the health strategy. The Specialist serves in the role of G2G technical lead for health financing and serves as COR, AOR, and/or Activity Manager for various programs/projects/activities.

**PRESENTING AN OFFER**

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and supplemental materials as described in this section. Candidates who fail to provide the required documentation will result in rejection of their applications from further consideration.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. Signed U.S. government AID 309-2 form (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link: https://www.usaid.gov/forms/aid-309-2

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. Cover letter and current resume or curriculum vitae (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 particular selection criteria. Complete dates (month/year) are also required on CV.

3. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.

4. A supplemental document with written responses to the Evaluation Factors listed under Section III.

5. Relevant educational certificate (s), and resident permit and/or work permit.

Interested Applicants must cite the solicitation number and position title within the subject line of the email.

Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered.

Note: Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

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 11.

II. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) 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. Background Investigation Form
3. Finger Print Card (FD-258)
III. BENEFITS/ALLOWANCES

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

1. BENEFITS:
   - Medical Insurance
   - Social Security Contribution
   - Local and American Holidays
   - Salary Advance (0% interest)
   - Annual Bonus

2. ALLOWANCES (as applicable):
   - Miscellaneous Benefits Allowance
   - Meals Allowance

Compensation is in accordance with AIDAR Appendix J and the Local Compensation Plan of U.S. Embassy, Ghana.

IV. TAXES

LE Staff are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

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

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


   [The CO must check http://www.usaid.gov/work-usaid/aapds-cibs to determine which AAPDs/CIBs apply and insert the relevant text as required.]

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