



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066318R00008

ISSUANCE DATE: January 27, 2018
CLOSING DATE/TIME: February 26, 2018

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC) – Deputy PEPFAR Coordinator

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 offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Shelby Hunt
Supervisory Executive Officer

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

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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066318R00008
2. **ISSUANCE DATE:** January 27, 2018
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** February 26, 2018 before and/or on 5:00 PM (Ethiopian local time)
4. **POSITION TITLE:** Deputy PEPFAR Coordinator
5. **MARKET VALUE:** \$75,628-\$98,317 equivalent to **GS-13**.The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience, and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**
6. **PERIOD OF PERFORMANCE:** Two years, with three year option to extend. Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds. No PSC contract may exceed a five year period of performance
7. **PLACE OF PERFORMANCE:** USAID/Ethiopia, Addis Ababa with possible travel as stated in the Statement of Work.
8. **WHO MAY APPLY:** United States Citizens, and United States Permanent Residents.
9. **SECURITY LEVEL REQUIRED:** Facility Access. The final selected candidates must obtain an Employment Authorization and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

10. STATEMENT OF DUTIES**1. General Statement of Purpose of the Contract**

Launched in 2003 by President George W. Bush, and reauthorized in 2008, PEPFAR holds a place in history as the largest effort by any nation to combat a single disease. Since its inception, PEPFAR has successfully demonstrated worldwide success in addressing the HIV/AIDS epidemic with gains particularly evident in Africa. It achieved success in expanding access to HIV prevention, care and treatment in low-resource settings.

With a projected population of over 100 million people, Ethiopia is the second most populous country in Sub-Saharan Africa. Despite impressive economic growth, Ethiopia remains a low-income country with a real per capita income of US \$550 and 33.5% of the population living below the international poverty line of \$1.90/day. According to the 2015 UN Human Development Index, Ethiopia ranks 174 out of 188 countries on both the overall index and the per capita Gross National Income, with a gross domestic product of \$1,428. It is also one of the least urbanized countries, with 80% of the population living in rural areas.

The HIV/AIDS epidemic in Ethiopia continues to be characterized by a low-intensity, mixed epidemic with significant heterogeneity across geographic areas and population groups. There is significant prevalence variation by region; from 4.8% in Addis Ababa, 4.4% in Gambella, to 0.6% in Southern Nations, Nationalities and Peoples' (SNNPR) region. Key and Priority Populations (KP and PP) are key drivers of the epidemic. For KP, PEPFAR-E only targets Female Sex Workers (FSW); and for PP, PEPFAR-E includes divorced and widowed persons, Orphans and Vulnerable Children, HIV negative partners in discordant couples, clients of FSWs, uniformed personnel, and vulnerable adolescent girls and young women.

Since 2005 trends in ANC prevalence in Ethiopia show steady and steep declines by as much as 60% according to latest UN models of HIV incidence, and suggest general success of combined prevention efforts by PEPFAR, GOE and other partners. With the right strategies, an AIDS-free generation may be truly achievable in this setting. A high circumcision rate (92%), among other factors such as significant gains in prevention of mother-to-child transmission (PMTCT), continue to favor primary prevention among the general population. Among the general population, sources of new infection can be divided into sexual transmission from high-risk behavior before or outside marriage and sexual and vertical transmission occurring within marriage. The aging demographic profile of the epidemic combined with high rates of sero-discordant married couples (65%) imply that more HIV transmission occurs within marriage compared to other African epidemics; remarriage rates, however, exceed 40% regardless of gender or residence. Widowed and divorced men and women show substantially higher infection rates than other groups. Early arranged marriage, partner violence, and gender inequality are cited as causes of high divorce rates and significantly elevated rates of HIV prevalence associated with divorce and remarriage. Beginning in 2005, implementation of PEPFAR is through 5 USG agencies: U.S. Centers for Disease Control and Prevention (CDC), U.S. Department of Defense (DOD), U.S. State Department (Population and Refugee Migration Office, and the Community Grants Office), Peace Corps, and the U.S. Agency for International Development (USAID); however Peace Corps is in the process of transitioning out of PEPFAR. To date bilateral USG investment is \$2.6 billion. In addition Ethiopia has been a recipient of over \$2 billion from the Global Fund to fight AIDS, Tuberculosis and Malaria (Global Fund). Given the nature of Ethiopia's epidemic, PEPFAR-E's strategic goals are primarily to (i) support the Government of Ethiopia to achieve the UNAIDS Fast Track Strategy toward sustained epidemic control; and (ii) support the national HIV/AIDS response to strengthen case detection, treatment, care and support interventions toward key and priority populations, and in high HIV burden geographic areas. PEPFAR funds prevention, care and treatment activities implemented at facility and community sites; as well as cross-cutting activities in laboratory, strategic information, and supply chain management. Historically, support for health systems strengthening (HSS) have included efforts to expand the health workforce through support to pre-service training, implementation of Ethiopia's Pharmaceutical Logistics Master Plan, the Laboratory Master Plan, the Health Management Information System Scale-up, Health Sector Financing Reform and Health Insurance, Hospital Reform Implementation Guidelines, and the Human Resources for Health (HRH) strategy. The private healthcare sector is nascent but growing and could be an important complement to the public arena, particularly as the public sector engages private practice as a workforce retention strategy. PEPFAR supports activities through 44 partners including government, civil society,

international and local NGOs, and the World Health Organization. In 2014, PEPFAR began transitioning the full care and treatment portfolio to the Ethiopian government, providing funding to eight of 11 Regional Health Bureaus (RHBS) and one international NGO to provide technical assistance.

The PEPFAR Deputy Country Coordinator, reporting to the PEPFAR Country Coordinator (PCC) in Ethiopia, will support the full mandate of the PEPFAR Ethiopia Coordination Office (PECO). The Deputy Country Coordinator will work closely with the PCC to ensure full communications between and among the various USG agencies involved in the President's Emergency Plan for AIDS Relief (PEPFAR) in Ethiopia as well as communicating with the Office of the U.S. Global AIDS Coordinator (OGAC), particularly the Ethiopia Country Lead. The Deputy Coordinator manages critical and time-sensitive communications and work products between and among the various US Government (USG) agencies involved in the PEPFAR Ethiopia Program. The Deputy Coordinator liaises routinely with OGAC. In the absence of the Country Coordinator, the Deputy Coordinator serves as the Acting Country Coordinator.

2. Statement of Duties to be Performed

- a) Works under the direction of the PEPFAR Country Coordinator (PCC), to provide day-to-day coordination in implementing the USG PEPFAR strategy. Supports the PCC as the focal point for all USG matters related to HIV and AIDS.
- b) Participates in PEPFAR Ethiopia policy and technical discussions and strategic planning and negotiations with the GOE, cooperating partners and the USG interagency team to implement PEPFAR investment priorities.
- c) Applies knowledge and expertise in HIV and AIDS, primary health care and health policy to situate effective HIV/AIDS strategies and programs within the broader health sector agenda.
- d) In conjunction with the Coordinator, support the development of the annual Country Operational Plan (COP). Ensure appropriate documentation of performance results, including quarterly reviews, semi-Annual and Annual Performance Reports (S/APR and APR).
- e) Interfaces within the USG agencies to ensure the full and effective implementation of all PEPFAR programs and initiatives. Works with OGAC to ensure the full implementation of all PEPFAR policies and directives from Washington; and the timely submission of all PEPFAR documents such as COP, APR, and all other required documents.
- f) Works closely with the Global Fund (Secretariat, Country Coordinating Mechanism, and technical oversight committees), to ensure synergy between PEPFAR and Global Fund supported programs.

SPECIFIC TASKS TO BE ACCOMPLISHED:

- a) **HIV/AIDS Coordination and Planning with the Ethiopia Interagency Collaborative Team**
 - Manages all logistical and practical support for scheduled and ad hoc meetings of the PEPFAR Collaborative Team and Interagency Technical Teams, as well as meetings with stakeholders and implementing partners
 - Develops and manages compliance with annual calendars and work plans for production of the Country Operational Plan

- Serves as co-convener (with the PEPFAR Country Coordinator) of regular meetings of PEPFAR agency liaisons from USAID, CDC, Peace Corps, Department of Defense and Refugee Program for optimal coordination of programs

b) HIV/AIDS Subject Matter Specialist

- Works closely with the Strategic Technical Advisor to provide technical support for Strategic Information activities (SI) and other USG Technical Working Groups (TWGs) for HIV/AIDS prevention, care and treatment mitigation, particularly as the work relates to the production of the various target and financial performance reports
- Participates in National and USG Technical Working Groups (TWGs) as relevant
- Participates in inter-agency sites visits as relevant

c) HIV/AIDS Coordination with the Office of the Global AIDS coordinator (OGAC)

- Participates in meetings with the OGAC review team for Ethiopia
- Serves as secondary point of contact for ad hoc queries from OGAC regarding status of overall planning and reporting for PEPFAR in Ethiopia
- With the Country Coordinator, manages iterative participation in headquarters interagency reviews of the annual Ethiopia Country Operational Plans, , semi-annual and annual performance reporting, and other PEPFAR wide review processes

d) Budgeting, Personnel Management and Administrative Responsibilities

- Leads Expenditure Analysis process and COP budget preparation
- With the Country Coordinator, tracks expenditures and pipelines, reprogramming, and FACTS INFO data against annual operating budgets
- Liaises with OGAC budget and appropriations staff and in-country participating agencies to ensure rapid and effective availability and use of funds
- Provides technical and leadership support with special projects as requested

3. Supervisory Relationship

The Deputy PEPFAR Coordinator does not have a supervisory role. Although the incumbent will be a senior member of a very dynamic team in a fast-paced environment, he/she must be able to work independently with minimal supervision. The incumbent is accountable for the effective performance of the PEPFAR Country Coordination Office and the ability for team members to work together to prioritize actions for effective implementation.

4. Supervisory Controls

The Deputy Coordinator directly reports to the PEPFAR Country Coordinator. General direction and supervision provided by the PEPFAR Country Coordinator.

11. AREA OF CONSIDERATION: United States Citizens, and United States Permanent Residents.

For USPSC:

- Be a U.S. citizen or U.S. Permanent Resident (“green card holder”);
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain facility access authorization;
- Be able to obtain a Department of State medical clearance;

- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

12. PHYSICAL DEMANDS

The primary location of work will be on the U.S. Embassy compound in Addis Ababa, Ethiopia. No special demands are required to perform the work.

13. POINT OF CONTACT: *Shelby Hunt, S/EXO, and/or Fekadu Tamirate, HR Specialist*, email at addisusaidjobs@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, applicants must meet the minimum qualifications. For those who do, further consideration and selection will be based on panel assessment of the selection criteria, as listed below. Applicants are required to address each of the selection criteria describing specifically and accurately the relevant experience, training, education, and/or awards or recognition. **Be sure to include your name and the selection and the solicitation number at the top of each page.**

EDUCATION: MPH, MSH, or PhD in health, public health, epidemiology, sociology or related field.

WORK EXPERIENCE: Minimum five years' experience in public health/development programs in developing countries with demonstrated broad technical knowledge and experience in (a) program analysis and planning, (b) planning and management of programs in developing countries. At least two of the five years of experience must be in HIV/AIDS. Demonstrated ability to work effectively with a range of stakeholders; across entities that may not share the same perspective; and negotiate an agreed way forward in the context of differing points of view. Experience and/or knowledge of the Global Fund is desired.

KNOWLEDGE, SKILLS & ABILITIES: The incumbent must have knowledge of and experience with complex, web-based program planning and reporting databases. The incumbent must have ability to analyze and monitor complex health situations. High degree of judgment, maturity, ingenuity and originality to interpret strategy; to analyze, develop and present work; and to monitor and evaluate implementation of programs is required. Must have excellent interpersonal skills and be able to work constructively in diverse teams. Knowledge of HIV/AIDS and public health programming related to service delivery is required.

LANGUAGE: Fluent English speaking, reading and writing are required.

II. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed 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 for 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.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills.

On a supplemental document, applicants should cite specific, illustrative examples to address each of the factors below. Responses are limited to a maximum of 1,000 characters per factor (except factor #4), Times New Roman font, 12-font size, and 1" margins. Applicants should describe specifically and accurately the experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit.

FACTOR #1:

Provide examples that demonstrate your experience in operating effectively in cross-cultural environments and working within interagency settings. Highlight leadership, management and teamwork skills.

FACTOR #2:

Describe your knowledge of and experience working with or supporting PEPFAR programming. Highlight your ability to develop and coordinate design and management of multi-partner work plans for major time-sensitive and complex projects; and discuss your ability to facilitate large, multi-agency teams towards deliverables within established time frames.

FACTOR #3:

Provide specific examples of your oral communication skills and style; and describe your experience facilitating meetings, and group decision-making processes.

FACTOR #4

Please provide a writing sample where you are the primary author. Sample not to exceed 5 pages.

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3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on the response to the Evaluation factors. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks.

The Applicant Rating System is as follows (100 total possible points):

- Evaluation Factors: 60 points
 - Factor #1: 15 points
 - Factor #2: 20 points
 - Factor #3: 15 points
 - Factor #4: 10 points
- Interview Performance: 40 points
- Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

III. APPLYING

Applicants must provide at least three references with current contact information, preferably both an e-mail address and a telephone number. References will be asked to complete a questionnaire that assesses the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above specific criteria. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner.

All applicants must complete the attached Application for Employment (AID 302-3) and submit a cover letter outlining their relevant qualification and experience for the position.

For your application to be considered, the following documents must be submitted:-

1. Letter of application/cover letter.
2. Eligible offerors are required to complete and submit the offer form **AID 302-3**, "Offeror Information for Personal Services Contracts," available at <http://www.usaid.gov/forms>.
3. Current resume/CV.

4. Written statements of the four factors (Section II.2. Evaluation Factors).
5. 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**.
6. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
7. Application must be submitted **ONLY** via addisusaidjobs@usaid.gov and the email subject must say –: **72066318R00008 Deputy PEPFAR Coordinator**.
8. Please submit the application only once; and
9. Late and incomplete applications will not be considered; the application must be submitted before or on the closing date at local Ethiopian time 5:00 p.m. (Local Ethiopia Time)

IV. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the 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. *Questionnaire for Sensitive Positions for National Security (SF-86), or*
3. *Questionnaire for Non-Sensitive Positions (SF-85)*
4. *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:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

2. ALLOWANCES (if applicable)*:

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](#)

- (a) *Temporary Quarter Subsistence Allowance (Section 120)*
- (b) *Living Quarters Allowance (Section 130)*

- (c) *Cost-of-Living Allowance (Chapter 210)*
- (d) *Post Allowance (Section 220)*
- (e) *Separate Maintenance Allowance (Section 260)*
- (f) *Education Allowance (Section 270)*
- (g) *Education Travel (Section 280)*
- (h) *Post Differential (Chapter 500)*
- (i) *Payments during Evacuation/Authorized Departure (Section 600), and*
- (j) *Danger Pay Allowance (Section 650)*

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VI. **TAXES**

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

VII. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at:
https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at:
<http://www.usaid.gov/work-usaid/aapds-cibs>.
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 through continuing diversity enhancement programs.

The EEO complaint procedure is not 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.