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

(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 VIII 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,

Shelby Hunt
Supervisory Executive Officer

U.S. Agency for International Development
US Embassy
Entoto Road
P. O. Box 1014
Addis Ababa, Ethiopia
Tel.: 251-11-306002
Fax: 251-11-242438
USA Address: 2030 Addis Ababa Place
Washington, DC 20521-2030
Website: www.usaidethiopia.org
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72066318R10020

2. ISSUANCE DATE: October 30, 2018

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: November 13, 2018 before and/or on 5:00PM Ethiopian local time (close of business).

4. POSITION TITLE: USAID Project Management Specialist (Health)

5. MARKET VALUE: FSN-11, annual $ 22,927 to $ 41,263 basic salary.

   In accordance with AIDAR Appendix J and the Local Compensation Plan of [USAID/Ethiopia]. Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: For an initial year with four years options for extension. The services provided under this contract are expected to be a continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds.

7. PLACE OF PERFORMANCE: US Embassy, Entoto Road, Addis Ababa with possible travel as stated in the Statement of Work.

8. SECURITY LEVEL REQUIRED: Regional Security Office certification.

9. STATEMENT OF DUTIES

   1. General Statement of Purpose of the Contract
   The Project Management Specialist (Global Health Security - GHS) Technical Specialist) in Ethiopia (USAID/E) will fill a critical role for USAID/Ethiopia to prevent, detect and respond to infectious, and potentially pandemic, diseases that can jump from animal to human populations, and guide effective, coordinated implementation of activities. This will require effective coordination with USAID/Washington and Regional colleagues for oversight of USAID activities and effective USG interagency coordination among USAID, CDC, the Department of State, the Department of Defense and other agencies. A priority role for the Specialist will be to establish and maintain strong working relationships with government of Ethiopia (GoE) and to ensure effective coordination of USAID GHS related activities and GoE priorities. Given the nature of the work, the GHS Technical Specialist will be required to effectively engage across various line Ministries, including the Ministry of Health, Ministry of Agriculture, and the Ministry of Livestock and Fisheries. Serving as Activity Manager, the Specialist will be responsible for overseeing a multi-sectoral, complex portfolio, providing leadership and technical support to the full range of GHS investments. S/he will be responsible for working closely with Washington-based AORs and with Washington and regionally based technical backstops to ensure coordination across all assets within the GHS portfolio and to ensure that program activities are well coordinated across the USAID mission and U.S. Embassy/Addis. S/he will also liaise with the AORs and CORs of applicable bilateral projects to ensure coordination of GHS activities and mandated reporting.
2. **Statement of Duties to be Performed**

**A. Provide coordination and oversight across all USAID Global Health Security (GHS) activities in Ethiopia. (40%)**

- Explore areas of intersection and integration of GHS activities with the USAID/E portfolio and ensure that USAID GHS partner activities are aligned with broader development objectives.
- Provide technical oversight for activities (funded centrally) to ensure progress toward the GHS Joint External Evaluation (JEE) indicators.
- Engage with GHS implementing partners and multi-sectoral GoE and other stakeholders to promote the skills, capacities and environment to effectively investigate diverse and complex conditions that resemble pathologic patterns that will or could affect public health in Ethiopia.
- Provide technical guidance to USAID implementing partners (IPs) to promote and leverage existing USAID activities and the contributions of other stakeholders in Ethiopia to achieve JEE targets.
- Ensure general awareness of broader USAID health activities, and identify points of intersection, collaboration or leverage to strengthen health systems, particularly related to the International Health Regulations (IHR).
- Serve as Activity Manager for approximately 10 activities totaling around $22 million.
  - The Specialist is responsible for overseeing a multi-sectoral, complex portfolio, providing leadership and technical support to the full range of GHS investments as they relate to Ethiopia, which also includes Ebola Virus Disease (EVD) (among other priority zoonotic diseases).
  - The Specialist is responsible for working closely with Washington-based AORs and with Washington and regionally based technical backstops to ensure coordination across all assets within the GHS portfolio and to ensure that program activities are well coordinated with the national government.
  - The Specialist liaises with the AORs and CORs of applicable bilateral projects to ensure coordination of GHS activities and mandated reporting. Ensures that local technical consideration is communicated to DC, and that the IP complies with technical and funding mandates from D.C. informs D.C. AOR to consider local requirements and context.
  - The Specialist reviews communication and documents activities for technical accuracy and compliance with standard operating procedures.

**B. Serve as USAID’s representative on technical working groups with GoE counterparts related to GHS activities. Build and Maintain strong relationships with multiple GoE Ministries and Agencies. Establish strong GHS-related coordination networks. (20%)**

- Develop and maintain relationships with relevant GoE ministries related to One Health.
- Provide technical leadership and professional advice and counsel to key stakeholders.
- Establish and maintain a network for coordination and collaboration.
• Represent USAID at GHS-related events/meetings/activities, articulating strategy to key stakeholders, in line with evolving USG priorities and in a host government environment.

C. Ensures coordination of USAID GHS activities within USAID and with CDC, DTRA and other USG agencies’ GHS-related activities. Maintain strong partnerships between agencies as well as implementing partners of respective agencies and build strong partnerships with other development partners in Ethiopia. (20%)

• Serve as a liaison to connect USAID, CDC, State Department, DTRA, and other relevant U.S. agencies, U.S. embassies, and national and regional agencies.

• Coordinate closely with USAID Washington and any applicable regional GHS advisors to ensure that Ethiopia activities are well aligned with USAID’s global and regional priorities for GHS and are harmonized with implementation in other countries.

• Share information on GHS guidance from USAID Washington, State Department Washington, or other headquarters team to the Mission.

• Ensure coordination of GHSA activities within USAID and other USG agencies, identify areas of collaboration, avoid duplication, investigate together diverse and complex conditions that resemble pathologic patterns affecting public health, and ensure tight coordination during disease outbreaks.

• Contribute to mission-wide resilience and public health emergency discussion and activities.

D. Coordinate multiple reporting requirements that require input and clearance from diverse stakeholders. (20%)

• Work with USG partners in Ethiopia to 1) develop and manage an extensive annual GHS work plan that incorporates all USG activities contributing to GHS objectives in Ethiopia and 2) develop and manage a detailed USAID annual work plan that consolidates the multiple USAID Implementing partner activities in Ethiopia.

• Review proposals for appropriateness of purpose, need, specifications, and for conformance with program requirements; assess the merits of new or continued support; and recommend approval or disapproval of proposed activities.

• Execute complex weekly, quarterly, biannual, annual reports and ad-hoc reports throughout the year for USAID/E as well as support the USG Interagency GHS Working Group to develop, consolidate, manage clearances, and submit GHS reporting.

• As member of the USAID/E Health Office, support the office in its planning, monitoring/evaluation, representation and participation in team meetings and events as needed.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.
3. **Supervisory Relationship**
This position reports to the Health Systems & Resilience Cluster Lead within Health Office, with co-guidance from the Office Chief or Deputy Office Chief of the Economic Growth and Transformation (EG&T) Office. The GHS Specialist should be able to operate independently and require little supervision in carrying out routine responsibilities. The GHS Specialist has responsibility for independent planning and implementation of required tasks and activities. The Specialist keeps the supervisors informed of progress, potential controversial matters, and any other concerns. Completed work is expected to be technically sound and of high quality.

4. **Supervisory Controls**
None.

10. **AREA OF CONSIDERATION:** All interested applicants. Cooperating Country National Personal Service Contractor (CCNPSC).

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

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

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

a. **Education:**
A Master’s degree in public health, public policy, epidemiology, infectious diseases or related field is required.

b. **Prior Work Experience:**
A minimum of 7 years of public health or related experience is required. At least 2 years of experience working for or in partnership with a technical GoE Ministry (e.g. Ministry of Agriculture and Livestock Resources or Ministry of Health) is required.

c. **Language:**
Level IV fluent English and Amharic language is required.

III. **EVALUATION AND SELECTION FACTORS**
The Technical Evaluation Committee will establish the competitive range/cut-off points per the evaluation factors listed below. These criteria will be used for evaluating and scoring each application. Therefore, applicants must provide full information on each selection criteria. The TEC will conduct interviews with all offerors in the competitive range who succeeded to pass the English language requirement and provide the final rating/ranking of the offerors based on the interviews. Per AIDAR Appendix J and ADS 309, the following evaluation criteria to screen applications further will apply and additional evaluation points will be given for criteria beyond the minimum requirement. Be sure to include your name and the solicitation number in your application.
The following technical evaluation criteria will be assigned values from a total of 100 points set forth below.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Education</td>
<td>15</td>
</tr>
<tr>
<td>b) Work Experience</td>
<td>30</td>
</tr>
<tr>
<td>c) Communication</td>
<td>20</td>
</tr>
<tr>
<td>d) Skills and Abilities</td>
<td>20</td>
</tr>
<tr>
<td>e) Knowledge</td>
<td>15</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Additional guidance regarding the technical evaluation criteria are set forth below.

a. **Education (15 points):** A Master’s degree in public health, public policy, epidemiology, infectious diseases or related field is required.

b. **Work Experience (30 points):** A minimum of 7 years of public health or related experience is required. At least 2 years of experience working for or in partnership with a technical GoE Ministry (e.g. Ministry of Agriculture and Livestock Resources or Ministry of Health) is required.

c. **Communication (20 points):** The candidate must be fluent in both spoken and written English. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. The candidate should have a demonstrated ability to produce professional quality analytical pieces and make oral presentations. The incumbent must be able to communicate effectively with Mission employees; local government officials at the Senior Minister level; international and local organizations, donors and other embassies; and various Washington based U.S. Government agencies.

d. **Skills and Abilities (20 points):** Excellent leadership, management and interpersonal skills. Excellent oral and written communications skills, including the ability to communicate highly technical information to both technical and nontechnical audiences. Ability to work effectively independently and in a team environment. Ability in managing and coordinating multi-sectoral programs with diverse stakeholders. Excellent computer skills (MS Word, Excel, PowerPoint, Google applications and other relevant software).

The applicant must possess strong management, negotiation, collaboration, team building, networking and interpersonal skills. Candidate must have a proven ability to work independently with minimal supervision. Strong interpersonal skills are required to establish and maintain strong contacts with counterparts. The incumbent must also have a high degree of technical, analytical, and quantitative skills in scientific approaches and in analysis of development activities and policies. Demonstrated ability to work as a member of a team and to foster teamwork is required as is the ability to develop and maintain productive working relationships at all levels.

e. **Knowledge (15 points):** Knowledge of GHS-related issues, such as animal/human health interaction, infectious diseases, AMR, surveillance and response, zoonotic
diseases, One Health, etc. Knowledge in planning, design, implementation, monitoring and evaluation of projects. Knowledge of GOE systems, policies, and regulations related to public health and/or animal health. Knowledge of international development practices, programs and the GoE national strategic priorities.

Professional knowledge of a broad range of infectious disease, one health, antimicrobial resistance, health systems, and development issues; knowledge of the sub-Saharan Africa, preferably East Africa cultural/work environment. Knowledge of how to engage with senior level executives and officials in government and development sector contexts, and to build trust-based relationships with senior-level executives. Knowledge of how to engage with technology entrepreneurs, researchers, and innovators. Knowledge of how to work with stakeholders across the public, private, and nonprofit sectors.

All applicants will be evaluated and scored by the technical evaluation committee based on the submitted application.

**Past performance / Professional Reference Checks**

Applicants must list at least three references and provide current contact information, including both an e-mail address and telephone number. The applicant’s past performance in positions that require similar skills to that required by this solicitation will be evaluated.

**BASIS OF RATING:**

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on the evaluation and selection factors in Section III. Those applicants determined to be competitively ranked will also be evaluated on English language skill, their interview performance, and satisfactory professional reference checks.

**IV. PRESENTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer form DS-174 Application for U.S. Federal employment along with a cover letter and resume written in English. The DS-174 Application form can be found in the U.S. embassy website [https://et.usembassy.gov/embassy/jobs/](https://et.usembassy.gov/embassy/jobs/);

2. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 12.

3. Copies of credential documents (i.e., degree, training certificates, etc.);

4. Application must be submitted ONLY via addisusaidjobs@usaid.gov and the email subject must say– solicitation 72066318R10020.

5. Please submit the application only once; and

6. Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at 5 p.m. (Close of Business).

7. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
V. LIST OF REQUIRED FORMS FOR PSC HIRES
Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

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

VI. BENEFITS/ALLOWANCES
As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:
1. BENEFITS:
   Group life insurance, medical coverage, annual leave and sick leave.
2. ALLOWANCES:
   Meal allowance and miscellaneous benefit allowance.

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

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs
USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:
4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See https://www.oge.gov/web/oge.nsf/OGE%20Regulations

END OF SOLICITATION

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Ethiopia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations. The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such
complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED BY:

HAPN, H. & P. DEVT. OFFICER :____________________
HAPN, OFFICE CHIEF :____________________
SUPERVISORY EXO, EXO :____________________