SOLICITATION NUMBER: 72066319R100023

ISSUANCE DATE: November 22, 2019
CLOSING DATE/TIME: December 06, 2019

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) - USAID Project Management Specialist (Primary Health Care).

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 VI 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,

Annmarie McGillicuddy
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
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USA Address:
2030 Addis Ababa Place
Washington, DC 20521-2030

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ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72066319R100023

2. ISSUANCE DATE: November 22, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: December 06, 2019 before and/or on 5:00PM Ethiopian local time (close of business).

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

5. MARKET VALUE: FSN-12, $27,642 to $49,770 annual 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 one year. It may include annual options/ extensions for the full five years, and the option to renew. Prior to exercising any annual options/ extensions or renewal, the Mission undertakes a subsequent review based on personnel support, budget, and any additional hiring freeze guidance or approval requirements that may be issued in the future.

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 USAID Project Management Specialist ("the incumbent") position is located in the Health Office at USAID/Ethiopia. The USAID/Ethiopia Health Office is responsible for the design, implementation and oversight of all USAID-financed health activities in support of the Ethiopian Health Sector Transformation Plan (HSTP) and successor strategies. The Health Office is currently comprised of four teams: Family Health, Health Systems and Resilience (HS&R), Malaria and Infectious Disease. The main purpose of the Family Health program is to prevent child and maternal deaths. Family Health Team portfolio covers a range of program elements including, but not limited to: Family Planning and Reproductive Health (FP/RH); Maternal, Newborn and Child Health (MNCH); Clinical Nutrition; Water, Sanitation and Hygiene (WASH), and Orphans and Vulnerable Children (OVC). Within the Family Health Team are two clusters: child health and primary health care/maternal health cluster.

   The incumbent will directly oversee the primary health care cluster. S/he provides programmatic oversight and technical leadership to USAID, the Government of Ethiopia and other USAID partners on FP/RH, MNCH, adolescent health, urban health, and
strategic behavior change communications/demand generation activities. These activities represent a combined value of $225 million over five-years. The incumbent will ensure inter-office coordination as well as cross-office coordination among humanitarian, nutrition, WASH, maternal health (MH), FP/RH, HIV/OVC, and health system strengthening (HSS) activities to optimize Mission resources. S/he ensures access and use of quality health services at the primary health care level as well as the empowerment of individuals and communities to take ownership of their health care.

2. Statement of Duties to be Performed

The incumbent is a senior health advisor who will oversee the management, implementation and coordination of FP/RH, MH, adolescent health, urban health, and strategic behavior change communications/demand generation activities. S/he will analyze, synthesize and utilize international best practices and recent evidence to guide USAID, partners and the GOE to impactful health programming. The Primary Health Care Lead will provide technical, operational and management support to the Family Health Team in the Health office and will be involved in the planning, design, implementation, monitoring and evaluation of public health programs. The incumbent will use his/her independent judgment and initiative to provide day-to-day technical, management and administrative oversight for selected USAID programs with minimal supervision. S/he will utilize his/her technical skills, clinical expertise, and knowledge of project implementation, monitoring and evaluation to ensure programs are meeting desired results as well as identify opportunities for new initiatives. The incumbent will coordinate closely with the Child Health Cluster under the Family Health team, as well as collaborate with HS&R, Malaria and HIV teams and other USAID technical offices within USAID Ethiopia to ensure appropriate links among programs are made. The Primary Health Care Lead is expected to participate in national technical working group meetings including clinicians, representatives from various directorates within the FMOH, other government and non-governmental agencies, as well as other donors, particularly those within incumbent’s technical areas. The incumbent will have a particular emphasis on supporting on-going efforts to revitalize the Government of Ethiopia’s (GoE’s) Health Extension Program.

The Primary Health Care Lead will be directly supervised by the Health Office Director, or designee. In the absence of the Family Health Team Lead or Deputy, the Primary Health Care Lead may serve as Acting Team Lead or Deputy. S/he will serve as Contracting Officer’s Representative/Agreement Officer’s Representative/Activity Manager (COR/AOR/AM) for relevant agreements or contracts, and provide technical support, planning, design, implementation, management, and evaluation expertise for the activities s/he manages. S/he will also be responsible for preparing relevant components of the annual operational plan (OP) and Health Implementation Plan, and will contribute to the annual Performance Plan and Report (PPR) as well as supporting overall USAID Ethiopia health functions. The incumbent will also be responsible for supervising a team of approximately three staff members and their overall portfolios.
TECHNICAL DIRECTION AND LEADERSHIP (35%)
The incumbent is a senior health advisor and is responsible to guide FP/RH, MH, adolescent health, urban health, and strategic behavior change communications/demand generation activities to utilize international best practices, the most current research findings and evidence for the greatest programmatic impact. As a technical expert, the incumbent works to improve FP/RH, MH, adolescent health, urban health, and strategic behavior change communications/demand generation programming, monitoring and evaluation among teams, across offices, as well as to influence Government of Ethiopia (GoE) programs. Responsibilities include the following:

- Ensure technical and programmatic synergy within USAID/Ethiopia-supported activities, and those of the Government of Ethiopia (GoE) and other development partners by facilitating the exchange of technical information and identifying and fostering opportunities for partnership on both technical and programmatic activities.

- Advise the Family Health Team and Health Office on the Government of Ethiopia's development policy and programs/projects in support of USAID FP/RH, MH, adolescent health, urban health, strategic behavior change communications/demand generation, and community health and outreach activities.

- Prepare and/or coordinate thematic studies and technical evaluations on topics related to FP/RH, MH, adolescent health, urban health, and strategic behavior change communications/demand generation technical areas; coordinate the operational research agenda and activities with relevant implementing partners; ensure dissemination and utilization of findings.

- Represent USAID at scientific, technical, programmatic, and policy meetings/consultations/technical working groups (TWGs) in her/his area of expertise. Examples may include the FP TWG, Health Extension Program TWG, and others as needed.

- Conduct strategic analysis, review reports and technical proposals and prepare substantive reports on trends in MNCH, FP/RH, Nutrition, and WASH. Prepare briefing materials, issues papers as well as status and progress reports. Develop performance monitoring plans and monitor their implementation. Conduct evaluations and reporting in support of USAID’s Health portfolio. Participate in the preparation of the annual health reports to USAID/Washington and other special or periodic reports.

- Provide technical input on FP/RH, MH, adolescent health, urban health, and strategic behavior change communications/demand generation indicators and targets to ensure proper accountability of Mission health activities.

- Coordinate and participate in partner meetings and program reviews with FP/RH, MH, adolescent health, urban health, and strategic behavior change communications/demand generation and HSS implementing partners, to discuss progress of program implementation, planning of joint field visits and work plans, results, issues and recommendations to optimize programmatic impact.

- Provide input into USG and Mission Strategies, Government of Ethiopia (GoE) sector strategies, and National programs where appropriate.
PROGRAM MANAGEMENT (35%)
The incumbent is a senior health advisor and is responsible for ensuring the overall strategic direction of FP/RH, MH, adolescent health, urban health, and strategic behavior change communications/demand generation activities. S/he will also ensure activities under the Family Health Team are well coordinated with those under the HS&R, Malaria, and Infectious Disease teams, as well as the broader Mission. Specific program management responsibilities include the following:

- Serve as AOR/COR for selected activities under the Family Health Team portfolio, with an approximate annual budget of $45 million.

- Provide programmatic oversight to ensure that USAID-supported FP/RH, MH, adolescent health, urban health, and strategic behavior change communications/demand generation activities achieve anticipated results, are properly coordinated with each other, aligned with Government of Ethiopia (GoE) priorities, and implemented within the framework of USG foreign assistance policies and priority initiatives. Identify opportunities to strengthen activities for optimal use of Mission funds.

- Review work plans, budgets, performance monitoring plans, quarterly and annual reports, and other key documents to ensure partners are in compliance with bilateral government agreements and with the performance expectations outlined in agreements for managed activities.

- Ensure joint review of annual work plans and performance reports from the Family Health team to coordinate across FP/RH, MH, adolescent health, urban health, and strategic behavior change communications/demand generation activities.

- Lead and/or participate in designs for FP/RH, MH, adolescent health, urban health, and strategic behavior change communications/demand generation awards.

- Provide technical assistance in capacity building, planning, implementation, monitoring, and evaluation to governmental and non-governmental partners to ensure that they develop measurable plans and concrete objectives for the implementation of activities.

- Maintain detailed and updated project management files for each activity.

- Provide sound financial management of assigned activities; ensure obligations, expenditures, budget pipelines conform to action plans; ensure timely incremental funding and liquidation of advances; ensure activities are in compliance with USAID financial regulations and report any discrepancies to the Family Health Team Lead, Health Office Director and Financial Management Specialist; ensure compliance with audits, including Non-Federal Audits and closure of any recommendations.

- Conduct regular site visits to review program implementation and meet with beneficiaries. Based on the information collected during field visits, communicates findings and recommendations to the Family Health Team, the Health Office, and Mission as appropriate, as well as providing relevant feedback to implementing partners and Government of Ethiopia (GoE) counterparts.

- Conduct program evaluations and/or prepare scopes of work for independent evaluations for projects related to assigned technical areas.
- Ensure all staff, partners and Government of Ethiopia (GoE) officials have awareness of and comply with all U.S. Government Family Planning, Abortion, and HIV/AIDS statutory and policy requirements, and the May 2017 USG Policy on Protecting Life in Global Health Assistance (formerly called the Mexico City Policy) requirements.

SUPERVISION (20%)
The incumbent provides overall supervision and oversight for the MH, FP/RH, adolescent health, urban health, and strategic behavior change communications portfolio.
- Serve as a key member of the Health Office management team.
- Provide leadership and guidance to a team of up to ten health professionals focused on MH, FP/RH, adolescent health, urban health, and strategic behavior change communications programs.
- Directly manage approximately three staff members, ensuring formal semi-annual and annual performance evaluations in addition to ongoing feedback at least quarterly.
- Support development of annual individual professional work development plans.
- Provide ongoing mentorship to achieve work objectives and coaching on specific technical/programmatic areas.

COMMUNICATION (10%)
- Provide technical and programmatic support, including developing presentations, talking points, and speeches and serving as site officer for high level delegations, other visitors, and overall USG and USAID Mission needs.
- Support the Family Health Team, the Health Office, and the Mission in developing operation and reporting plans, including Strategies, Project Appraisal Documents, Implementation Plans, the Operational Plan, Country Operational Plan, Performance Plan and Report.
- Apply excellent writing skill to respond to reporting requirements and requests from the Mission, USAID headquarters, and others as needed. Facilitate information access and sharing with the Mission and across other stakeholders on MH, FP/RH, adolescent health, urban health, and strategic behavior change communications.

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
The incumbent will be supervised by the Health Office Director or designee.

4. Supervisory Controls
The incumbent will directly supervise up to four positions: Maternal Health/FP/RH Advisor (FSN-12); PMTCT/MH Specialist (FSN-11); and SBCC Specialist (FSN-11).
10. **AREA OF CONSIDERATION**: Cooperating Country National Personal Service Contractor (CCNPSC). Cooperating country national means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

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

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

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

a. **EDUCATION**: The Primary Health Care Lead is expected to hold a Doctor of Medicine (MD) degree as well as an advanced (Master’s) degree in health or medicine. The individual should have a comprehensive understanding of primary health care.

b. **PRIOR EXPERIENCE**: Minimum of seven years of progressively responsible experience in the public or private health within Ethiopia, or international development field in Ethiopia is required. A minimum of three years should include staff supervision and management experience. A minimum of three years of this experience should be in direct management of activities focusing on at least one of the following areas: MH, FP/RH, adolescent health, urban health, and strategic behavior change communications. Experience in designing, implementing, monitoring, and/or evaluating activities is required. Experience working with the Ethiopian government, USG agencies or USG implementing partners is required.

c. **LANGUAGE**: Level IV (fluent) English speaking, reading, and writing is required. This will be tested. Level IV (fluent) Amharic speaking, reading, and writing is required. Knowledge of other major Ethiopian languages is an advantage and will be considered as such.

III. **EVALUATION AND SELECTION FACTORS**

The following evaluation factors for evaluating applications are established. The Technical Evaluation Committee will establish the competitive range/cut-off points per the evaluation factors listed below. Applicants are encouraged to provide a narrative for each selection criteria listed below in this section. The applicant may also submit brief writing samples to supplement technical knowledge (e.g. excerpts from published articles, textbooks, scientific presentations, etc.) This information will be used for evaluating and scoring each criterion. The TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview and the CO must consider findings from the reference checks as part of the responsibility determination. Be sure to include your name and the solicitation number at the top of each page.
EDUCATION (20 points): The Primary Health Care Lead is expected to hold a Doctor of Medicine (MD) degree as well as an advanced (Master’s) degree in health or medicine. The individual should have a comprehensive understanding of primary health care.

EXPERIENCE (30 points): Minimum of seven years of progressively responsible experience in the public or private health within Ethiopia, or international development field in Ethiopia is required. A minimum of three years should include staff supervision and management experience. A minimum of three years of this experience should be in direct management of activities focusing on at least one of the following areas: MH, FP/RH, adolescent health, urban health, and strategic behavior change communications. Experience in designing, implementing, monitoring, and/or evaluating activities is required. Experience working with the Ethiopian government, USG agencies or USG implementing partners is required.

KNOWLEDGE, SKILLS, and ABILITIES (50 points): The incumbent should be familiar with state-of-the-art, specialized knowledge of technical and programmatic approaches in MH, FP/RH, adolescent health, urban health, and strategic behavior change communications programs. Significant knowledge of program management strategies, and monitoring and evaluation methods, is required. A thorough knowledge of the concepts, principles, techniques, and practices of Ethiopia's MH, FP/RH, adolescent health, urban health, and strategic behavior change communications policies and programs is required. A thorough knowledge of Ethiopia's economic, political, social, and cultural characteristics, and the history of development assistance, in particular as it relates to health programs in Ethiopia, including current trends and directions, is expected. The incumbent should be familiar with the management of donor-funded programs, with the objectives and mechanisms of the Health Sector Transformation Plan as well as the functions of federal and regional government in Ethiopia as they relate to health.

Must be able to manage a team. Must be able to work effectively with mid- and senior-level public and civil society officials from the Government of Ethiopia (GoE) and from development partners. Demonstrated ability to work in a team environment, coordinates well with others, and provides leadership in the areas of his/her competencies. Must be able to develop effective and collaborative managerial relationships with implementing partners. Excellent writing and computer skills, in order to develop presentations, reports, etc., are required. Diplomacy, tact, cultural sensitivity, and team participation skills are required, in order to establish and maintain effective working relationships within USAID, and with the public and private sectors. Excellent organizational skills are required in order to multi-task and stay organized in a complex, frequently changing environment. Demonstrated advanced analytical skills and problem solving, as well as the ability to effectively manage stress and conflict, is required. Demonstrated ability in strategic thinking and decision-making as well as technical analysis, is required.

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/;
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, 72066319R100023 - USAID Project Management Specialist (Primary Health Care).

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. 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/OGF%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.