SOLICITATION NUMBER: 72062420R00004
ISSUANCE DATE: December 18, 2019
CLOSING DATE/TIME: January 21, 2020 /17:00HRS GMT

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC) – PMI Resident Advisor, USAID/West Africa-Cameroon

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 offer.

All offers must be submitted to the Point of contact: accrapsc@usaid.gov

Any questions must be directed in writing to Yusif Ibrahim at yibrahim@usaid.gov with a copy to Keisha Effiom at keffiom@usaid.gov.

Sincerely,

Keisha Effiom
Contracting Officer
USAID/West Africa
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72062420R00004

2. ISSUANCE DATE: December 17, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:

4. POSITION TITLE: PMI Resident Advisor

5. MARKET VALUE: $90,621 - $117,810 equivalent to GS-14
   Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: Two (2) Years.

7. PLACE OF PERFORMANCE: USAID/West Africa - Yaoundé, Cameroon

8. SECURITY LEVEL REQUIRED: Secret

9. STATEMENT OF DUTIES

i. BACKGROUND

The PMI Resident Advisor shall provide specialized, senior-level technical expertise in malaria, as well as leadership, guidance and overall direction on the development and execution of the President’s Malaria Initiative (PMI) in collaboration with the PMI Centers for Disease Control (CDC) Malaria Advisor. The PMI Resident Advisor shall liaise with backstops for the PMI in USAID Washington, CDC counterparts in country and Atlanta, and USAID personnel working within and overseeing the Mission’s activities related to malaria control and other health areas. These responsibilities include providing expert malaria technical guidance and advice to national malaria control program and regional level counterparts, and other malaria control partners, including other United States Government (USG) entities working in malaria prevention and control. The PMI Resident Advisor shall exercise extensive independent judgment in planning and carrying out tasks, in representing the USG in critical technical and policy forums, in resolving problems and conflicts, and in taking steps necessary to meet deadlines. The PMI Resident Advisor will also represent USAID at functions; approve policy documents; provide technical guidance and/or directly manage contracts and grants; budget; and develop planning documents and work plans.

The incumbent must possess specific technical expertise in public health and malaria treatment, prevention and control in particular, and possess an understanding of the social, economic and cultural determinants and implications of the epidemic in Cameroon and neighboring countries, as well as have the experience and skills required to help formulate the USG position on malaria and make important policy decisions as a key representative of USAID in Cameroon.
ii. **BASIC FUNCTION OF THE POSITION**

1. Ensure that all activities are consistent with internationally accepted technical best practices for malaria control and relevant to the specific epidemiology of Cameroon and neighboring countries;

2. Collaborate with senior staff of the national malaria control program (NMCP) and other partners, such as the Global Fund, WHO, UNICEF, World Bank and non-governmental organizations (NGO) and faith based organizations (FBO) to design, plan and implement malaria prevention and control activities consistent with the malaria control coverage needs identified by the strategy and plans of the NMCP and PMI;

3. Coordinate with other partners and support efforts to address malaria control delivery gaps and help build technical and managerial capacity within the NMCP at the national, district and lower levels;

4. Provide technical support to all partners and managerial support as needed during design and implementation phases of the project to ensure effective implementation and quality of interventions, and that programmatic targets are met;

5. In collaboration with the USAID Supply Chain Governance Advisor, work with suppliers and partners to ensure that quality commodities are purchased in a timely and cost effective manner. Also, ensure that pharmaceuticals and other commodities are delivered to health service delivery points to avoid stock-outs. Ensure that the absorptive capacity exists in implementation sites to receive, manage and distribute these items effectively.

6. Ensure that malaria activities are integrated into overall USAID-supported health activities and to coordinate these activities with the NMCP and Ministry of Health (MoH) to avoid duplication of effort and programming gaps;

7. Assist the PMI administrative manager to ensure full accountability and value for money of funds provided by the PMI;

8. Serve as the AOR/COR for the malaria program and ensure that financial and technical reports on the President’s Malaria Initiative in Cameroon are prepared and submitted as required.

9. Assist the NMCP and MoH in ensuring effective communication and coordination between Roll Back Malaria and Global Fund partners, including donor agencies and other stakeholders working on malaria control in Cameroon and neighboring countries;

10. Ensure effective coordination and collaboration between MoH departments related to malaria prevention and control in Cameroon. These departments include the the NMCP, Department of Disease Control, Department of Family Health, and others as appropriate;

11. Work with the NMCP and other partners to develop and execute a monitoring and evaluation plan to be implemented through existing MoH systems and existing USG supported mechanisms. Carry out monitoring and evaluation visits to implementation sites to ascertain all quantitative and qualitative data is collected properly and ensure programmatic quality and value for money are maintained.

12. Assist the PMI administrative manager to ensure that financial and technical reports on PMI in Cameroon are prepared and submitted as required. More specifically, provide and coordinate inputs to PMI/Washington for the development and completion of the Annual Report (accurate data in the AR template, success stories, etc.)
iii. **MAJOR DUTIES AND RESPONSIBILITIES**

The PMI Resident Advisor, in collaboration with the PMI CDC Resident Advisor, shall oversee the technical design, planning, implementing, and monitoring of the PMI. S/he shall work in tandem with the PMI CDC Resident Advisor in liaising with backstops for the PMI in USAID Washington, counterparts at CDC Atlanta, USAID personnel working within and overseeing USAID’s health activities and providing technical and managerial support to the NMCP Director and the staff and helping to build capacity within the NMCP. In addition, the PMI Resident Advisor shall represent USAID and the USG on various national and international technical and policy forums.

The PMI Resident Advisor is supervised by the USAID Senior Health Advisor and in his/her absence by the Regional Health Office Director with occasional oversight from the USAID/Washington PMI Director. The PMI Resident Advisor will supervise the FSN Malaria Specialist. The PMI Resident Advisor, the PMI CDC Resident Advisor, and the FSN Malaria Specialist will be fully integrated within USAID in Cameroon and fully participate in USAID health office and USAID-wide activities.

Specifically, the PMI Resident Advisor shall provide:

A. **Technical Leadership (35%)**

The incumbent, working in collaboration with the NMCP with support from Washington, will be responsible for developing and providing expert malaria technical guidance and advice to guide planning and implementation of malaria control interventions. The incumbent will be responsible for developing annual work plans in line with PMI objectives and goals. This will include but is not limited to case management of malaria in health facilities and at the community level; distribution of LLINs through health facilities, large-scale campaigns, and the private sector; intermittent preventive treatment of pregnant women; seasonal chemoprophylaxis for children under five; indoor residual spraying; and developing information, education and communications materials to promote the use of these interventions.

B. **Management of Activity Implementation (25%)**

The incumbent, in collaboration with the NMCP, will be responsible for project oversight and management. This includes but is not limited to malaria prevention and control activities such as behavior change and communication activities, bed net purchase and distribution through the existing health services and at the community level, antimalarial drug purchase and distribution through the existing health services, intermittent preventive treatment (IPT) coverage and the diagnosis and treatment of acute malaria, and indoor residual spraying. The incumbent, in collaboration with the PMI CDC Resident Advisor, will also be responsible for monitoring and reporting the results of all PMI activities. The PMI Resident Advisor shall manage and oversee services and deliverables provided by contractors and grantees, in accordance with USAID program management regulations and procedures, and practices. Provide in-depth review of work plans including strategies and approaches proposed by implementing partners to carry out activities. The incumbent is also expected to have a working knowledge of other health programmatic activities and actively seek to identify synergies and create linkages for greater efficiency in programming foreign assistance resources.

C. **Partner Relationships (20%)**

Successful performance in this position depends upon establishing and maintaining productive collaborative relationships with a wide range of partners and stakeholders such as the MoH, Cameroon’s regional governments, World Bank, Global Fund, WHO, UNICEF, other Donors,
and NGOs dealing with issues focusing on malaria. The PMI Resident Advisor shall, therefore, develop and maintain relationships with these partners and stakeholders in order to effectively assure that all of USG PMI’s activities are complementary and enhance all other malaria activities being implemented in the country. The incumbent will participate in meetings hosted by the NMCP on malaria and play a technical leadership role in the sector.

D. Team work (10%)

The incumbent is a member of the USAID health office and is required to work closely with the rest of the team under the leadership of the Senior Health Advisor to meet USAID health objectives in Cameroon. The incumbent is also expected to have regular communication with USAID/Washington PMI and CDC/Atlanta PMI teams.

E. Monitoring and Evaluation (10%)

Monitoring and evaluation is a key component of PMI. The PMI Resident Advisor shall be responsible for working with the PMI CDC Malaria Resident Advisor developing a monitoring and evaluation plan in line with the PMI targets, as well as ensure that PMI partners develop project monitoring plans and report in a timely manner on their activities. It is also expected that the PMI Resident Advisor shall provide expert advice and practical experience in helping the MOH, the NMCP and other partners to monitor inputs and outcomes, progress towards RBM goals, and how to execute it jointly.

C. SUPERVISION AND MANAGEMENT RESPONSIBILITIES

Supervision Received: The PMI Resident Advisor will report to the Senior Health Advisor.

Supervision Exercised: The PMI Resident Advisor will supervise one FSN Project Management Specialist in charge of malaria.

Exercise of Judgment: The PMI Resident Advisor must exercise sound and independent judgment in the course of carrying out the assigned duties. Position requires a high level of ability with regard to understanding PMI-Malaria policies and regulations and the ability to analyze situations and accurately apply those regulations and make sound judgment.

Authority to make commitments: The PMI Resident Advisor does not have the authority to make legal determinations that have the effect of binding the U.S. Government.

Nature, Level and Purpose of Contacts: The PMI Resident Advisor establishes and maintains solid working relationships with all levels of personnel at USG in Cameroon, contractors, and Host country government officials.

Time required to perform full range of duties: The PMI Resident Advisor is expected to be an expert in the field of managing health programs and malaria procedures.

Physical Demands/ Work Environment: The work is sedentary and performed in an office setting.

10. AREA OF CONSIDERATION: Open to U.S. Citizens (including Permanent legal residents) or Third Country Nationals.
Hiring Preference:
In order of preference, U.S. Citizens (including Permanent legal residents) offers will be evaluated first and only when it is determined that there is no qualified U.S. Citizens (including Permanent legal residents) that offers from Third Country Nationals (TCN) will be considered.
References 309.3.1.10 and 309.3.1.4.

11. PHYSICAL DEMANDS
The work is sedentary and performed in an office setting.

12. POINT OF CONTACT: USAID/West Africa, Accra e-mail at accrapsc@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION
Applicants who meet the required qualifications for the PMI Resident Advisor position will be evaluated based on information presented in the application and obtained through reference checks. USAID reserves the right to conduct telephonic interviews with the most qualified and ranks candidates and make the interview a key deciding factor in selection. The offeror must have:

Education:
Minimum of a Master’s Degree in public health, international health, tropical medicine, or other relevant discipline from a recognized institution and/or clinical qualifications.

Work Experience:
The incumbent will have at least 10 years of progressively responsible experience in designing, implementing and managing malaria and other health programs in developing countries, with a preference given to candidates with African experience.

Language:
Proven ability to communicate quickly, clearly and concisely – both orally and in writing in English and French.

III. EVALUATION AND SELECTION FACTORS
The offeror rating system factors are used to determine the competitive ranking of qualified offerors in comparison to the technical evaluation criteria. Offerors must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided.
The evaluation factors are as follows:

Education (15 points)
Specialized experience in malaria is required in areas including but not limited to vector control, entomology, clinical case management of malaria, and epidemic surveillance and forecasting.

Work Experience: (35 points)
Demonstrated technical leadership, program management, strategic planning, policy experience
and problem solving skills working on complex projects in a highly sensitive environment are required. Preference will be given to those candidates with proven knowledge and experience with USAID programs, procedures and systems for program design, procurement, implementation, management and monitoring.

Knowledge, Skills and Abilities: (35 points)
(a) Analytical ability to interpret public policies and assist in the development of revised policies as required in order to strengthen the health policy environment with a particular focus on malaria in Cameroon. Management skills required to develop and implement effective malaria prevention and treatment program activities involving financial and human resources. Administrative skills are required to assist in the oversight of cooperating agency technical advisors and institutional contractors.

(b) Skill in conceptualizing programs, policies, and plans and developing strategies for their management and implementation. The candidate must be able to integrate short and long range objectives of the USAID health office and the PMI with the cultural/organizational needs of the government.

(c) Knowledge and skills in quantitative and qualitative evaluation methods; experience in designing and evaluating malaria activities in Sub-Saharan Africa. The incumbent must have proven skills in capacity building and mentoring local staff in a developing country.

(d) Demonstrable skills are required in working effectively with health personnel of diverse cultural backgrounds, negotiating agreements on matters of program strategy and performance, writing, administration, and management. Ability to navigate and manage politically sensitive issues related to malaria control.

(e) Teamwork and Interpersonal Skills: Excellent leadership, communications and interpersonal skills are critical to this position.

(f) The incumbent must:
(i) Be able to work effectively with a broad range of USG personnel and partners, and have demonstrated skills in donor coordination and collaboration. Ability to work both independently and in a team environment to achieve consensus on policy, program and administrative matters is a must.

(ii) Have the ability to work effectively in a team environment and communicate highly technical health information to both health and non-health audiences, and achieve consensus on policy, project, research, and administrative matters.

Language Communication & Computer Skills: (15 points)
(a) Demonstrate ability to make sensitive oral presentations logically and persuasively to senior USG and Government of Cameroon officials and other donors.

(b) Have excellent verbal communication skills, tact and diplomacy are required to establish and develop sustainable working relationships at the highest level and a high level of trust with public/private organizations. Have superior verbal communication skills to negotiate activity plans and resolve activity implementation issues with counterparts, partners and team members.
Ability to communicate technical information to health and non-health audiences. Excellent written communication skills are required to prepare regular and ad hoc reports, activity documentation and briefing papers.

(c) Excellent computer skills (MS Word, Excel, Power Point, and Outlook, Access, SPSS and other statistical and other relevant software) are required for effectively operating in this position. Good computer skills are required to implement, analyze, and monitor, and manage activity goals, inputs, outcomes, and achievements, both program and impact.

IV. APPLYING


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 11.

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

4. A Cover Letter of not more than three (3) pages describing how the incumbent’s skills and experience fit the requirements of the position.

5. A current CV/resume. The CV/resume must contain sufficient relevant information to evaluate the Offers 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.

6. Applicants also must address the above Section III: Evaluation and Selection Factors, in a Summary Statement to be included in the Offers. This Summary Statement, limited to two (2) pages, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The Summary Statement must include the name of the applicant and the announcement number at the top of each page.

7. Applicants must provide a minimum of three (3) and a maximum of five (5) references within the last five years from the applicant’s professional life, namely individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant’s work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

8. Hard copies of diplomas, certificates or relevant degrees may be included to corroborate the CV/resume.

9. Applicants must provide their full mailing address with telephone, facsimile numbers (if available) and email address and should retain for their records copies of all enclosures that accompany their submission.
The Government reserves the right to only interview the most highly rated candidates.

V. 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.

Forms outlined below can found at: http://www.usaid.gov/forms/
1. Offeror Information for Personal Services Contracts with Individuals (AID 309-2);  
2. Contractor Physical Examination (AID Form 1420-62); *  
3. Questionnaire for Sensitive Positions (for National Security) (SF-86); * or  
4. Questionnaire for Non-Sensitive Positions (SF-85); *  
5. Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

VI. 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
   (g) Access to the Embassy commissary (with Associate Membership).

   *Note: A US citizen’s salary will be subject to employee’s FICA and Medicare contribution.

2. ALLOWANCES:
   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)

VII. **TAXES**

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

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

USAID regulations and policies governing USPSC 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.**


End of Solicitation