SOLICITATION NUMBER: 72064119R100002

ISSUANCE DATE: May 20th, 2019
CLOSING DATE/TIME: July 1, 2019 5:00 p.m. Ghana Local Time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN/PSC) Project Management Specialist (Clinical Care and Treatment Advisor)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Interested candidates meeting the requirements of the solicitation must submit all the following required materials for consideration.

- Signed Cover letter
- Curriculum Vitae or Résumé
- A supplemental document with written responses to the Evaluation Factors
- Copies of educational certificates
- Copies of Resident and/or Work Permit (Non-Ghanaian applicants only)
- List of three to five professional references

All application packages are to be submitted by email attachment to the following address: acpersonnel@usaid.gov

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be in a format compatible with Microsoft Word 2003/2010 or PDF and not zipped.

Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

Sincerely,

R. Christopher Gomes
Supervisory Executive Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72064119R100002

2. ISSUANCE DATE: May 20, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: July 1, 2019

4. POSITION TITLE: PROJECT MANAGEMENT SPECIALIST – (PMS CLINICAL CARE AND TREATMENT ADVISOR)

5. MARKET VALUE: GHC 109,044.00 – 163,582.00, equivalent to FSN-11 in accordance with AIDAR Appendix J and the US Embassy Ghana Local Compensation Plan.

   Final compensation will be negotiated within the listed market value.

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

7. PLACE OF PERFORMANCE: Accra, Ghana.

8. SECURITY LEVEL REQUIRED: Employment Authorization

9. STATEMENT OF DUTIES

BASIC FUNCTION OF POSITION

The Senior HIV/AIDS Technical Adviser is a project manager and the key advisor on HIV/AIDS care and treatment. S/he provides comprehensive expertise in the full range of clinical HIV/AIDS services including but not limited to continuum of care, community linkages, HIV/TB coinfection, and laboratory. S/he compliments the clinical expertise with strong public health knowledge demonstrated by the ability to design, implement and monitor high-impact interventions. Incumbent provides high quality technical, managerial and administrative support for activities implemented under the President’s Emergency Plan for AIDS Relief (PEFPAR) program in Ghana. S/he is the principal technical resource person for leadership and technical support to USAID and USG team in HIV care and treatment, including Treat All and UNAIDS 90-90-90 targets. Responsibilities include program design, implementation, and monitoring; day-to-day technical, management and administrative support for the HIV portfolio; ongoing collaborative coordination with a multitude of USG, bilateral and trilateral partners; and support for the Government of Ghana (GoG) in the development and implementation of HIV care and treatment guidelines according to recognized international standards and best practices. S/he provides full support to USAID/Ghana health portfolio in strategic planning, budgeting, implementation and reporting according to USG and USAID standards and policies.
MAJOR DUTIES AND RESPONSIBILITIES

I. Technical Leadership and Expertise 50%

- Provide technical leadership on HIV/AIDS continuum of care and overall clinical service provision to the USAID Mission and the broader USG PEPFAR community.
- Provide technical guidance through substantive involvement in GoG, interagency and multilateral technical working groups (TWGs) and forums.
- Provide technical guidance to GOG counterpart organizations such as Ministry of Health (MOH), Ghana AIDS Commission (GAC) and the National AIDS Control Program (NACP).
- Provide technical assistance to strengthen the capacity of NGOs involved in the HIV/AIDS response.
- Provide technical support on the development and implementation of guidelines, interventions and programs.
- Provide technical and program assistance (including drafting briefing papers, cables and memos for information and action) on HIV/AIDS.
- Coordinate dissemination of lessons learned among all HIV/AIDS stakeholders, including the USG, other development partners and the GOG at national and sub-national levels.
- Develop and/or maintain linkages among USAID’s activities with other USG-funded activities, with a focus on strengthening multi-sectoral programming.
- Strengthen collaboration with other donors, particularly the Global Fund to Fight AIDS, TB and Malaria (GFATM), to reduce funding overlaps, strengthen technical collaboration, provide technical assistance and enhance the long-term sustainability of program activities.
- Provide technical assistance to ensure program investments are consistent with international norms and standards and are synergistic with other investments made by the USG and partnering agencies.
- Monitor current public health literature, reports, international guidelines and standards and best practices.

II. Program Administration 30%

- Serve as Contracting/Agreement Officer’s Technical Representative responsible for managerial and technical oversight of specific care and treatment grants, cooperative agreements, and contracts. Provide technical leadership on annual work plans and budget for HIV/AIDS implementing partners.
- Conduct regular site visits to review program implementation and meet with beneficiaries. Based on the information collected during field visits, communicate findings and recommendations to the USG PEPFAR team and, as appropriate, implementing partners and GOG counterparts.
- Monitor activities to ensure that implementing partners are in compliance with relevant regulations and procedures.
- Based on personal observations, assessment reports, performance statistics and other available data, make programmatic recommendations to the PEPFAR Team.
• Prepare ad hoc reports on PEPFAR support as well as regular semi-annual and annual progress reports, Congressional Notifications and the Operational Plan.
• Participate in making arrangements for visits and prepare and deliver briefings and presentations for VIP visitors.

III. Interagency Coordination 20%
• Work closely with other USG agencies in the PEPFAR Team to coordinate overall strategic direction for PEPFAR activities.
• Provide strategic technical advice to develop key USG planning and budget documents, such as the PEPFAR Country Operational Plan.
• Work closely with team leads from other technical areas such as prevention and strategic information to strengthen coordination within the PEPFAR interagency team, and with the GoG, other donors, development partners, UN agencies and NGOs involved in the HIV/AIDS response.
• Work closely with the GoG, bilateral and multilateral agencies and other key stakeholders to strengthen collaboration of HIV/AIDS activities at the national and sub-national levels to ensure greater country ownership and technical capacity.
• Guide collaboration and coordination efforts with the GoG, donors, and other relevant partners on HIV/AIDS activities to ensure technical and programmatic synergy.

10. POSITION ELEMENTS
a. Supervision Received: Directly supervised by the USAID/Ghana HIV/AIDS Team Leader.
b. Supervision Exercised: N/A
c. Available Guidelines: International standards for public health care, Agency directives, regulations, policies, Ghana Government regulations/policies, acquisitions regulations as appropriate. The incumbent must have the ability to understand and operate within USG policies and regulations regarding foreign assistance programs and in particular, PEPFAR programs. The incumbent will also be expected to quickly become familiar with relevant Global Fund policies, directives and programmatic guidelines. The incumbent will need to stay proactive in keeping abreast of all relevant host country policies and decrees related to the health sector in Ghana. Guidance will be available from senior USAID and USG PEPFAR Ghana agency staff, USAID/Washington Global Health and Africa Bureaus, and the Department of State/Washington Office of the Global AIDS Coordinator (OGAC) for PEPFAR.
d. Exercise of Judgment: The incumbent is expected to work with minimum supervision requiring that the highest level of judgment and initiative be applied in all activities due to the sensitive and critical nature of HIV/AIDS programming in the Ghana context. Must be able to negotiate effectively and tactfully with the USG interagency team, USAID/Washington, and Ghana Government officials, to analyze and build consensus around complex, sensitive issues and make recommendations on program strategies and implementation to senior management. The use of initiative, discretion, cultural sensitivity, collaboration and teamwork is expected of the incumbent when working with The Global Fund Country Coordinating Mechanism, USAID and USG PEPFAR Ghana colleagues, and implementing partners to resolve challenges for which there are no clear or immediate solutions. In the event that no formal guidance exists, the
incumbent will propose solutions in consultation with the HIV/AIDS Team Leader and/or other senior USAID/Ghana and/or USG PEPFAR Ghana colleagues.

e. **Authority to Make Commitments:** The incumbent will exercise the authority given to activity managers and A/CORs, and may make administrative arrangements consistent with ADS guidance and Mission policy. The incumbent takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and superiors are informed of activity and project status. Within the scope of the authority delegated, the incumbent may indicate to ranking counterparts and implementing partner colleagues that s/he will make a recommendation to USAID on a specific activity, issue, or problem. The incumbent has no independent authority to make financial commitments on behalf of the USG. However, because of the incumbent’s expertise and standing as a highly qualified professional in his/her field, significant weights will be given to his/her conclusions and recommendations by USAID colleagues who have such decision-making authority regarding funding commitments and obligations.

f. **Nature, Level, and Purpose of Contacts:** Interact routinely with USG staff, including USAID/Ghana and USAID/West Africa offices, other USG PEPFAR Ghana agencies, Ghana Government national Ministerial-level officials, other bilateral donors and multilateral organizations including UNAIDS and The Global Fund. The incumbent will also interface with mid- and senior-level representatives both at USAID/Washington and at OGAC in representing the USAID/Ghana HIV/AIDS portfolio and providing technical insight into HIV clinical care and treatment in accordance with both USG PEPFAR and Ghana Government strategic objectives. In-country, the incumbent will have close coordination and communication with the Ghana AIDS Commission (GAC), Ghana Health Services/National AIDS Control Program (NACP), local non-governmental organizations (NGO), international organizations, civil society organizations (CSO), private sector and other individuals engaged in the National HIV/AIDS Response. The incumbent will also participate in multiple fora engaging development partners, including The Global Fund Country Coordination Mechanism, to ensure complementarities between the USG investments and other donors with respect to HIV/AIDS programming priorities. These meetings will range from factual exchanges of information on HIV/AIDS programmatic issues, PEPFAR strategies and programmatic guidance, etc. to subjects that involve significant or controversial issues and differing viewpoints, goals or objectives. The incumbent must have the ability to communicate USG interests and PEPFAR programmatic strategies effectively in English, using a great deal of tact, diplomacy and technical knowledge.

g. **Time Expected to Reach Full Performance Level:** One year

11. **AREA OF CONSIDERATION:** The position is opened to Cooperative Country Nationals. All US and non-Ghanaian citizens, who are not family members of USG employees officially assigned to post and under Chief of Mission authority, must attach copies of the required residency and/or work permit to their application to be eligible for consideration. No relocation expenses are provided to the job location, Accra-Ghana. If transportation to Accra is required, it will be the employee’s responsibility.

12. **PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.
13. POINT OF CONTACT: acpersonnel@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

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

A. Education: Possession of a medical degree is required. Master’s degree in public health or related field is required.

B. Prior Work Experience: A minimum of seven years of experience in HIV/AIDS in clinical and public health settings is required. Demonstrated experience in the technical area of HIV/AIDS treatment across the public health programming cycle, from strategic planning to monitoring and evaluation, is required. Experience working with Government of Ghana health institutions, US Government, international development organizations, or on PEPFAR funded projects is required.

C. Post Entry Training: Must acquire the capacity to act as COR/AOR for any strategic information bi-lateral contracts or awards of up to $2 million annually, dependent on need.

Professional seminars to expand knowledge, skills, and abilities in the HIV/AIDS continuum of care and treatment, counseling and testing, program evaluation.

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

E. Job Knowledge:

• Technical knowledge of health service delivery programs and systems in Ghana and Ghana’s community-based public sector.

• Sound understanding of the concepts and terminology of international development and strategic information such as survey methodologies, disease surveillance, data collection and data analysis, evaluation methods, and health information systems and epidemiology.

• Demonstrated, comprehensive knowledge and experience in HIV/AIDS programming in both facility and community settings is required.

F. Skills and Abilities:

• Strong communication skills, both oral and written. Ability to communicate highly technical public health information to a wide variety of audiences.
III. EVALUATION AND SELECTION FACTORS

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

1. SELECTION PROCESS

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

2. EVALUATION FACTORS

A. Education (10%): Possession of a medical degree is required. Master’s degree in public health or related field is required.

B. Work Experience (40%): A minimum of seven years of experience in HIV/AIDS in clinical and public health settings is required. Demonstrated experience in the technical area of HIV/AIDS treatment across the public health programming cycle, from strategic planning to monitoring and evaluation, is required. Experience working with Government of Ghana health institutions, US Government, international development organizations, or on PEPFAR funded projects is required.

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

D. Job Knowledge, Skills and Abilities (40%): Technical knowledge of health service delivery programs and systems in Ghana and Ghana’s community-based public sector.
• Sound understanding of the concepts and terminology of international development and strategic information such as survey methodologies, disease surveillance, data collection and data analysis, evaluation methods, and health information systems and epidemiology.
• Demonstrated, comprehensive knowledge and experience in HIV/AIDS programming in both facility and community settings is required.
• Strong communication skills, both oral and written. Ability to communicate highly technical public health information to a wide variety of audiences.
• Demonstrated ability to analyze, organize, and interpret data and present findings in both oral and written form.
• Demonstrated ability to work effectively in teams and collaborate in a multi-agency setting.
• Demonstrate proficiency in Microsoft Word, Excel and PowerPoint.
• Sound judgment, tact and diplomacy, and proven ability to work under pressure to meet project deadlines or dates for special events.

IV. INSTRUCTION TO APPLICANTS

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

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

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

   All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 302-3 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

2. Cover letter and current resume or curriculum vitae (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.

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

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

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

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

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered. Applications must be received by the closing date and time specified.

Only short listed candidates will be contacted.

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

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Medical History and Examination Form (Department of State Forms)
2. Background Investigation Form
3. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS:

   Medical Insurance
   Social Security Contribution
   Local and American Holidays
   Salary Advance (0% interest)
   Annual Bonus
2. ALLOWANCES (as applicable):

   Miscellaneous Benefits Allowance
   Meals Allowance

VII. TAXES

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

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

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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. The Department of State 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.

END OF SOLICITATION