SUBJECT: SOLICITATION FOR AN OFFSHORE U.S. PERSONAL SERVICES CONTRACTOR OR THIRD COUNTRY NATIONAL PERSONAL SERVICES CONTRACTOR – HEALTH ADVISOR FOR USAID/SAHEL REGIONAL OFFICE

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development - USAID/Senegal, is seeking for the Sahel Regional Office, applications from qualified U.S Citizens or Third Country National individuals interested in providing personal services as described in this solicitation.

Submission shall be in accordance with this solicitation and at the place and time specified. In order to be considered for the position a candidate must meet the minimum qualifications listed in the solicitation. The Health Advisor position will be located in Dakar, Senegal.

Interested applicants must submit all the materials required by the solicitation:

- Cover Letter;
- Curriculum Vitae or resume;
- Form AID 302-3 (available at http://www.usaid.gov/forms/);
- Supplemental document addressing the evaluation factors;
- List of three professional references who are familiar with your work experience.

All application packages are to be submitted by email to: usaiddakar-hr@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 PDF and not zipped.

Application letters and Form AID 302-3 must be signed. Incomplete and unsigned applications/forms will not be considered.

USAID/Sahel Regional Office anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application. Any questions on this solicitation should be sent to Scott Spencer at sspencer@usaid.gov.

Sincerely,

/signed/
Scott Spencer
Executive Officer
JOB VACANCY ANNOUNCEMENT
OFFSHORE US/TCN PERSONAL SERVICES CONTRACTOR
HEALTH ADVISOR
SAHEL REGIONAL OFFICE

1. Solicitation Number: SOL-625-17-000004
2. Issuance Date: September 27, 2017
3. Closing Date/Time: October 26, 2017 17:00 p.m. (Senegal time)
4. Position Title: HEALTH ADVISOR
5. Market Value: GS-13 ($74,584 – $96,958 per annum).
   (The final compensation will be negotiated within the listed market value based on the successful candidate’s salary history, work experience and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated.)
6. Area of Consideration: Open to U.S. citizens and Third Country Nationals
   (A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States. A Third Country National by definition is an individual who is neither a citizen of the United States nor of the country to which assigned for duty, and who is eligible for return travel to the TCN’s home country or country from which recruited at U.S. Government expense.)
7. Organization Location of Position: USAID/Senegal
8. Direct Supervisor: Director Sahel Regional Technical Office
9. Period of Performance: Immediate upon receipt of security/medical clearances. A base of one (1) year contract with an option of up to four (4) additional years for a total contract period not to exceed five (5) years.
   (Exercise of option will depend on continuing need of services, availability of funds and satisfactory or better performance.)
10. Place of Performance: USAID/Senegal – Sahel Regional Office, Dakar
    TCN/PSCs - Employment authorization
STATEMENT OF WORK

I - INTRODUCTION

USAID/Senegal’s Sahel Regional Office (SRO) is seeking a Health Advisor who will support the design, implementation and monitoring of health programs in the Sahel region of West Africa. The SRO portfolio offers the opportunity to address some of the greatest public health challenges of our time in Africa. SRO manages a dynamic health program that includes activities related to nutrition, family planning/reproductive health, maternal and child health and infectious disease. The SRO works closely with the Governments of Niger and Burkina Faso, other donors, implementing partners, civil society, and USAID staff based in the country offices of Niger, Burkina Faso, Mauritania, and Chad. SRO staff works closely with other Agency colleagues in Washington, DC and the region.

II – CORE FUNCTIONAL AREAS OF RESPONSIBILITY

The Health Advisor will ensure the effective design, implementation, and monitoring of USAID’s health activities in the region. In collaboration with other USAID technical staff in Niger and Burkina Faso and USAID’s Washington based health staff and regional health staff in Accra, s/he will monitor the performance of USAID’s partners implementing health activities to ensure compliance with agreement requirements and project targets. S/he will ensure that these activities conform to USAID’s rules and regulations and are aligned with relevant host government policies and priorities and international best practices. The Health Advisor will represent USAID among key stakeholders active in the health arena in Dakar, including USAID’s humanitarian offices of Food for Peace (FFP) and the U.S. Office of Foreign Disaster Assistance (OFDA). S/he will also ensure that USAID’s health activities are integrated within USAID’s wider resilience agenda and coordinated with other related programs in the region.

III – SPECIFIC RESPONSIBILITIES

1) Program Monitoring & Management (40 %)
   In close collaboration with USAID technical staff based in Dakar, Niger, Burkina Faso and the region, the Health Advisor will help monitor and manage USAID’s health programs. S/he will:
   • Monitor the performance of health activities through periodic site visits to the field, review of technical reports and regular interaction with implementing partners and USAID colleagues.
   • Ensure smooth implementation of health activities within the Resilience in the Sahel Enhanced (RISE) initiative.
   • Liaise with implementing partners to jointly identify solutions to program implementation challenges.
   • Relay information related to program implementation to activity managers in Niger and Burkina Faso, and implement actions recommended by USAID Agreement Advisors in Dakar and Washington.
   • Ensure that partners’ activities are aligned with host government policies and priorities and international best practices.
   • Ensure that USAID’s health activities are adequately tailored to the relevant local context.
   • Participate in review of annual work plans, monitoring and evaluation plans and technical reports.
   • Participate in evaluations and portfolio reviews of health activities and ensure their inclusion in the regional learning agenda for resilience managed out of Dakar.

2) Technical Assistance & Backstopping (40 %)
   • Participate in the design of new health programs, including the programming of new family planning, maternal and child health, nutrition and malaria resources in Burkina Faso and Niger.
• Consult, advise and mentor USAID FSN staff in the region in health programming and Agency priorities and programming principles.
• Advise/assist Niger-based USAID health staff in planning of 2017 Demographic Health Survey (DHS).
• Strengthen data collection efforts for the Ouagadougou Partnership and Family Planning 2020.
• Advise USAID Senior Management on complex policy issues related to the implementation of health activities.
• Provide technical input on host government policies, guidelines and strategies, including the development of health strategies.
• Identify innovative approaches to improving the health of SRO beneficiaries throughout the Sahel and participate in the execution and assessment of these activities.

3) **Representation & Coordination (20%)**

• Develop/maintain relationships with USAID health staff based in Niger and Burkina Faso, Regional Health office in Accra, and the Global Health Bureau in Washington, D.C.
• Serve as USAID’s health representative by establishing and maintaining contacts with Dakar-based international organizations and donors, health focused civil society organizations, implementing partners, and UN-sponsored cluster working groups (health, food security, WASH & nutrition) and other NGOs.
• Maintain contact with senior USAID management officials in client field offices, other USG agencies where relevant, and bilateral and multilateral organizations and diplomatic missions throughout the region on an as needed basis.
• Ensure USAID is appropriately represented at Dakar-based functions and meetings; and each stakeholder has an understanding, appreciation, ownership, and participation in USAID supported health programs in the region.

IV - **EDUCATION/EXPERIENCE REQUIRED /DESIRED FOR THE POSITION**

In order to be considered for this position a candidate must meet the Required Minimum Qualifications listed below. Consideration and selection will be based on panel evaluation of Required Minimum Qualifications, and Evaluation Factors. Additionally, interviews and writing samples may be requested. Applicants are encouraged to write a brief appendix to a resume to demonstrate how prior experience and/or training addresses the Required Minimum Qualifications and Evaluation Factors listed below:

a) **REQUIRED MINIMUM QUALIFICATIONS**

**Education:** A minimum of a Master’s degree or equivalent in public health (MPH), Social Sciences, International Development and/ or in a related field.

**Work Experience:** A minimum of five (5) years of progressively responsible experience in the design, implementation and monitoring of health programs, with a preference for experience in the Sahel.

**Language:** English and French language proficiency (FSI rating 3/3 or equivalent).

**Skills Abilities and Knowledge:** Demonstrated technical knowledge in public health, with a preference for family planning and reproductive health; Proven ability to represent and communicate US government positions with host government officials; Strong interpersonal, communication and team building skills.

b) **EVALUATION CRITERIA**
Education (20 POINTS):
A minimum of a Master’s degree or equivalent in public health (MPH), Social Sciences, International Development and/or in related field.

Work Experience (25 POINTS):
A minimum of five (5) years of progressively responsible experience in the design, implementation and monitoring of health programs. Preference given to experience in the Sahel and with US government programs.

Communication Skills (10 POINTS):
Proficiency in French language (equivalent of FSI-3 or above) in both speaking and reading is required.

Job Knowledge (25 POINTS):
Expert knowledge on health, population and nutrition technical and programmatic issues required, with a preference for family planning and reproductive health. Knowledge of local health systems and US government program regulations and management requirements preferred.

Skills/Abilities (20 POINTS):
Demonstrated managerial, administrative, analytical and decision-making abilities required. Ability to readily analyze, understand and discuss new program design, implementation and monitoring approaches. S/he must demonstrate ability to mentor local staff. Strong interpersonal, communication and teambuilding skills also required. S/he must be able to represent and communicate US government positions with host government officials.

V. POSITION ELEMENTS

a) Supervision Received: The immediate supervisor will be the Director of the Sahel Regional Technical Office at USAID/Senegal. The supervisor sets the overall objectives and resources available. The incumbent has responsibility for independently planning, designing and carrying out programs, projects, studies or other work outlined above. The incumbent keeps the supervisor informed of progress and potentially controversial matters.

b) Supervisory relationship: The Health Advisor will take direction from and will report to the Director of the Sahel Regional Technical Office.

c) Supervisory controls: During deployment, the supervisor will set overall objectives and provide technical direction and day-to-day supervision. The employee and the supervisor together will develop deadlines, projects, and work to be accomplished. The incumbent is expected to take initiative, act independently, and manage her/his tasks with minimal supervision while remaining in line with agreed upon work plans and overall mission objectives.

d) Available Guidelines: Guidelines are available in the form of USAID Auto Directive System (ADS), policy papers and determinations, and strategy papers. In performing the above duties, the incumbent will also be expected to rely on a variety of published material from government and analytical reports and assessments commissioned and/or conducted by donor organizations, international and national NGOs. The incumbent uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria or proposed new policies.

e) Exercise of Judgment: To carry out major duties, the incumbent will be expected to exercise considerable professional judgment and acumen in the advice and direction given to Advisors within the Mission and to
partners and stakeholders outside. S/he will exercise considerable judgment in the analysis and interpretation of data, particularly when published sources of data are unreliable. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes that result from such elements as continuing changes in program (level of funding), technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

f) **Authority to Make Commitments:** Incumbent will be expected to serve as a representative of USAID and perform important liaison functions in highly substantive or sensitive matters, e.g., promoting USAID’s development strategy and aims.

g) **Nature, Level, and Purpose of Contacts:** The incumbent is required to associate with, communicate with and maintain an extensive range of contacts with Dakar-based regional non-governmental organizations, and other bilateral and multi-lateral donors and international organizations, to further her/his responsibilities. S/he will be expected to maintain regular and substantive liaison with these contacts and on occasion, these dealings can be expected to involve sensitive matters. S/he must be able to demonstrate effectiveness in presenting substantive issues to contacts particularly in relation to influencing important policy or organization changes that impact on the SRO’s sectoral interests. The purpose is to influence or motivate persons or groups. The incumbent must be skillful in approaching them in order to obtain the desired effect, such as gaining acceptance and agreement with established policies and regulations by persuasion and negotiation.

V. **PERIOD OF PERFORMANCE**

A base of one (1) year with the option of up to four (4) one year extensions, for a total contract period not to exceed five (5) years. Exercising the options to extend will depend on continuing need of services, availability of funds, and satisfactory or better performance.

VI. **APPLYING**

Qualified individuals are requested to submit:

2. A cover letter addressing how they meet the required qualifications for this position (see Qualification section of this Solicitation)
3. Most current curriculum vitae or resume
4. Three references, who are not family members or relatives, with telephone and email contacts
5. Biographical Data Sheet – Form AID 1420

VII. **COMPENSATION**

This position is classified at a U.S. Government **GS 13 ($74,584- $96,958)**. The actual salary of the successful candidate will be negotiated within the listed market value based upon the candidate’s past salary history, work experience and educational background. Salary is not negotiable beyond this range.

VIII. **MEDICAL AND SECURITY CLEARANCE REQUIREMENTS**

The successful applicant must receive medical clearance for serving in Niger. Details of how to obtain US Department of State Medical Unit medical clearance will be provided once a job offer is made and accepted.
The successful applicant must be able to receive USAID security clearance that involves applicant's comprehensive background investigation performed by a US Government Agency.

The successful applicant must be able to report to post in Dakar, Senegal to assume duties promptly upon medical and security clearances being granted. (https://www.usaid.gov/sites/default/files/documents/1868/309.pdf)

**ALL INCOMPLETE APPLICATIONS WILL BE REJECTED**

I. **SUBMIT APPLICATION**

All the above mentioned documents are **REQUIRED** and must be prepared in English and should be addressed to:

usaiddakar-hr@usaid.gov
Attn.: Executive Officer

To ensure consideration of applications for the intended position, please reference the solicitation number in the application, and as the subject line in any cover letter and/or email.

II. **CLOSING DATE FOR THIS POSITION: October 26, 2017**

Applications must be received by the closing date and time at the address specified in the cover letter or they will not be considered eligible for evaluation or award, unless the Contracting Advisor determines that the documents were mishandled by the receiving agency or there is acceptable evidence to establish that it was received by the Government installation prior to the time and date specified in the solicitation. You are directed to Federal Acquisition Regulation, Part 15.208 “Submission, modification, revision, and withdrawal of proposals” for further information.

III. **LIST OF REQUIRED FORMS FOR PSCs:**

Forms outlined below can found at [https://www.usaid.gov/forms](https://www.usaid.gov/forms)

1. Contractor Physical Examination (AID Form 1420-62) **
2. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85) **
3. Finger Print Card (FD-258) **

**These Forms shall be completed only upon the advice of the Contracting Advisor that an applicant is the successful candidate for the job.**

IV. **BENEFITS/ALLOWANCES:**

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

A. **BENEFITS:**

Employee's FICA Contribution (US Citizens only)
Contribution toward Health & Life Insurance
Pay Comparability Adjustment (Annual across board salary increase)
Annual Increase (pending a satisfactory performance evaluation)
Eligibility for Worker's Compensation
Annual & Sick Leave
Access to Embassy medical facilities, commissary and pouch mail service (if applicable)

B. ALLOWANCES (if applicable): *

(1) Temporary Quarter Subsistence Allowance (Section 120)
(2) Living Quarters Allowance (Section 130)
(3) Cost-of-Living Allowance (Chapter 210)
(4) Post Allowance (Section 220)
(5) Separate Maintenance Allowance (Section 260)
(6) Educational Allowance (Section 270)
(7) Educational Travel (Section 280)
(8) Post Differential (Chapter 500)
(9) Payments during Evacuation/Authorized Departure (Section 600)

*Standardized Regulations (Government Civilians Foreign Areas)

V. TAXES

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

VI. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

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


2. **ADS 309.3.3 Cooperating Country National and Third Country National Personal Services Contracts (CCN and TCN PSCs)**

   USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country’s population, and contribute to the local economy. USPSCs are also preferred over TCNPSCs with equivalent qualifications. TCNPSC positions must only be used when:
   - Qualified CCNs are not available;
   - Limitations on Agency and Mission operations do not allow sufficient time to train CCNs; and
   - Program efficiencies and policy objectives can only be achieved using TCNPSCs as a substitute for available, eligible, and qualified U.S. citizens (as defined in AIDAR Appendix D) and persons from the host country.

   In all cases, the establishment of a TCNPSC position must be temporary. The requirement to train CCNs to take over the work, including an estimate of the time required for that training, must be a part of the position description and a measurable deliverable in the completed contract (see the CCN and TCN PSC Solicitation Template).


5. **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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations).

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**EQUAL EMPLOYMENT OPPORTUNITY (EEO):** The US Mission in Senegal 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/Senegal 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.