

SOLICITATION No. SOL-663-16-000025
U.S. Personal Service Contract
U.S. President's Malaria Initiative Resident Advisor
USAID/Addis Ababa, Ethiopia

SOLICITATION NUMBER: SOL-663-16-000025

ISSUANCE DATE: 08/11/2016

CLOSING DATE/TIME: 09/10/2016 AT 5:00 pm, Ethiopia local Time

POSITION TITLE: U.S. President's Malaria Initiative Resident Advisor

POSITION GRADE: GS-14

MARKET VALUE: GS-14 (\$87,263 - \$113,444 per annum) the market value for this position is equivalent to GS-14 level. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

AREA OF CONSIDERATION: Open to U.S. citizens. 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.

PERIOD OF PERFORMANCE: Two (2) years with three year option to extend. Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds.

PLACE OF PERFORMANCE: Addis Ababa, Ethiopia

SECURITY/MEDICAL CLEARANCES: Security Clearance: The final selected candidates must obtain an Employment Authorization and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

POSITION DESCRIPTION

OVERVIEW:

The USAID PMI Resident Advisor, in collaboration with the other PMI team members, shall oversee the planning, implementation, management and monitoring of PMI activities in Ethiopia. S/he shall work as

a member of a single interagency team, will provide technical and programmatic guidance and support to the Ethiopian Ministry of Health (MOH)/National Malaria Control Program (NMCP), regional health bureaus (RHBs) and other in-country stakeholders to strengthen the implementation of malaria prevention, control and elimination efforts. The incumbent will collaborate closely with PMI staff located at USAID/Washington and CDC/Atlanta as well as with USAID health and mission personnel working within and overseeing the Mission's health program activities. The USAID health office director is responsible for day to day oversight of PMI's malaria investments in Ethiopia. In addition, the USAID PMI resident advisor shall represent USAID Ethiopia and the U.S. Government on various national malaria related technical and policy forums. The incumbent will report directly to HAPN office director.

MAJOR DUTIES AND RESPONSIBILITIES

1. Team Management

The incumbent will supervise four foreign service nationals (FSNs) who work as part of the USAID-based interagency PMI team. These four FSNs include two senior malaria technical advisors, one malaria advisor, and one program manager. The incumbent will be responsible for providing leadership and oversight of the work carried out by the USAID Ethiopia PMI staff including management of malaria projects and program activities being implemented by PMI partners in Ethiopia.

2. Technical Management, Activity Development and Design

The incumbent, working in collaboration with fellow PMI/Ethiopia team members, PMI staff based in the U.S., MOH/NMCP, RHBs and other in-country malaria stakeholders, will be responsible for overseeing the development of the annual PMI Malaria Operational Plan, implementing partner annual work plans, as well as design of any new procurement mechanisms to be developed under PMI in Ethiopia. The incumbent will ensure that these plans and procurement are in line with PMI objectives and policy guidance. Technical areas of intervention and focus include but are not limited to malaria prevention, control and elimination activities, including the procurement and distribution of life-saving malaria commodities, implementation of IRS programs, technical assistance for strengthening malaria diagnosis and treatment, and implementation of social behavior change and communication activities. The incumbent, in collaboration with other members of the Ethiopia PMI Team, will also be responsible for monitoring and reporting the results of all PMI activities implemented by PMI implementing partners. The USAID PMI resident advisor shall also directly manage and oversee services and deliverables provided by contractors and grantees, in accordance with U.S. Government contractual and program management regulations, procedures, and practices.

3. Partner Relationships and Coordination with Other PMI Personnel

Successful performance in this position depends upon establishing and maintaining healthy, productive and collaborative relationships with a wide range of partners and stakeholders, including MOH, RHBs, regional governments, and a range of in-country malaria stakeholders (e.g., UNICEF, WHO, NGOs, FBOs, academia and universities). The USAID U.S. PMI resident advisor shall, therefore, develop and maintain healthy relationships with these partners and stakeholders in order to effectively assure that all of U.S. PMI's activities in Ethiopia are complementary and enhance all other malaria activities being implemented in Ethiopia. The incumbent is expected to participate in regular meetings hosted by MOH, RHBs and other stakeholders and as appropriate spend time (up to 50%) at the MOH/NMCP to provide direct technical assistance to the program. The incumbent will be required to communicate regularly and work jointly with PMI staff based in the U.S. supporting PMI/Ethiopia's program, i.e., USAID/Washington and CDC/Atlanta PMI staff. Furthermore, to ensure that U.S. PMI activities in Ethiopia are being implemented in coordination with, and complementary to, other U.S. Government health supported activities, close interactions and coordination with other USAID/Ethiopia HAPN teams

as well as other U.S. Government agencies (e.g. CDC/Ethiopia, Peace Corps, Department of Defense) is required.

4. Monitoring and Evaluation

Monitoring and evaluation are key components of the U.S. PMI's program efforts globally including in Ethiopia. The USAID PMI resident advisor shall be responsible for providing oversight and leadership for the implementation of the PMI monitoring and evaluation plan in line with PMI targets, as well as to ensure that PMI implementing partners develop project monitoring plans; this will include providing timely reports back to PMI headquarters as needed. It is also expected that the USAID PMI Resident Advisor shall provide expert advice and practical experience in helping the MOH, RHBs and other in-country malaria stakeholders to monitor the Ethiopia National Malaria Control Program inputs and outcomes and progress towards program goals, and overall malaria program impact.

SPECIFIC DUTIES AND RESPONSIBILITIES

The incumbent must possess technical expertise in the area of malaria epidemiology, prevention and control, case management, and monitoring and evaluation. The incumbent must possess an understanding of the social, economic and cultural determinants and implications of malaria epidemics in Ethiopia and neighboring countries, as well as have the experience and skills required to provide overall management and leadership for the PMI program in Ethiopia in collaboration with fellow PMI team members including the USAID health office director.

Specifically, the USAID PMI Resident Advisor shall:

- In coordination with other PMI Ethiopia team members, will serve as USG focal person for malaria and represent PMI in Ethiopia with host government and other in-country counterparts;
- Provide leadership, management and oversight of activities carried out by USAID PMI staff to ensure that financial and technical reports on PMI activities and results in Ethiopia are prepared and submitted as required;
- Supervise, mentor and support USAID PMI FSN team members;
- Collaborate with senior staff of the MOH, RHBs and other partners, such as Global Fund, World Health Organization, United Nations Children's Fund, World Bank, and non-governmental organizations and faith-based organizations to design, plan and manage the implementation of malaria prevention, control and elimination activities consistent with the malaria control coverage needs identified by the strategy and plans of the MOH and the U.S. PMI Ethiopia team;
- Assist the MOH and RHBs in ensuring effective communication and coordination between Roll Back Malaria and Global Fund partners, including donor agencies and other national and international stakeholders working on and/or supporting malaria prevention, control and elimination activities in Ethiopia;
- Ensure that all PMI-supported activities are consistent with global malaria policy and technical guidance and internationally accepted best practices; relevant to the specific malaria epidemiology of Ethiopia; and in-line with overall MOH strategic plans for malaria and the health sector;
- Coordinate with other partners and support efforts to address malaria prevention and control commodity delivery gaps and help build technical and managerial capacity within the MOH at the national, regional, zonal, district and lower levels;
- Provide technical support to all partners and managerial support as needed during the designing and implementation phases of the project to ensure the quality of interventions supported and that programmatic targets are met;

- Work with commodities suppliers and relevant supply chain and logistics partners to ensure that quality assured programmatic commodities are purchased in a timely and cost effective manner. Also, ensure that the absorptive capacity exists in implementation sites to receive, manage and distribute these items effectively;
- Work with MOH, RHBs 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;
- Liaise with USAID/Washington and CDC/Atlanta PMI staff about the design, implementation and monitoring of the PMI program portfolio in Ethiopia;
- Ensure that malaria prevention and control activities are integrated into overall USAID Ethiopia-supported HAPN activities to maximize public health program results and leverage program synergies, and to coordinate these activities with the MOH to avoid duplication of effort and minimize programming gaps; and
- Assist USAID PMI FSN advisors and program manager and other USAID Ethiopia offices to ensure full accountability and value for money of funds provided by the PMI.

Minimum Qualifications

To be considered for the position, applicants must meet the following minimum qualifications. For those who do, further consideration and selection will be based on panel assessment of the selection criteria, also listed below. Applicants are required to address each of the selection criteria describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the selection and the solicitation number at the top of each additional page.

1. **Education:** Master's Degree in public health or international health from a recognized institution is required and PhD in public health, epidemiology or entomology is preferred. Specialized experience in malaria is required in areas including but not limited to malaria program design, management, implementation and monitoring and evaluation; vector control; entomology; malaria case management; malaria elimination and epidemic surveillance.

2. **Work Experience** The incumbent is required to have at least 10 years of work experience in designing, implementing, managing, monitoring and evaluating of malaria programs in developing countries. Candidates that will be able to demonstrate work experience with 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 sub-Saharan African experience, proven knowledge and experience with USAID development assistance programs, procedures and systems for program design, procurement, implementation, management and monitoring.

The incumbent will also have the following:

- (a) Analytical ability to interpret public policies and assist in the development of revised policies as required improving the policy environment related to malaria in Ethiopia.
- (b) Management skills are required to develop and implement effective malaria prevention and case management program activities involving financial and human resources. Administrative skills are required to assist in the oversight of cooperating agency technical advisors and institutional contractors.

(c) 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-term objectives of the USAID HAPN Office and U.S. PMI with the cultural/organizational needs of the host country government.

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

(e) 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.

3. Team Work & Interpersonal Skills: Excellent leadership, communications and interpersonal skills are critical to this position.

The incumbent must have the following:

(a) Demonstrated experience managing successful teams comprised of experienced professionals.

(b) Ability to work effectively with a broad range of U.S. Government personnel, host government officials 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.

(c) 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.

4. Language, Communications and Computer Skills: The incumbent must have the following:

(a) Proven ability to communicate quickly, clearly and concisely – both orally and in writing in English, and demonstrated ability to make sensitive oral presentations logically and persuasively to senior U.S. Government and Government of Ethiopia officials and other donors.

(b) 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. Verbal communication skills are also used 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, PowerPoint, and Outlook, Access, SPSS and other statistical and other relevant software) are required to implement, analyze, and monitor, and manage activity goals, inputs, outcomes, and achievements, and monitor impact for effectively operating in this position.

SELECTION CRITERIA:

Applicants meeting the basic requirements will be evaluated based on information presented in the application, an interview process and reference checks as necessary. All applicants must address each qualification detailed above with specific and comprehensive information supporting each item. These qualifications, which serve as the selection criteria, will be evaluated based on the following points below.

- | | |
|---------------------------------------|-----------|
| 1. Education | 15 points |
| 2. Work Experience | 45 points |
| 3. Team Work and Interpersonal Skills | 25 points |

4. Language, Communications and Computer Skills
Maximum Points

15 points
100Points

Selection Process: After the closing date of receipt of applications, a committee will be convened to review applications and evaluate them in accord with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. Only finalists will be contacted by USAID with respect to their applications.

PROFESSIONAL REFERENCE CHECKS:-

Applicants must provide at least three references with current contact information, preferably both an e-mail address and a telephone number. The selection committee will conduct reference checks of the highest ranked applicants. References will be asked to complete a questionnaire that assesses the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above specific criteria. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner.

1.0 INSTRUCTIONS TO APPLICANTS

Interested individuals are required to submit the following:

- Fully completed and hand-signed copy of Form a302-3 can be found at <http://www.usaid.gov/forms/>

(Note: All applicants must submit complete dates (months/years) and hours per week for all positions listed on the Form a302-3 to allow for adequate evaluation of your related and direct experiences.)

- Cover letter and a current resume/curriculum vita (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.
- Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
- Applicants also must address the above Section 3.0: Selection Criteria in a summary statement to be included in the application. This summary statement, limited to two 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. Failure to provide this summary statement may result in the applicant not receiving credit for all pertinent experience, education, training, and/or awards.

- Application letters and Form a302-3 must be signed. Incomplete and unsigned applications/forms will not be considered.

2.0 LIST OF REQUIRED FORMS FOR PSCS:

Forms outlined below can found at: <http://www.usaid.gov/forms/>

- 1) Application for Application for Federal Employment (AID 302-3);
- 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.

3.0 ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance including Personal Service Contracts. Please refer to the USAID website <http://www.usaid.gov/work-usaid/aapds-cibs> to locate relevant AAPDs. Additionally Appendix D also applies to PSC can be found at: <https://www.usaid.gov/ads/policy/300/aidar>

Contract Information Bulletins (CIBs) Pertaining to PSCs.

- 1-10 Revision of Medical Clearance Process – Personal Services Contracts (PSCs) with U.S. Citizens
- 1-7 Clarification of the extension/Renewal Policy Regarding Personal Services Contracts (PSCs)
- 99-15 PSC Policy
- 97- 16 Class Justification for Use of Other Than Full & Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or Less
- 96-23 Unauthorized Provision in Personal Services Contract
- 98-23 Guidance Regarding Classified Contract Security and Contractor Personnel Security Requirements
- 98-14 Change in Required Application Form for USPSCs
- 98-12 Guidance Regarding Advertisement of Personal Services Contracts (PSCs), and Requirements for Evaluating Applications for PSCs
- 98-11 Determining a Market Value for Personal Services Contractors Hired Under Appendix D, Handbook 14
- 97-17 PSC's with U.S. Citizens or U.S. Resident Aliens
- 96-23 Unauthorized Provision in Personal Services Contracts
- 94-09 Sunday Pay for U.S. Personal Service Contractors (PSCs)
- 93-17 Financial Disclosure Requirements under a Personal Services Contracts (PSCs)
- 89-29 Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage, and Privately Owned Vehicles

4.0 MEDICAL and SECURITY CLEARANCES:

The selected candidate must be able to obtain a U.S. Government employment authorization level security clearance and a Department of State medical clearance.

5.0 BENEFITS/ALLOWANCES:

As a matter of policy and as appropriate, a USPSC is normally authorized benefits and allowances in accordance with AIDAR Appendix D and other relevant Agency and Mission polices.

BENEFITS:

Employee's FICA and Medicare

Health insurance provider information is available at the State Department Web site <http://travel.state.gov>. The USAID maximum annual health and life insurance contribution percentage are found in DCC 9, and must not exceed the current annual dollar amounts below:

Health Insurance for Contractors only: not to exceed \$7,266; for Contractor with Family: not to exceed \$20,339

Life Insurance: \$500

Pay Comparability Adjustment (Annual across board salary increase)

Annual Increase (pending a satisfactory performance evaluation)

Eligibility for Worker's Compensation

Annual & Sick Leave

ALLOWANCES (If applicable).

(A) Temporary Lodging Allowance (Section 120).

(B) Living Quarters Allowance (Section 130).

(C) Post Allowance (Section 220).

(D) Supplemental Post Allowance (Section 230).

(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)

(J) Danger Pay (Section 650)

FEDERAL TAXES: USPSCs are not exempt from payment of Federal and State Income Taxes.

6.0 APPLICATION PROCESS:

For your application to be considered, the following documents must be submitted:-

- Letter of Application/Cover Letter;
- Completed and Signed Application Cover Form found at <https://www.usaid.gov/forms> (AID 302-3);
- Current Resume/CV;
- Copies of credential documents (i.e., degree, training certificates, etc.);
- Application must be submitted ONLY via addisusaidjobs@usaid.gov and the email subject must say – **SOL-663-16-000025**/U.S. President's Malaria Initiative Resident Advisor
- Please submit the application only once; and
- Late and incomplete applications will not be considered.

The application must be submitted before or on the date of filing at local Ethiopian time 5 p.m.

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 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.