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JOB VACANCY ANNOUNCEMENT GLOBAL HEALTH SECURITY AGENDA (GHS) ADVISOR US PERSONAL SERVICES CONTRACTOR/ THIRD COUNTRY NATIONAL (USPSC/TCN) OFFSHORE

1. **Solicitation Number:** SOL-685-16-000006
2. **Issuance date:** 05/3/2016
3. **Closing date/time at USAID/Senegal:** 05/25/2016 at 17:00 pm (Senegal Time)
4. **Position title:** GLOBAL HEALTH SECURITY AGENDA (GHS) ADVISOR
5. **Market value:** GS 14 (\$87,263 - \$113,444 p.a.)
Final compensation will be negotiated within the listed market value based upon the candidate's past salary history, work experience and educational background.
6. **Organization Location of Position:** Dakar - Senegal
7. **Direct Supervisor:** The incumbent reports to the Deputy Health Office Director
8. **Supervisory Control:** None
9. **Period of Performance:** Immediate upon receipt of security/medical Clearances.
*(The duration of the US Personal Services Contract will be for **One (01) Year**), with options of extensions up to a maximum of five years, subject to satisfactory performances, availability of funds and Washington's approval).*
10. **Place of Performance:** Dakar – Senegal
11. **Security Access:** Employment Authorization
12. **Area of Consideration:** Must be a U.S. Citizen or Third Country National
13. **Work Schedule:** 40 Hours Workweek



I. PURPOSE AND OBJECTIVES

The U.S. Agency for International Development (USAID) seeks to employ a U.S. Personal Services Contractor (USPSC) or Third Country National (TCN) who will be responsible for ensuring the well-coordinated and effective program implementation of the U.S. Government (USG) Global Health Security Agenda portfolio in Senegal. This portfolio includes priority USG programming for Ebola Virus Disease (EVD) preparedness and the Global Health Security Agenda (GHSA) to prevent, detect, and respond to infectious disease outbreaks.

The GHSA Advisor will be responsible to lead and help coordinate a complex multi-sectoral, portfolio, providing technical and administrative support to the portfolio as required. This position will be under the supervision of the USAID/Senegal Health Office Director or his/her designee. The incumbent will work closely with the U.S. Embassy Senegal, USAID/Washington, the economic growth, environment and other teams within USAID/Senegal Mission. In addition, the incumbent will be the senior representative of USAID GHSA activities to the Government of Senegal. S/he will also provide technical support to the USG GHSA team in Senegal and manage EPT-2 implementing partners. S/he will supervise one Foreign Service National (FSN) GHSA program manager.

Placement of a GHSA Advisor in Senegal will fill a critical role for USAID to meet the expectations of the White House and Congress for rapid, effective, and coordinated implementation of GHSA Action Packages. Under GHSA, the Advisor will work closely with other USG partners to ensure effective interagency coordination, particularly the Centers for Disease Control and Prevention (CDC), the Department of Defense (DoD) offices of Defense Threat Reduction Agenda/Cooperative Biological Engagement Program (DTRA/CBEP) and Africa Command (AFRICOM), U.S. Department of Agriculture (USDA) and the State Department, thus contributing to a "whole of government" approach.

The GHSA Advisor will be expected to perform information and representational functions for GHSA issues at high-level meetings and events, both within the embassy and with external audiences, including the host government, other embassies, other donors, development and international organization partners and civil society.



II. BACKGROUND

In today's globalized world, the speed with which newly emergent diseases can surface and spread, as illustrated by the H1N1 virus pandemic in 2009, raises serious public health, economic, security and development concerns. It also underscores the need for the global community to act preemptively and systematically to improve individual countries' abilities to identify and quickly mitigate health threats arising within their borders.

The majority of all new, emerging and re-emerging diseases affecting humans at the beginning of the twenty-first century have originated from animals. Many of these infectious diseases are of serious concern to human and animal health, and they are emerging in places where humans, wildlife, and domestic animals are in increasing contact. The early recognition of a potential threat allows for a global effort to take preemptive steps to bring the spread of the virus under greater control – and by extension possibly reduce the opportunities for it to emerge as a pandemic threat.

The effective response to the challenges caused by the emerging multifaceted health threats undoubtedly requires a multi-disciplinary approach. The Middle East Respiratory Syndrome (MERS), and a recent spread of Avian Influenza in West Africa are jarring examples of the need for greater capability in all countries and across multiple sectors to rapidly detect and respond to new or re-emerging public health threats. The socio-economic implications of existing and emerging zoonotic threats were also underscored by the Ebola Virus Disease (EVD) outbreak in West Africa.

In response to the devastating effects of the EVD outbreak on the region, the USG prioritized support to prevent, detect, and respond to infectious disease outbreaks in December 2014. Similarly, USAID launched the second, five-year phase of the Emerging Pandemic Threats Project (EPT-2) in November 2014. At the core of EPT-2 are seven areas of strategic focus:

1. Developing longitudinal data sets for understanding the biological drivers of viral evolution, spillover, amplification, and spread;
2. Understanding the human behaviors and practices that underlie the risk of “evolution, spillover, amplification and spread” of new viral threats;
3. Promoting policies and practices that reduce the risk of virus evolution, spillover, amplification, and spread, specifically targeting four areas of risk identified under EPT-1; The Extractive Industry, Urban/peri-urban markets, Livestock “value chains” in Asia, and Africa Livestock Futures;
4. Supporting national One Health platforms;
5. Investing in the One Health workforce;



6. Strengthening national preparedness to respond to events of public health significance;
7. Strengthening global networks for real-time bio-surveillance.

Senegal was selected as one of seventeen “Phase One” priority countries for the GHSA in April 2015. It has laid the foundation for effective EPT interventions by developing a 5-year interagency GHSA roadmap, Year One GHSA Workplan and an Institutional Framework for GHSA coordination. The Government of Senegal has an established Health Security Coordination Mechanism under the auspices of the Prime Minister that regularly coordinates Health Security activities across 11 key Government of Senegal ministries including the Ministry of Health, Ministry of Livestock, Ministry of Environment, Ministry of Agriculture and Ministry of Interior. This coordination structure also includes the World Bank, World Health Organization and the Food and Agriculture Organization.

III. ROLES AND RESPONSIBILITIES

Under the overall direction and supervision of the Health Office Deputy Director, the incumbent serves as a Health Communications and Policy Analyst to support the entire Health Office.

The incumbent’s specific responsibilities are:

1. Support USAID Health technical advisors to draft, edit and prepare relevant documents, including the Annual Performance Reports (PPR), Operational and Health Implementation Plan (OP/HIP), Project Activity Documents (PAD), Evaluations and other processes. Have the ability to coordinate these processes and produce relevant final documentation in a timely manner.
2. Support USAID Health technical advisors in the development of memoranda of understanding, program descriptions, implementation letters, and other types of documentation that describe USAID health assistance to the Government of Senegal.
3. Lead the Health team’s review process of implementing partner quarterly and annual reports and assist Health technical advisors to document and track relevant milestones and deliverables.
4. Provide day-to-day support to USAID Health technical advisors in conducting and/or documenting research, writing memos, success stories, issue briefs, case studies, weekly health updates, and fact sheets, creating powerpoint slide decks, responding to taskers and briefers from Washington and the Front Office, and all other communications materials that advance USAID health development objectives.
5. Attend and provide written reports/minutes on meetings with project leadership, government and development partners, technical experts, bilateral and multilateral health donors, and other stakeholders in support of and in close collaboration with USAID



Health technical advisors.

6. Work in conjunction with the communications specialists (DOCs) in the USAID/Senegal mission.
7. Carry out analyses to inform project design, implementation, and evaluation.
8. Other duties as assigned.

IV. REQUIRED QUALIFICATIONS AND LEVEL OF EFFORT

To be considered for this position, applicants must meet the minimum qualifications:

1. Program management and technical input for EPT-2 and GHSA activities in Senegal (40%)

- a. Perform all duties of an Activity Manager for EPT-2 or AOR/COR, as delegated, and report back to the Agreement Officer Representative (AOR)/Contract Officer Representative (COR). This includes review work plans, quarterly reports, and other contract and agreement deliverables by EPT-2 implementing partners. Regular program monitoring and communication on behalf of the AORs/CORs as appropriately delegated.
- b. Ensure that the EPT-2 program is carried out in accordance with USAID directives and in collaboration with other Global Health Security programs in Senegal.
- c. Represent the activity as appropriate to USAID/Senegal Mission and within the USG. Respond to communication requests and other taskers related to this project.
- d. Support development of USAID/Senegal indicators and performance monitoring plan as it relates to GHSA. Monitor progress according to this plan, including compilation and some analysis of indicators.
- e. Coordinate the liaison of EPT-2 and GHSA implementing partners with the Government of Senegal and other USG agencies and their partners.
- f. Document and track lessons learned in Senegal which will help guide the implementation of the EPT program.

2. Technical Advice on Infectious Disease Surveillance and Response, GHSA policy implementation, Emerging Pandemic Threats, Zoonotic Diseases and One Health (25%)

- a. Provide leadership to USAID/Senegal and USAID/Washington on infectious disease preparedness, prevention, detection, and response context and capacities in Senegal, including zoonotic diseases, One Health approach, and Global Health Security.
- b. Work closely with USAID/Senegal country team to engage in high-level advocacy with various ministries from host government to ensure effective USAID support to the implementation of GHSA in Senegal. Represent USAID/Senegal to high level USG



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diplomats and VIPs, Senior Government of Senegal Officials, and other external partners as appropriate - this includes both speaking and written.

- c. Provide technical support/guidance to the host government in establishing effective and improved roadmap to achieving GHSA targets. Ensure the EPT program is aligned with the Government of Senegal's priorities and GHSA requirements.
- d. Keep abreast of new developments and emerging issues that affect USAID's priorities related to GHSA via literature review, attendance at technical meetings, workshops, and participation in relevant training events. Share relevant information and recommendations with USAID and other USG colleagues. This includes current information on outbreaks globally and in the region.
- e. Technical representation on One Health Working Groups.

3. Coordination and Integration (25%)

- a. Facilitate the coordination of USAID and USG-funded activities in Senegal - this includes CDC, DOD and USDA-funded work to ensure the most cost-effective, and diplomatic approach to supporting the Government of Senegal's and the USG's goals.
- b. Ensure good coordination and information-sharing between USG partners and facilitate collaborative work together.
- c. Reinforce the role of Government of Senegal to establish and maintain a coordination network among partners in the country whose activities are related to EPT activities. Such partners include: bi-lateral donors such as World Bank, international organizations (WHO, FAO, OIE, etc.), National governments and their relevant ministries, private sector, international and local NGOs, etc.
- d. Develop and maintain relationships with relevant ministries in the country to ensure that assets can be coordinated and provided as support if needed.
- e. Ensure integration of EPT activities with the broader USAID portfolio. Work closely with USAID country team in Senegal to identify areas of convergence (e.g., common partners, similar streams of work, and key opportunities for linkages) across the USAID development portfolio (e.g., economic growth, environment, education, governance, health). Work with in-country EPT partners to ensure that linkages and coordination with the broader development portfolio are understood and integrated.
- f. During disease outbreak situations ensure that EPT assets are tightly coordinated with interagency leadership in supporting the national government.
- g. Seek opportunities to bring new partners into GHSA programming, including private sector or other donors.



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4. Senegal Health Office Support (10%)

- a. As member of the USAID/Senegal Health Office, support the office in its strategic planning, communication, monitoring and evaluation, official representation responsibilities (including service as control officer for VIPs when/if needed) and participating in team meetings and events.
- b. Where need and/or opportunity arises, seek coordination of work between health sectors for a more cost-effective approach.
- c. Support the team to ensure health office coverage at meetings and in the office as needed.
- d. Take relevant USAID training in project and financial management and other required training, and stay current in these areas.

V. PLACE OF WORK

The GHSA will be based in the USAID Senegal Health Office at the U.S. Embassy in Dakar.

VI. SELECTION FACTORS

To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below. Applicants are required to address each of the selection criteria on a separate sheet 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 number of the announcement.

VII. QUALIFICATIONS REQUIRED TO BE SELECTED

Candidates will be evaluated and ranked based on the following selection criteria:

Education (15 points)

- Minimum of Master's degree in public health, public policy, epidemiology, infectious disease, or similar related discipline are required. Health clinical degrees (MD, veterinary medicine, RN or similar) and/or degrees in a laboratory science in addition to the above Masters are strongly preferred. Additional studies/certificates or training may be an advantage.

Work Experience (30 points)



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- The incumbent must have a minimum of eight years' experience in public health (research, program management, project implementation) or related experience, five of which must be in developing countries.
- Experience with an internationally-focused organization working on animal and/or human public health e.g., World Health Organization (WHO), the Food and Agriculture Organization (FAO), the World Organization for Animal Health (OIE), USG or other donors or similar may be an advantage. Familiarity with these organizations is required.
- Experience coordinating complex programs with multiple partners across sectors is required and must be demonstrated. Experience in any of One Health/Avian Flu/Zoonotic Disease/Infectious Disease is an advantage.
- Minimum of five years of experience related to management of programs in developing countries that involve significant partnership and collaboration across ministries or sectors such as the Ministry of Health, Ministry of Livestock or Wildlife, Ministry of Environment and Ministry of Agriculture.
- Experience with monitoring and evaluation methodologies including frameworks, data quality assurance, analysis reporting and best practices in data dissemination in international/resource poor settings.

Knowledge, Skills and Abilities (30 points)

- Excellent leadership, communications and interpersonal skills.
- High degree of judgment, maturity, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results.
- Knowledge of USAID policies, procedures, and reporting requirements is desirable.
- Specialized knowledge and demonstrated expertise in any of Infectious Disease Surveillance and Response, GHSA policy implementation, Emerging Pandemic Threats, Zoonotic Diseases and Avian Flu/One Health.
- Demonstrated ability to understand the strategic purpose and goals of multiple organizations from different sectors (e.g. public health, animal health, and environment), identify and solve problems, coordinate and support activities that lead to mutual success across the different sectors.
- Significant knowledge of program management strategies and monitoring and evaluation methods;
- Excellent organizational skills in order to multitask and stay organized in a complex, frequently changing environment;
- Ability to operate independently with limited direct supervision of day-to-day activities.

Teamwork and Interpersonal Skills (10 points)



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- Demonstrated ability to work effectively in a team environment and communicate highly technical information related to animal health, human health, and environment to a variety of technical and non-technical audiences.
- Ability to work effectively with a broad range of stakeholders (Government of Senegal and donor counterparts, U.S. Government personnel and implementing partners, etc.) in a culturally sensitive manner.

Language Communication & Computer Skills (15 points)

- Fluency in French (level III/III) and English (level IV/IV); in both oral and written communication in professional, technical and policy communication with host country government representatives and partners across sectors.
- 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.

Maximum Evaluation Score: 100 points

VIII. POSITION ELEMENTS

a. Supervision Received:

The GHSA Advisor will be supervised by and report to the USAID/Senegal Health Office Director or designee.

b. Supervision Exercised:

As directed by the Supervisor, the GHSA Advisor may be asked to manage and supervise one or two Locally Employed Staff.

c. Available Guidelines:

The incumbent must become familiar with USAID assistance management regulations and AOR/COR responsibilities, and requirements. S/he will need to apply these regulations and understand when guidance or approval should be requested from the Regional Acquisition and Assistance Office. While some of the knowledge, methods, and techniques from the health technical field are established and commonly accepted, other guidance may be vague, controversial, conflicting, or absent, especially with respect to management of GHSA programs. Where there is no guidance available, the incumbent will seek input from the USAID/Senegal Deputy Health Office Director.



d. Exercise of Judgment:

The incumbent operates independently and his/her work is reviewed primarily on the basis of results achieved within the broad constraints of policy and priorities. As Activity Manager or AOR/COR, the incumbent must exercise a high degree of sound judgment in handling all aspects of responsibilities outlined in partner agreements.

e. Authority to Make Commitments:

The incumbent shall not make any commitments on behalf of the U.S. Government. However, the incumbent exercises the authority given to Activity Managers and AOR/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 the supervisor informed of activity and project status. Within the scope of the authority delegated, the incumbent may indicate to ranking counterpart and implementing partners that they will make a recommendation to USAID on a specific activity issue or problem. The incumbent may negotiate ad referendum for the USAID/Senegal Deputy Health Office Director.

f. Nature, Level, and Purpose of Contacts:

As the GHSA Advisor, the incumbent regularly and frequently consults with senior counterparts within the Prime Ministers' Office of the Government of Senegal as well as technical departments of Ministry of Health, Ministry of Livestock, Ministry of Environment and Ministry of Agriculture; Chief of Party of major nongovernmental organizations; directors of health institutions; etc. Through these contacts, the incumbent remains informed and up-to-date on human and animal health matters, especially Emerging Pandemic Threats response, and support issues in the country, including new levels and trends in health conditions, status of key policies, and legal and regulatory changes that could affect the implementation of the USAID programs. The incumbent utilizes these contacts to keep counterparts informed about USAID policies and procedures, and also provides timely technical updates that will be of use to counterparts. The incumbent will also recommend site visits for VIPs. The incumbent liaises with other U.S. Government agencies, particularly, the Center for Disease Control and Prevention, Department of Defense - Defense Threat Reduction Agenda/Cooperative Biological Engagement Program and Africa Command, Department of Agriculture - Animal and Plant Health Inspection Service, Department of State, as necessary, for the full success of the USAID EPT program.

g. Time Expected to Reach Full Performance Level:

It is reasonable to assume the incumbent might not have working knowledge of U.S. Government (more specifically EPT and USAID) guidelines and procedures. However, with on-the-job training, the incumbent must be able to perform the full range of duties within twelve



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(12) months at post.

IX. SELECTION PROCESS

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

X. ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

XI. TO APPLY

Interested candidates **MUST** submit a complete application package which includes:

- a. Complete an AID 302-4 form found directly on the following web site: <https://www.usaid.gov/sites/default/files/documents/1866/a302-3.doc>
- b. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the position.
- c. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email address and telephone numbers. References should have knowledge of the candidates ability to perform the duties set forth in the application and must not be family members or relatives.
- d. Include hard copies of diplomas, certificate or relevant degrees to corroborate the curriculum/resume.
- e. 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.

All incomplete applications will be rejected

XII. 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.: Scott Spencer
Deputy Executive Officer
USAID/Senegal

OR
Papa Babacar Niowy Senghor
Human Resources Specialist
USAID/Senegal



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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, as well as using the address/delivery point specified in this solicitation.

Email subject MUST be: **SOL-685-16-000006 - GHSA Advisor/USPSC/TCN Position**

XIII. CLOSING DATE FOR THIS POSTION: May 25, 2016

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.

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 Officer 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.

The position will be filled subject to availability of funds.

List of REQUIRED Forms

The following forms shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job. A prerequisite for employment is a medical clearance and completed background investigation that reflects one's qualification for employment authorization.

- Medical History and Examination (08-1843).
- Questionnaire for sensitive Positions (for National security) (SF-86); or
- Questionnaire for Non-Sensitive Positions (SF-85).
- Finger Print Card (FD-258).

References:

Three (3) to five (5) references, who are not family members or relatives with working telephone and e-mail contacts, are required. The references must be able to provide substantive information about an applicant's past performance and abilities. USAID reserves the right to obtain past performance information from any source. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter and OF-612. Reference checks will be made only for applicants considered highly rated.

Benefits and Allowances:



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As a matter of policy, and as appropriate, a USPSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances].

A. Benefits:

- (1) Employee's FICA Contribution
- (2) Contribution toward Health & Life Insurance
- (3) Vacation & Sick leave (only earned for actual work days)

B. **Federal Taxes:** US PSCs are **not** exempt from payment of Federal Income taxes.

Acquisition and Assistance Policy Directives (AAPD) and Contract Information Bulletins (CIBs) pertaining to PSCs.

Please refer to the web site below to find the AAPDs and CIBs that apply to this contract. At the home page, please click on Personal Services Contracts.

http://www.usaid.gov/business/business_opportunities/cib/subtlect.html

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.