



# USAID | RWANDA

FROM THE AMERICAN PEOPLE

Solicitation No.: SOL-695-16-000001  
Issuance Date: November 10, 2015  
Closing Date/Time: November 30, 2015 at 5:30 pm (Kigali Time)

**SUBJECT:** Solicitation for US/TCN Personal Services Contractor (PSC) for Senior Health Team Leader

Ladies/Gentlemen:

The United States Government, represented by the US Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens, U.S Resident Aliens, or Third Country Nationals to provide personal services as described in this solicitation. USAID/Rwanda anticipates awarding one contract as a result of this solicitation, subject to availability of funds.

Submissions shall be in accordance with the instructions provided in this solicitation, at the place and time specified. Interested applicants must submit all the materials required by the solicitation such as (but not limited to):

- (i) A signed U.S. government AID 302-3 which is available at the USAID website <http://www.usaid.gov/rwanda/partnership-opportunities>
- (ii) The applicant's detailed CV and a cover letter of application; and
- (iii) Three (3) references, who are not family members or relatives, with telephone and email contacts.

**A full solicitation can be found at <http://www.usaid.gov/rwanda/partnership-opportunities>.**

Electronic submission is authorized and the most preferred. Electronic application packages should be submitted by email to: [KIGALHR@USAID.GOV](mailto:KIGALHR@USAID.GOV). Please quote the solicitation number and position title of this solicitation on the subject line of your email application. Be sure to include the solicitation number at the top of each of the additional pages.

## POINT OF CONTACT

Human Resources Office, Tel: 0252 596 400; Ext. 2605

To ensure consideration of applications for the intended position, please reference the solicitation number on your application and as the subject line of cover letter. Highly- ranked applications may be selected for an interview.

Applications must be received no later than the date and time specified on this cover letter. Please note that USAID/Rwanda does not accept responsibility for delays in transmission or receipt of applications. Applications received after that date and/or time specified will not be considered.

USAID/Rwanda reserves the right to award, or not award a contract as a result of this solicitation. This solicitation does not represent a commitment on behalf of USAID. Additionally, the US Government is not obligated to pay any costs associated with the preparation of an application in response to this solicitation.

Only shortlisted applicants will be contacted; no response will be sent to unsuccessful Applicants.

**Attachment to Solicitation No. SOL-695-16-000001**

1. **SOLICITATION NO.:** SOL-696-15-000003
2. **ISSUANCE DATE:** November 10, 2015
3. **CLOSING DATE/TIME:** November 30, 2015 at 5:30 p.m. (Kigali Time)
4. **POSITION TITLE:** Senior Health Team Leader
5. **MARKET VALUE:** Position is classified at GS-14 with annual salary range of \$86,399 to \$112,319. The actual salary will be negotiated based on qualifications, work experience and previous salary history of the successful candidate.
6. **PERIOD OF PERFORMANCE:** Two Years. Level of effort is full time (40 hours per week)
7. **PLACE OF PERFORMANCE:** Bujumbura, Burundi
8. **SUPERVISION:** Contractor will report to the USAID Representative
9. **SECURITY ACCESS:** USCitizen-Secret Level; Third Country Nationals-Employment Authorization
10. **MEDICAL CLEARANCE:** The apparently successful applicant shall be required to obtain a Department of State Medical clearance to Live and/or work in Burundi as a pre-condition for employment and/or residence in Burundi.
11. **WHO MAY APPLY:** U.S. Citizens and Third Country Nationals (TCNs)

**INTRODUCTION**

Burundi is a small landlocked country that was severely damaged by a 13-year civil war that ended in 2006. Despite the recent years of peace, Burundi remains one of the poorest countries in the world, ranking 180 out of 187 countries on the 2014 United Nations (U.N.) Human Development Index. According to the U.N. data, as of 2011 81% of Burundi's population lives on less than \$1.25 per day.

With an estimated 2014 population of 10.4 million, Burundi is the second most densely populated country in Africa. The annual population growth rate is 2.4% and Burundi's demographic profile reflects a large and growing youth bulge. According to Government of Burundi (GoB) statistics, 45 percent of the population is under the age of 15. Fifty percent are under the age of 20, and the median age is 17. 2010 Demographic and Health Survey (DHS) data show that the total fertility rate is 6.4 while the national contraceptive prevalence rate is 18 percent for modern methods.

Although some improvements have been made in recent years, the overall picture that the health indicators paint for Burundi continues to be one of deep concern. Burundi has an estimated maternal mortality rate of 500 per 100,000 live births and an under-five mortality rate of 96 per 1,000 live births. The DHS revealed that the chronic malnutrition rate was 58 percent. HIV prevalence among the general population is 1.4% with elevated prevalence among the key at risk populations of commercial sex workers and Men Who have Sex with Men (MSM). A recent report on the evolution of the Millennium Development Goals showed that Burundi's performance has been considerably weaker

than the rest of Sub-Saharan Africa and is not likely to achieve the targets set for reducing infant mortality, maternal mortality, and HIV incidence by 2015.

The disease burden is dominated by infectious and communicable diseases including diarrhea, malaria, and HIV/AIDS. Acute respiratory tract infections, malaria and waterborne diseases remain the main causes of death in children under five years of age. In adults, AIDS is among the leading causes of death—although it is likely to be underreported given the high levels of stigma. In addition, chronic and non-communicable diseases, such as malnutrition, high blood pressure, diabetes, and mental illness, also factor into the overall picture of morbidity and mortality in Burundi but do not seem to have the required attention.

The goal of the USAID/Burundi Office's health program is to improve the health status of Burundians. To achieve this USAID's health program focuses on increasing access to, demand for and quality of integrated child and maternal health services. USAID/Burundi's health programs support a range of technical areas such as HIV/AIDS prevention, care and treatment; voluntary family planning; malaria control; health sector reform and strengthening; maternal health; and child survival. In addition the USAID/Burundi program supports a range of reproductive health activities and maternal and child health interventions. Planning, implementation, and monitoring and evaluation of USAID programs are informed and led by national protocols and collaboration with the GoB and Global Fund for AIDs, Tuberculosis, and Malaria (-GFATM).

Of USAID/Burundi's programs, the largest component consists of the President's Emergency Plan for AIDS Relief (PEPFAR) with an annual planning level of \$17 million per year, followed by malaria and then Food for Peace. Since 2008, PEPFAR funding has supported facility and community-based prevention, care and support programs, health systems strengthening, and orphans and vulnerable children programming. PEPFAR is the cornerstone and largest component of the U.S. President's Global Health Initiative (GHI). With a special focus on saving the lives of newborns, women and children, GHI's goal is to save the greatest number of lives by increasing and building upon what works and then supporting countries as they improve the health of their own people. The overarching goal of the PEPFAR program in Burundi is to strengthen the capacity to plan, deliver, monitor, and evaluate high-quality, sustainable HIV/AIDS prevention, care and treatment services. Given massive unmet needs in health and limited funding, USAID assistance focuses on programming that combines linked service delivery in priority areas, technical assistance for national and local capacity building and preparation for longer-term policy and structural interventions. In addition, scaling up programs nationwide remains a goal, focused on HIV/AIDS, family planning/reproductive health, malaria and nutrition.

## **BASIC FUNCTION OF THE POSITION**

The objective of the contract is to obtain the services of a Senior Health Team Leader/Project Manager who will provide leadership and advisory services on the full range of family planning/reproductive health, HIV/AIDS, maternal and child health and malaria activities including strategic planning for the USAID/Burundi portfolio. The incumbent has the responsibility of understanding and incorporating the Agency's five core values in all respects: 1) customer focus; 2) managing for results; 3) empowerment and accountability; 4) teamwork and participation and 5) valuing diversity.

The incumbent will work at a senior level in a United States Government (USG) foreign assistance program that requires knowledge, experience, maturity, and an ability to function independently in a rapidly growing, highly demanding, and frequently changing environment. The position is located in the USAID office in Bujumbura, Burundi. The Senior Health Team Leader/Project Manager will be leader of the health team, which totals currently 10 members, including the Senior Health Team Leader/Project Manager including specialists in HIV/AIDS, malaria, family planning and reproductive health, supply chain management, and health systems strengthening. S/he will report to the USAID Representative and provide oversight of the health team and overall health portfolio, with direct supervision of the Malaria and PEPFAR team leaders. S/he will be expected to work independently,

take initiative, and manage a multi-cultural team with multiple results packages. S/he will advise USAID/Burundi on all aspects of health including HIV/AIDS and the Prevention of Mother to Child Transmission of HIV (PMTCT), family planning (FP), maternal health and child survival, and malaria. S/he will focus on the integration of the health activities and combined progress towards overarching strategic improvements in health. The incumbent will represent USAID at the highest government and donor levels.

The Senior Health Team Leader/Project Manager will provide managerial oversight, supervision, and technical guidance to support the implementation of all USAID health programs including its two largest bilateral programs, the Integrated Health Project (IHP) and the PMTCT Acceleration Project. IHP combines many health areas that were historically and separately managed by different teams. The Senior Health Team Leader/Project Manager is expected to coordinate their work and report on the IHP as one consolidated unit. Because of the integrated nature of the program and the importance of HIV/AIDS within the portfolio, the Senior Health Team Leader/Project Manager will ensure synergy and complementarities between HIV/AIDS, family planning/Maternal Child Health (MCH), malaria and all other health-related activities. S/he will also work closely with other USAID teams including economic growth, democracy and governance, and most notable the Food for Peace team which is addressing malnutrition in Burundi.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **1. Staff Management and Mentorship (25%)**

Carry out a full range of supervision, project management, advisory and strategic planning responsibilities on behalf of the USAID/Burundi Health Team. Lead and provide guidance to the USAID/Burundi health team, managing staff and ensuring their performance meets or exceeds established performance standards. Ensure team members are fulfilling responsibilities in a timely and effective manner while providing leadership and mentoring to professional staff to enhance their skills. The incumbent advises and assures that USAID/Burundi's health activities are designed, implemented, supervised, monitored, evaluated, and documented in an appropriate manner. The Senior Health Team Leader/Project Manager will provide orientation, training, and mentoring for staff supervised; assign work, explain how duties are to be performed to meet expectations, and communicate how the successful performance of those duties will be measured; evaluate staff performance; recognize good performance; communicate where performance needs to be improved; resolve complaints; and approve leave requests and timesheets as well as training, travel, program and operations requests. S/he will work with team members to ensure distribution of workload and completion of tasks.

The incumbent will directly supervise Team Leaders who manage sub-teams in HIV/AIDS and malaria and be responsible for overall performance of staff supporting an integrated health portfolio. As the most senior representative of the USAID/Burundi health team, the incumbent requires technical knowledge, experience, maturity, and an ability to operate and adapt to changing environments. S/he will keep abreast of current and new health issues, and ensure opportunities are made available to staff to do the same. The incumbent will be required to work closely with USAID headquarters staff to keep them informed of progress on the USAID/Burundi health portfolio.

### **2. Technical Leadership (25%)**

The incumbent will be a high level technical advisor on all health-related areas for the USAID Representative and Embassy Bujumbura Front Office and have specific technical oversight responsibilities for the health portfolio. S/he will keep abreast of advances in health programming and advise the Burundi office on implications and implementation options. USAID/Burundi Health Team staff both manage projects and provide direct technical assistance and advice to the Government of Burundi's Ministry of Health and the Fight against HIV/AIDS and other national level bodies focused on health sector improvements. S/he will represent the USAID/Burundi office in sector-level working

groups, providing strategic analysis and technical input to sector planning approaches and ensure activities are aligned with the Government of Burundi's priorities. The incumbent will manage the USAID/Burundi flagship Integrated Health Project which requires a strong technical base in health programming with focus on service delivery.

The incumbent will maintain a working knowledge of HIV/AIDS, maternal and child health, and reproductive health epidemiology and provide technical oversight and leadership to a portfolio that includes

- The Integrated Health and PMTCT Acceleration projects, including family planning, reproductive health, malaria, maternal and child health and child survival service delivery, emphasizing delivery of quality services in targeted geographic areas, and provision of national level technical assistance in training and supervision.
- Critical health delivery, procurement and access issues.
- Innovative maternal health, HIV/AIDS, malaria and child survival activities, including provinces and district based MCH interventions, including advising on innovative pilot programs and research,

### **3. Project Development, Implementation, and Integration (30%)**

With an HIV/AIDS budget level of \$17.6M (FY15 levels) and a total health budget of \$35M, Burundi has, as of 2013, designed its portfolio around fully integrated programs implemented by a range of technical partners. Reproductive and MCH components of this large program are small in comparison with HIV/AIDS, malaria and Food for Peace/nutrition. However USAID/Burundi's position is that integration enables management and programmatic efficiencies that can and do result in leveraged improvements in Reproductive Health (RH) and MCH outcomes. The Senior Health Team Leader will need to have the analytical skills necessary to inform and guide decision-making regarding the ongoing effectiveness of integrated programming. The incumbent will have overall responsibilities, and once certification is approved, Contracting Officer's Representative responsibility for the five-year Integrated Health Project with a total estimated budget of \$40 million. S/he will have other program responsibilities including but not limited to:

- Strategic planning and program design—developing strategies and detailed implementation plans for an expanded program of health activities under USAID/Burundi's annual operational plan
- Monitoring, implementation and evaluation—assuring that health activities are implemented and monitored in a timely and quality manner; ensure that the development of evaluation plans is completed and that evaluation findings are integrated into new programs.
- Mission Reporting Documents—drafting and/or managing staff to draft the health portion of a variety of documents including Congressional notifications, fact sheets and presentations, cables, speeches and event scenarios, and other high-level policy and briefing documents.

### **4. Coordination, Partner Relations, and Representation (20%)**

The incumbent will represent USAID/Burundi at high level meetings, international and national conferences with implementing partners, donors, governments, USG agencies, and international and local partners. S/he will work closely with USAID Washington staff on a regular basis on strategic planning, management and policy issues. The Senior Health Team Leader will engage with other key technical partners and donors on a regular basis, through working groups, and other efforts at engagement and coordination. The incumbent may be asked to represent USAID and the U.S. Embassy at public events and to periodically provide public remarks at project-level events.

The incumbent will also perform other duties as assigned.

## I. QUALIFICATION, EXPERIENCE AND EVALUATION CRITERIA

The following technical evaluation criteria will be used to evaluate the applications. These criteria will be assigned values from a total of 100 points set forth below.

a)	<i>Education</i>	<i>10 points</i>
b)	<i>Work Experience</i>	<i>50 points</i>
c)	<i>Skills and Abilities</i>	<i>20 points</i>
d)	<u><i>Language</i></u>	<u><i>20 points</i></u>
	<b>TOTAL</b>	<b>100 points</b>

The technical criteria will be evaluated and scored by the technical evaluation committee. Additional guidance regarding the technical evaluation criteria are set forth below.

### 1) Education: (10 points)

An advanced degree (masters or higher) in public health, nutrition, reproductive health, MCH, medicine, or other field that affords an understanding of public health initiatives is required.

### 2) Work Experience: (50 points)

At least ten years of progressively responsible experience managing and implementing public health programs, working with program managers, policymakers, and a broad array of health service providers and community leaders with at least three years of experience in a supervisory role is required.

The applicant must demonstrate a proven track record of living and working in developing countries. Applicant must exhibit the technical skills and knowledge in health to successfully perform the technical leadership duties described above under Major Responsibilities.

Ability to perform at a senior level must be demonstrable and experience applying effective leadership and communication skills is essential. Regional experience in Africa is preferred but not required.

### 3) Language: (20 points)

Applicant must demonstrate ability to communicate quickly, clearly and concisely, both orally and in writing, in **English and French**. Fluent English speaking, reading and writing are required. French language professional proficiency based on the Foreign Service Institute (FSI) standards of level 3/3 (speaking/reading) is also required. Level 3 general professional proficiency is an ability to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations and the ability to read within a normal range of speed and with almost complete comprehension.

The successful candidate is expected to be able to express her/herself comfortably in meetings and other forums in both English and French.

### 4) Skills and abilities: (20 points)

Demonstrated ability to facilitate meetings and make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context. Able to use word processing, spreadsheet and database programs. Must have excellent interpersonal skills and be able to work constructively in a team setting, motivating team members and working to positive performance overall as a supervisor, supervisee, and team member.

### **Professional Reference Checks**

Applicants must provide at least three references with current contact information, including preferably both e-mail addresses and a telephone numbers. (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.

The Personal Services Contract will be for (2) years, with possible extensions. Extensions will be contingent on the need for continued services, satisfactory performance and availability of funds.

### **Required Summary Statement**

Applicants are **required** to address the above selection criteria in a summary statement attached to 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 lower scores against the selection criteria above.***

### **Interviews**

Those applicants determined to be competitively ranked will also be evaluated on interview performance. These interviews may be conducted by telephone. **A writing test and samples of past work will be required.**

## **OTHER RELEVANT INFORMATION**

### **A. Benefits and Allowances**

As a matter of policy, and as appropriate, a US/TCN PSC is normally authorized to receive benefits and allowances in accordance with the AIDAR Appendix D. [A contractor meeting the definition 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].

#### **1. Benefits**

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase
- Eligibility for Worker's Compensation
- Annual and Sick Leave
- Medevac Insurance

- Access to Embassy medical facilities, commissary and pouch mail service
  - Cost of Travel to/from Post
  - Shipment of Unaccompanied Baggage
  - Shipment and Storage of Household Effects
  - Shipment of POV (Privately Owned Vehicle)
2. Allowances (if applicable, as found in the Standardize Regulations (DSSR) - sections cited below):
- Temporary Lodging Allowance (Section 120)
  - Living Quarters Allowance (Section 130)
  - Post Allowance (Section 220)
  - Supplemental Post Allowance (Section 230)
  - Separate Maintenance Allowance (Section 260)
  - Educational Allowance (Section 270)
  - Educational Travel (Section 280)
  - Post Differential (Chapter 500)
  - Payments during Evacuation/Authorized Departure (Section 600) and
  - Danger Pay (Section 650)

#### **A. Compensation**

This position is classified at GS-14 scale. The actual salary of the successful candidate will be negotiated within that pay range depending on qualifications, work experience and previous earning history.

#### **B. Applicable Policy Directives and Regulations Pertaining to PSCs**

- (1) Acquisition and Assistant Policy Directives (AAPDs) or Contract Information Bulletins (CIBs) contain changes to USAID policy and General Provisions in USAID regulations and contracts. Those documents can be found at this websites:  
[http://transition.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](http://transition.usaid.gov/business/business_opportunities/cib/subject.html#psc)
- (2) USAID Acquisition Regulation (AIDAR) applicable to award and administration of USPSC resident hires is contained in AIDAR Appendix D and can be found at:  
<http://www.usaid.gov/policy/ads/300/aidar.pdf>. The link comprises of prescribed Contract Schedule, General Provisions as appropriate, as well as the FAR Clauses to be incorporated in full text and by reference.
- (3) Standard of Ethical Conduct for Employees of the Executive Branch can be accessed at:  
[http://www.gpo.gov/fdsys/pkg/CFR-2007-title5-vol3/pdf/CFR-2007-title5-vol3-part\\_2635.pdf](http://www.gpo.gov/fdsys/pkg/CFR-2007-title5-vol3/pdf/CFR-2007-title5-vol3-part_2635.pdf) or  
<http://www.oge.gov/Laws-and-Regulations/Employee-Standards-of-Conduct/Employee-Standard-of-Conduct/>

#### **C) List of Required Forms for PSCs**

- Forms outlined below can found at <https://www.usaid.gov/rwanda/partnership-opportunities>
- Optional Form AID 302-3

Upon advice by the Contracting Officer that the applicant is the successful candidate:

- Contractor Employee Biographical Data Sheet (AID 1420-17)
- Contractor Physical Examination (AID Form 1420-62)
- Questionnaire for Sensitive Positions (for National Security) (SF-86),
- Finger Print Card (FD-258). \*\* (Available from the law enforcement offices or in USAID/Washington)

## C. Instructions to Applicants

1. Interested applicants are requested to submit the following information:
  - a) A recent CV or resume. The CV/resume must include sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria and must contain the following information:
    - (i) Personal Information: Full name, mailing address, email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held)
    - (ii) Education: High school, name, city and state, date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received.
    - (iii) Work Experience: provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if federal job), duties, and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
    - (iv) Other Qualifications: other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title and year), job-related skills; for example, other languages, computer software/hardware, tools, machinery, typing speed, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance as awards (give dates but do not send documents unless requested.
  - b) Applicants are strongly encouraged to address each of the evaluation criteria above on a separate sheet describing specifically and accurately what experience, training, education, and/or awards they have received that are relevant to the criterion. Failure to address minimum selection and/or quality factors may result in your not receiving credit for all your pertinent experience, education, training, and awards. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
  - c) Applicants are required to provide three (3) to five (5) references with complete current contact information including email address and telephone numbers. The Applicant's references must be able to provide substantive information about the applicant's past performance and abilities. USAID/Rwanda reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.
  - d) Written cover letter of not more than one page.
  - e) Form AID 302-3 must be signed and those submitted unsigned will be rejected.
2. Applications should retain for their record copies of all enclosures that accompany their submissions.
3. The number of this solicitation must be referenced on the application.
4. Any attachments provided via email must be in or compatible with Microsoft Word Version 2010 or Adobe Acrobat Portable Document Format (PDF) and not "Zipped".
5. Highly ranked applicants may be interviewed in person or by phone.

**[END OF SOLICITATION]**