



USAID | RWANDA

FROM THE AMERICAN PEOPLE

Solicitation No.: SOL-695-16-000008
 Issuance Date: August 30, 2016
 Closing Date/Time: September 30, 2016 at 5:30 pm (Kigali Time)

SUBJECT: Solicitation for US/TCN Personal Services Contractor (PSC) for Reproductive, Maternal and Child Health (RMCH) Advisor

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: KIGALIHR@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 the 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 may 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-695-16-000008

1. **SOLICITATION NO.:** SOL-695-15-000008
2. **ISSUANCE DATE:** August 30, 2016
3. **CLOSING DATE/TIME:** September 30, 2016 at 5:30 p.m. (Kigali Time)
4. **POSITION TITLE:** Reproductive, Maternal and Child Health (RMCH) Advisor
5. **MARKET VALUE:** Position is classified at GS-13 with annual salary range of \$73,846 to \$96,004. 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 Country Representative
9. **SECURITY ACCESS:** US Citizen - 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)

Please note that currently only adult dependents employed at the Embassy are authorized at post.

BACKGROUND

More than a decade since the conclusion of ten years of civil war and five years of civil conflict, Burundi remains one of the least developed countries in the world, with alarming levels of hunger and malnutrition that have been exacerbated by political crisis. USAID/Burundi engages with international donors and local stakeholders to improve the health status and social conditions of the population, reduce the high rates of chronic malnutrition, mitigate the drivers of conflict, enhance democratic governance and human rights, and promote economic growth.

In May 2006, the Government of Burundi announced that free health services would be provided to children under five and pregnant women. Since the policy was implemented, the percentage of women delivering in health facilities has increased from 61% to 74% with 99% of women presenting for at least one antenatal care (ANC) visit during the course of their pregnancies. ANC remains the key point of entry for counselling and testing pregnant women and their families for HIV and providing prevention of mother to child transmission (PMTCT) and antiretroviral treatment (ART) services. It is also the primary

point of entry for malaria prevention services including long-lasting insecticide treated net distribution and intermittent preventive treatment of malaria in pregnancy (IPTP). Burundi's National Reproductive Health Policy now includes newborn care as a critical strategy in reducing child mortality. A central feature of this policy included scaling up services to prevent mother-to-child transmission of HIV.

Despite this progress, the overall picture of health in Burundi remains one of concern. This situation is associated mainly with the fragility of the health system, the heavy burden of communicable diseases, the vulnerability of mothers, children and adolescents, and the role of the determinants of health (including very high rates of acute and chronic malnutrition, 6% and 58% respectively, in children between 0-5). The most prevalent diseases in the epidemiological profile are communicable diseases that particularly affect the health of pregnant women and children, the most vulnerable population groups. The most prevalent diseases in this category are malaria, HIV/AIDS, tuberculosis, diarrhoeal diseases, vaccine-preventable diseases and acute respiratory infections.

BASIC FUNCTION OF THE POSITION

The Reproductive and Maternal and Child Health (RMCH) Advisor shall advise USAID/Burundi on the full range of MCH and Family Planning (FP) activities, including advising on strategic planning and oversight of activities to improve maternal, child and reproductive health outcomes across the USAID/Burundi portfolio.

The incumbent shall contribute to the team's ability to achieve results by providing programmatic and technical expertise for the MCH and RH components of the USAID/Burundi program. This position is cross-cutting and will serve as a subject matter expert on MCH and RH issues across several funding streams and programs, including the President's Emergency Plan for AIDS Relief (PEPFAR), the President's Malaria Initiative (PMI), and serve as the principal point of contact for MCH and FP/RH funding and activities. The RMCH Advisor will serve as an expert and provide inputs and oversight on programming including prevention of transmission of HIV between mothers and their infants, pediatric HIV programs, intermittent treatment of malaria in pregnancy, family planning, and the health of pregnant mothers and children under five.

The RMCH Advisor interacts with the USAID health team as well as technical representatives of other USG agencies, Government of Burundi counterparts, international donors and other key development partners. He/she may serve as a Contracting/Agreement Officer's Representative (COR/AOR) or Activity Manager for USAID/Burundi health activities.

The incumbent will work in a USG foreign assistance program that requires knowledge, experience, maturity, and an ability to function independently under a demanding and frequently changing environment. The position is located in the USAID Limited Presence Country Office located in Bujumbura, Burundi.

The RMCH Advisor will not directly supervise staff but will advise other technical specialists on aspects of their portfolio related to MCH.

Major Duties and Responsibilities

Burundi receives approximately \$5M per year in MCH and FP funding, in addition to funding for malaria and HIV/AIDS which impacts health of women and children. The RMCH Advisor guides the programmatic and technical development and oversight of the USAID/Burundi maternal and child health and family planning activities, including activities on HIV prevention and treatment that impact maternal and child health outcomes.

Specific Responsibilities:

He/she will manage responsibilities including:

Programmatic Oversight and Coordination (20%)

- Serve as COR/AOR or Activity Manager for designated activities. In this context the incumbent is responsible for all aspects of project management for her/his assigned activities, including technical guidance, reviewing reports, and work plan approval.
- Monitor the performance of health activities through regular site visits, review of technical reports and regular interaction with implementing partners •
- Undertake regular site visits of implementing partners and maintain regular communication to ensure that activity implementation proceeds in accordance with approved work plans; that planned inputs and outputs are produced in schedule; and that pipelines are monitored and reviewed with partners at least quarterly.
- Engage in coordination meetings with key counterparts and officials.
- Liaise with implementing partners to jointly identify solutions to program implementation challenges.
- Participate in evaluations of MCH and RH activities and ensure their inclusion in the Burundi's Monitoring, Evaluation and Learning plan.

Technical Leadership (40%)

- Maintain state of the art knowledge on key MCH and RH interventions, including PMTCT as a component of the health of both mother and infant.
- Provide technical assistance and inputs to USAID/Burundi, other USG staff, Government of Burundi counterparts, USG staff, implementing partners, and other institutions in the design, implementation, and evaluation of MCH and RH programs.
- Participate in and provide technical assistance to MCH and RH health-focused technical working groups, task teams, workshops and campaigns. Such groups may include serving as a key focal point for Family Planning 2020.
- Ensure that USG-supported programs focused on MCH and RH take into account the organizational, technical and human dimensions of sustainability.
- Ensure that the Mission is contributing to the Sustainable Development Goals related to women and girls.
- Interface within USAID/Burundi and with USAID/Washington on the mission's MCH and RH portfolio.
- Coordinate the analysis and synthesis of key technical lessons learned and best practice recommendations to integrate across all health activities.
- Ensure that USAID's MCH and RH health activities are adequately tailored to the Burundian context •

Program Planning and Reporting (40%)

- Assist in developing annual planning documents including the Operational Plan, Country Operational Plan, and Malaria Operational Plan. Prepare analyses and estimates of annual funding needs for MCH and RH activities.
- The advisor will also be responsible for submitting final draft of MCH and RH-related sections of the Mission's annual reports. The Advisor will liaise with USAID/W technical experts to inform them of Mission health activities and coordinate mutual activities accordingly.
- Monitor obligations, commitments, expenditures and results against targets for programs and activities aimed at improving MCH and RH.
- Participates in Mission Quarterly Financial Reviews and Portfolio Reviews representing the MCH and RH activities under his/her preview and providing recommendations for future investments.

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>Technical Knowledge</i>	<i>25 points</i>
c)	<i>Work Experience</i>	<i>30 points</i>
d)	<i>Skills and Abilities</i>	<i>20 points</i>
e)	<u><i>Language</i></u>	<u><i>15 points</i></u>
	TOTAL	100 points

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 a field relevant to the duties described above such as in international development, public health, reproductive health, MCH, medicine, or other field that affords an understanding of public health initiatives is required.

2) Work Experience: (30 points) A minimum of five years of increasingly responsible experience in international public health programming or implementation. Experience working on technical oversight, design and implementation of MCH, FP, or HIV projects aimed at women and children. Relevant experience in working or collaborating with other donors, governments, international organizations or NGOs is desirable. Experience in Africa is desirable.

3) 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. Must have excellent interpersonal skills and be able to work constructively in a team setting. Diplomacy, tact, negotiation skills, cultural sensitivity, and team participation skills are required, in order to establish and maintain effective working relationships within USAID, and with the public and private sectors. Able to use word processing, spreadsheet and database programs.

4) Technical Knowledge: (25 points) Demonstrated technical expertise in maternal, reproductive and/or child health programs in the developing world is required. The qualified person must have demonstrated technical leadership, and experience designing, implementing, and monitoring and/or evaluating MCH and RH programs or activities.

5) Language: (15 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.

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 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, 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.***

II. Compensation

This position is classified at GS-13 scale. The actual salary of the successful candidate will be negotiated within that pay range depending on qualifications, work experience and previous earning history.

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)

III. 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
- (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 or
<http://www.oge.gov/Laws-and-Regulations/Employee-Standards-of-Conduct/Employee-Standard-of-Conduct/>

B) 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)

IV. 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, 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 **required** to address the above selection criteria in a summary statement attached to the application. This summary statement, 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 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) references with complete 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) Applicants are required to submit a written cover letter of not more than one page.
 - e) Applicants are required to submit Form AID 302-3 must be signed and those submitted unsigned will be rejected.
2. Applicants should retain for their record copies of all enclosures that accompany their submissions.
 3. The solicitation number 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 or videoconference. Those applicants determined to be competitively ranked will also be evaluated on interview performance. A writing test and samples of past work may be required.

[END OF SOLICITATION]