



USAID | RWANDA

FROM THE AMERICAN PEOPLE

Solicitation No.: SOL-696-14-000003
Issuance Date: February 7, 2014
Closing Date/Time: February 28, 2014 at 1:00 pm (Kigali Time)

SUBJECT: Solicitation for US Personal Services Contractor (PSC) Local for PEPFAR Program Management Specialist

Ladies/Gentlemen:

The United States Government, represented by the US Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens residing in Rwanda 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 OF-612 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) to five (5) 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 are to be submitted by email to: KIGALIHR@USAID.GOV. Please quote the number and position title of this solicitation on the subject line of your email application. Be sure to include the announcement 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 February 28, 2014 at 1:00 p.m. (Kigali Time), as stated in the solicitation. Please note that USAID/Rwanda does not accept responsibilities for delays transmission or receipt of application. 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-696-14-000003

1. **SOLICITATION NO.:** SOL-696-14-000003
2. **ISSUANCE DATE:** February 7, 2014
3. **CLOSING DATE/TIME:** February 28, 2014 at 1:00 p.m. (Kigali Time)
4. **POSITION TITLE:** PEPFAR Program Management Specialist
5. **MARKET VALUE:** Position is classified at GS-11 with annual salary range of \$50,790 to \$66,027. 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:** Kigali, Rwanda
8. **SUPERVISION:** Contractor will report to the PEPFAR Country Coordinator
9. **SECURITY ACCESS:** Employment Authorization
10. **MEDICAL CLEARANCE:** The apparently successful applicant, and any eligible family members who will accompany the applicant to post, shall be required to obtain a Kigali Health Unit Medical clearance to work in Rwanda.
11. **WHO MAY APPLY:** U.S. Citizens or persons who at the time of contracting are lawfully admitted permanent residents of the United States residing in Rwanda

INTRODUCTION

U.S. President's Emergency Plan for AIDS Relief (PEPFAR) is the U.S. Government initiative to help save the lives of those impacted by from HIV/AIDS around the world. It is the largest commitment by any nation in history to combat a single disease internationally. PEPFAR investments also help alleviate suffering from other diseases across the global health spectrum.

PEPFAR is driven by a shared responsibility among donor and partner nations and others to make smart investments to save lives. Thanks in large part to U.S. leadership, tremendous progress has been made in the fight against global AIDS. PEPFAR has directly supported life-saving antiretroviral treatment for more than 6.7 million men, women and children worldwide as of September 30, 2013. PEPFAR has supported 17 million people with care and support, including nearly 5 million orphans and vulnerable children, in fiscal year 2013 alone. PEPFAR directly supported antiretroviral prophylaxis to prevent mother-to-child HIV transmission for 780,000 HIV-

positive pregnant women in fiscal year 2013. Due to PEPFAR support, 95% of these babies were born HIV-free.

In its second phase, PEPFAR continues to prioritize moving beyond strictly emergency response, and expanding efforts to build sustainable and integrated health programs. These programs are country-owned and country-driven and address HIV/AIDS with a broader context of health and development.

Within the State Department, the Office of the U.S. Global AIDS Coordinator (OGAC) is responsible for implementing PEPFAR. Additional information about OGAC and PEPFAR is available at www.pepfar.gov.

PEPFAR in Rwanda

I. Background:

In Rwanda, PEPFAR programs are implemented by five USG agencies: Department of State, Department of Defense (DOD), Department of Health and Human Services through the Centers for Disease Control and Prevention (CDC), Peace Corps, and the United States Agency for International Development (USAID). These agencies support a coordinated interagency management model which leverages and builds upon agency-specific strengths, expertise and historical relationships to achieve shared PEPFAR goals.

The Ambassador heads the in-country PEPFAR program and is the final decision-maker under PEPFAR Guidance for all program plans and activities submitted to the U.S. Global AIDS Coordinator. The Embassy Front Office leads a coordinated multi-agency PEPFAR team to develop and implement a single USG country plan that is aligned with the Government of Rwanda's National Strategy for HIV/AIDS and responsive to local needs and circumstances. The Front Office also ensures that the program is integrated so as to support mutual accountability for results. The PEPFAR Coordinator is the primary liaison to the Ambassador in providing day-to-day coordination in implementing the USG HIV/AIDS strategy for Rwanda, consistent with PEPFAR goals and resources. The PEPFAR Coordinator works under the direction of the Front Office to ensure an overall balanced and well-coordinated HIV/AIDS program.

The GOR is committed to fighting HIV/AIDS and takes a leadership role in HIV/AIDS prevention, care, and treatment care for all its citizens. PEPFAR has supported the national capacity to plan, lead, manage, and deliver quality health services across Rwanda. The United States is the largest HIV/AIDS bilateral donor in Rwanda. As a result of these efforts, PEPFAR has seen great success in Rwanda.

II. Duties and Responsibilities of the Position:

The PEPFAR Program Management Specialist will be responsible for the budget, coordination and management of planning and reporting, and operational activities. In this role s/he will support the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) Team by liaising with key staff in USAID (Health and Program Offices), DoD, Peace Corps, CDC,

DoS including the Deputy Chief of Mission's Office, Political/ Econ, Public Diplomacy and PEPFAR Coordination office. The Program Management Specialist will also provide administrative and logistical support to the PEPFAR Coordinator and PEPFAR Team.

The PEPFAR Program Management Specialist will support the duties of the PEPFAR Coordinator for the development and implementation of a unified program that capitalizes on the comparative advantages, competencies among the various U.S. Government agencies involved in implementing public health program activities funded by PEPFAR in Rwanda. This is both a management and a communication role. The contractor serves as primary coordinator for meeting key reporting timelines related to the inter-agency PEPFAR program in country. As the day-to-day manager of the PEPFAR Coordination Office, the contractor monitors the office budget, assigns and clears on work products prior to submission to the Coordinator and works closely with service providers to meet office operational requirements. The contractor facilitates communication between and among the participating U.S. Government agencies, working closely with agency program managers, the PEPFAR Senior Management Team, and the inter-agency technical teams to ensure coordinated planning, implementation, and monitoring of PEPFAR supported activities. The contractor collaborates with the Coordinator in creating opportunities through events and activities for regular communication between the PEPFAR in-country team and the various partners, including the Rwandan Ministry of Health and other participating organizations.

A. Specific Duties and Responsibilities:

I. Interagency Planning and Reporting Coordination 60% of time

Under the direction of the PEPFAR Coordinator, the contractor takes the lead in coordinating and facilitating all PEPFAR-related reporting. The major annual reporting and planning document which also serves as the basis for congressional notification, allocation, and tracking of the budget and targets for Rwanda's PEPFAR program is the Country Operational Plan (COP). As part of the annual work planning cycle, the contractor will assist in leading an interagency and implementing partner portfolio review and civil society consultations. Although the contractor does not directly provide some input into the COP, the major duty is to assist the PEPFAR Coordinator in coordination, development, production and timely submission of the COP to the Department of State's Office of the Global AIDS Coordinator (OGAC). In this capacity, the contractor maintains a comprehensive inter-agency calendar of important activities to ensure the program is on schedule and collaborates with other PEPFAR-funded contractors across agencies to ensure that reporting and financial data is available, accurate and submitted in a timely fashion. S/he provides briefings and one-to-one guidance to PEPFAR staff during the COP process regarding potential administrative initiatives and guidance. The contractor also provides oversight and technical guidance to the teams and individual personnel responsible for quality assurance and data entry for COPs and other reporting mechanisms. S/he serves as co-convenor and co-facilitator (with the PEPFAR Coordinator) of regular PEPFAR interagency and partner meetings.

The contractor works closely with the PEPFAR Strategic Information (SI) team on the COP and preparation of the semiannual results reporting (SAPR and APR). The

contractor creates and maintains program management tools to allocate and track resources provided to PEPFAR funded implementing partners. The contractor also participates with the SI team in conducting program evaluations.

The contractor takes the lead in distributing and following progress on other information requests from the Chief of Mission/ DCM, OGAC, and the Government of Rwanda; s/he follows up to ensure that accurate responses are prepared and provided in a timely manner.

On behalf of the PEPFAR Coordinator, the contractor provides leadership and assistance to inter-agency technical teams. Recommendations from the interagency technical teams (ITTs) play a key role in the development of the overall Rwanda PEPFAR program. The contractor will also assist the Government of Rwanda –USG Technical Working Groups (TWGs), providing administrative support to all TWGs, ensuring, in coordination with the PEPFAR Steering Committee secretary, that TWG meetings take place regularly, are conducted effectively, and that procedures are in place to support, disseminate and retain TWG records and minutes of meetings. Contractor may serve as a facilitator and mediator for these meetings. The contractor will also assist with the Country Health Partnership.

The contractor chairs technical and ad-hoc meetings on behalf of the PEPFAR Coordinator. Contractor briefs the PEPFAR Coordinator on all meetings, provides follow-up to action items, and prepares reports of meetings as required. The contractor manages logistical and practical support for scheduled and ad hoc meetings of Executive Council (the agency heads and DCM), PEPFAR Senior management team, PEPFAR inter-agency technical teams and the PEPFAR country team (all PEPFAR funded USG staff).

The contractor may brief the Chief of Mission, DCM, and/or Government of Rwanda officials on the PEPFAR program on behalf of, or in the absence of, the PEPFAR Coordinator.

II. Management and Operations 30% of time

The contractor distributes work to other office staff and clears on work products prior to submission to the PEPFAR Coordinator. S/he drafts reports, cables and other memoranda to support program activities. In particular, this will include documents with a media/public diplomacy component.

The contractor works closely with ICASS offices to ensure that all office operational requirements are satisfied. Contractor provides input into the initial budget for the PEPFAR Coordination Office and closely follows expenditures. The contractor consults with the Embassy human resources officer on human resources matters and staffing within the Coordination Office. S/he drafts position descriptions and justifications for additional staff when needed. The contractor serves as the principal point of contact for general services such as procurement and official travel, as well as any other administrative services for the PEPFAR Coordination Office.

The contractor is responsible for the overall management and safekeeping of office files; ensures that office files and documentation related to inter-agency PEPFAR activities at

post are complete, retrievable and accessible only by those who have a work need. The contractor establishes the requirements for out-sourced administrative services and meets regularly with outside contract service providers to ensure that contract specifications are met. The contractor will also administrate the PEPFAR SharePoint team site as a key knowledge sharing, communication, and work planning and monitoring tool between the USG PEPFAR staff.

The contractor serves as the control for planning and executing site visits and other events for the COM and visiting dignitaries. This requires close coordination and scheduling with Embassy service providers, site and partner representatives and participating agencies.

III. Outreach 10% of time

On behalf of the PEPFAR Coordinator, the contractor participates with other PEPFAR staff, Government of Rwanda and other national HIV/AIDS program implementing of funding partners on HIV/AIDS committees. The contractor also participates in meetings/ committees with the USG's public diplomacy team. The purpose of these meetings is to further the outreach and public diplomacy efforts of Rwanda's PEPFAR program in coordination with OGAC's and the Embassy's overall diplomacy plans.

Additionally, as PEPFAR engages with civil society organizations (CSOs), the contractor supports the PEPFAR Coordinator and USG implementing agencies in their outreach and communication. The contractor will also liaise with the USG- Government of Rwanda (GoR) PEPFAR Steering Committee secretariat, as well as other HIV/AIDS coordinating structures in Rwanda. The contractor may recommend to the PEPFAR Coordinator revisions to Rwanda PEPFAR program policies and guidelines.

The contractor works with the PEPFAR Coordinator and the Embassy's Public Affairs Office to ensure timely and complete responses to media requests for information on PEPFAR activities in country. In collaboration with involved agencies and the Public Affairs Office (PAO), contractor supports outreach and representational activities by preparing written materials. These materials include press releases and Op-Ed materials for local and international media. The contractor will be required to perform other duties as assigned the COM/DCM or PEPFAR Coordinator.

B. Period of Performance

The Personal Services Contract will be for (24) months, with possible extensions. Extensions will be contingent on the need of continued services, satisfactory performance and availability of funds.

C. Qualifications/Selection Criteria:

Only citizens of the United States or persons who at the time of contracting are lawfully admitted permanent residents of the United States are eligible for selection. In addition, as recruitment is being done locally under a class justification excepting this requirement from full and open competition, only those who meet the following definition of a resident hire are eligible for selection:

Resident Hire means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country:

- (i) as a spouse or dependent of a U.S. citizen employed: (A) by a U.S. government agency; or (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or agreement that provides for repatriation to the United States; or
- (ii) for reasons other than employment: (A) with a U.S. government agency; or (B) under any U.S. government financed contract or agreements; or (C) under any other contract or employment arrangement that provides for repatriation to the United States

Education

Bachelor's degree or equivalent four year degree in public administration, public health, international development, business administration, management, accounting, finance, economics, nursing, or other related field is required.

Experience

The following experience is required in order to qualify for selection: Four years of progressively responsible administrative management experience in business, public health, or international development programs that includes a coordination role in the monitoring and evaluation of programs or strategic program management is required.

Knowledge

Project management knowledge required.

Skills and Abilities

Excellent organizational and leadership skills are required to achieve a high level of PEPFAR program coordination and reporting across agencies and multi-disciplinary teams. Good written communication skills are required to draft, edit, and clear documents, reports and policy guidelines in the English language. Good oral communications skills are required to ensure clarity and direction exist within the inter-agency working groups.

The ability to maintain contact at all levels of the Rwandan government and with other stakeholders in the non-government arena is required in order to explain PEPFAR program policies, objectives and procedures and to assist partners in reporting requirements.

Ability to develop and deliver oral presentations on programmatic matters is required. Demonstrated ability to multi-task in a fast paced, highly-detailed work environment is required, as well as working in multi-cultural contexts. The ability to assess problems and develop realistic solutions is required. Ability to plan and monitor budget

expenditures to meet program needs is required. Intermediate user level of MS Office including word processing, spreadsheets and databases is required. Keyboarding skills that include both speed and accuracy are required. A facility to work with higher mathematical calculations for purposes of budget and COP reporting is required.

Language Proficiency

Language Proficiency: Level IV (fluency– speaking/reading/writing) in English is required.

Past performance / Professional reference checks

Applicants must list at least three references and provide current contact information, preferably both an e-mail address and a telephone number.

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.***

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.

A. Compensation

This position is classified at GS-11 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
- (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/>

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 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 OF-612 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 2020 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]