



USAID | RWANDA

FROM THE AMERICAN PEOPLE

Solicitation No.: SOL-696-14-000006
Issuance Date: March 03, 2014
Question Due Date/Time: March 10, 2014 at 5:30 pm (Kigali Time)
Closing Date/Time: April 03, 2014 at 5:30 pm (Kigali Time)

SUBJECT: Solicitation for US Personal Services Contractor (PSC) for Health Services Delivery 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 National 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.

Interest 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://inside.usaid.gov/forms/>,
- (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.

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. For those who wish to send hard copies of their application by mail, address package to:

Hadiza Linganwa
Executive Officer
USAID/Rwanda
2657 Avenue de la Gendarmerie
B.P. 2848
Kigali, Rwanda

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 interview.

Any questions regarding this solicitation should be submitted in writing to Hadiza Linganwa, Executive Officer via email at hlinganwa@usaid.gov; no later than March 10, 2014 at 5:30 p.m. (Kigali Time).

Applications must be received no later than April 03, 2014 at 5:30 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.

Sincerely,

Martin Fischer
Contracting Officer

Attachment: Solicitation No. SOL-696-14-000006

Attachment to Solicitation No. SOL-696-14-000006

1. SOLICITATION NO.: SOL-696-14-000006
2. ISSUANCE DATE: March 03, 2014
3. QUESTIONS DUE DATE/TIME: March 10, 2014 at 5:30 p.m. (Kigali Time)
4. CLOSING DATE/TIME: April 03, 2014 at 5:30 p.m. (Kigali Time)
5. POSITION TITLE: Health Services Delivery Advisor
6. MARKET VALUE: Position is classified at GS-13 with annual Salary range of \$72,391 to \$94,108. The actual salary will be negotiated based on qualifications, work experience and previous salary history of the successful candidate.
7. PERIOD OF PERFORMANCE: Six months. Level of effort is full time (40 hours per week)
8. PLACE OF PERFORMANCE: Kigali, Rwanda
9. SUPERVISION: Contractor will report to the USAID/Rwanda Deputy Health Office Director
10. SECURITY ACCESS: USCitizen - Secret Level; ThirdCountry Nationals
Employment Authorization
11. MEDICAL CLEARANCE: The apparently successful applicant shall be required to obtain a Department of State Medical clearance to live and/or work in Rwanda as a pre-condition for employment and/or residence in Rwanda.
12. WHO MAY APPLY: U.S Citizens and Third Country Nationals (TCNs)

I. POSITION DESCRIPTION - OVERVIEW:

Rwanda is a small, landlocked country with the highest population density on the continent of Africa and remains one of the world's poorest countries. However, much has changed in Rwanda since the 1994 genocide that left more than 800,000 people dead. Today, the Government of Rwanda (GoR) is committed to making Rwanda a middle-income country by 2020. *Vision 2020* is the GoR's development roadmap on how to reach this goal.

II. POSITION DESCRIPTION - SPECIFIC RESPONSIBILITIES

The incumbent serves as a Health Services Delivery Advisor and is

responsible for providing strategic advice to USAID/Rwanda health office and USG health sector implementation partners to improve the capacity of the MoH in developing appropriate policies, strategies and guidelines towards a well functional and strengthened health system that is responsive to community health care. The position will also provide key support in the development and management of new and existing health services delivery bilateral project needs. Specifically, the incumbent will assist in the following:

1 Technical Advisor (25%)

Provide technical assistance in the family planning/reproductive health, maternal and child health, malaria and other infectious diseases, and HIV/AIDS. Activities include but are not limited to:

- Field visits and submit field trip reports
- Participate in the completion of the USAID Performance Reporting
- Facilitate partner's reporting
- Maintain up to date budget information and tracking for earmarks
- Putting together presentations
- Drafting integrated strategies

2. Mentorship to FSN staff (25%)

Provide guidance to Health Services Delivery team on working within USAID parameters, specifically in relation to Agency-wide policies, procedures and reporting requirements. The incumbent will also assist team members in understanding Project Design guidelines, writing waivers and developing pipeline analysis.

3. Project Design (40%)

Assist with the development transition of activities from implementing partner to host country systems. This will include careful planning with the technical team, implementing partners, and government counterparts.

4. Other duties as assigned (10%)

Perform other duties including preparation of project related or Government of Rwanda (GOR) health policies speeches for Embassy representatives, USAID Directors, briefing materials and site visits; assessing requests for USAID assistance and developing appropriate responses based on the established USAID Health Program strategy, meet with interested parties including international NGOs, universities, civil society organizations, and other USG Agencies such as CDC on all topics related to the incumbents areas of expertise.

III. QUALIFICATION, EXPERIENCE AND EVALUATION CRITERIA

The following factors are each listed in their ascending order of importance and will be the basis for the evaluation of all applications. All applications will be evaluated based on the documentation submitted with the application. Applicants are required to provide a cover letter addressing how they meet the requirements of each of the criteria below and

must submit three to five professional references with complete contact information. Candidates will be evaluated and ranked based on the following selection 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 and Training</i>	<i>20 points</i>
b) <i>Work Experience</i>	<i>30 points</i>
c) <i>Knowledge</i>	<i>15 points</i>
d) <i>Skills and Abilities</i>	<i>20 points</i>
e) <u><i>Past Performance</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 and Training (20 points)

Professional degree in relevant major field plus at least 10 relevant experience is desired. However, relevant, extensive work experience, if demonstrably successful, may be substituted or be given appropriate consideration.

2. Work Experience (30 points)

Mastery in the field of health services delivery is required. Demonstrated prior experience and ability to exercise independent judgment and lead teams in the full range of responsibilities: data collection, identifying material and human resources for the completion of project goals and purposes, managing day-to-day operations of project scope, and management of project budget and related finances,

3. Skills and Abilities (20 points)

- A.** Demonstrated commitment to :
- Strengthen the Health Service Delivery Team's ability to respond to a changing portfolio.
 - Lead transition of USAID of district health facilities to GOR management
 - Demonstrated excellence in oral communication in English and strong writing skills. Proven ability to evaluate, and interpret policy directives and regulations, produce technical documents and to effectively communicate the Mission to implementing partners.
- B.** Demonstrated ability to work collaboratively with cooperating government officials, business and industry officials and mission staff at all levels is required. The ability to plan, organize and manage complex negotiations and meetings is very important. Strong organizational skills; ability to work

independently with little supervision; ability to work calmly, tactfully and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time is essential.

- C. The ability to maintain strict confidentiality and high ethical standards relating to all areas of procurement matters are required.
- D. Proficiency in standard operating and application software (Windows, Microsoft Word, Excel and Outlook) is required.

4. Past performance / Professional reference checks 15 points

Applicants must list at least three references and provide current contact information, preferably both an e-mail address and a telephone number. The applicants' past performance in positions that require similar skills to that required by this solicitation will be evaluated.

5. OTHER SIGNIFICANT FACTS

A. Knowledge Required by the Position (15 points)

The position requires either: knowledge of health services delivery principles, protocol and procedures applicable to programming actions, or mastery of a technical leadership, staff coordination, and consultation including responsibility for formulating guidelines, implementing new developments, and providing policy interpretation. Familiarity with program or technical requirements is required sufficient to perform or direct in-depth evaluations of the financial and technical capabilities, or the performance, of implementing partners.

B. Guidelines

Policies and precedents are available but stated in general terms or are of limited use. Extensive searches of a wide range of regulations and policy circulars are frequently required. The incumbent uses experienced judgment and initiative in applying principles underlying guidelines, in deviating from traditional techniques, or in researching trends and patterns to develop new approaches, criteria, or proposed policies.

C. Complexity

The work is characterized by breadth of planning, review, and coordination or depth of problem identification and analysis, stemming from the variety of the programming functions or from unknowns, changes, or conflicts inherent to the issues. Work involves varied duties requiring many different and unrelated processes and methods which cover the full range of programming activities in the assigned functional area(s).

D. Scope and Effect

The purpose of the work is to provide expertise as a specialist in a functional area

of health services delivery by furnishing advisory, planning, or reviewing services on specific problems, projects, or programs. The work affects a wide range of programming activities such as the operation of programs by various implementing partners, and the accomplishment of significant technical program goals.

NOTICE TO APPLICANTS: USAID reserves the right to conduct in-person or telephonic interviews with the highly ranked applicants and/or obtain from previous employers relevant information concerning the applicants' past performance to inform a final decision.

START DATE: As soon as all required clearances have been received.

IV. 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
- Annual and Sick Leave
- Medevac Insurance
- Access to Embassy medical facilities
- Cost of Travel to/from Post

2. Allowances (if applicable, as found in the Standardize Regulations (DSSR) - sections cited below):

- Post Allowance (Section 220)
- Post Differential (Chapter 500)
- Payments during Evacuation/Authorized Departure (Section 600) and

B. 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.

C. 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 and TCNPSC 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/>

D. List of Required Forms for P SCs Forms outlined below can found at http://www.usaid.gov/business/business_opportunities/psc_solicitations.html

- Optional Form 612.

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)

E. Instructions to Applicants

1. Interested applicants are requested to submit the following information:
 - (i) 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:
 - (ii) Personal Information: Full name, mailing address (with zip code), 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)
 - (iii) 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.
 - (iv) 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;
 - (v) 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.

- a) 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.
 - b) 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.
 - c) Written cover letter of not more than one page.
 - d) 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]