



USAID | RWANDA

FROM THE AMERICAN PEOPLE

Solicitation No.: SOL-696-14-000013
Issuance Date: August 05, 2014
Closing Date/Time: August 22, 2014 at 1:00 pm (Kigali Time)

SUBJECT: Solicitation for US Personal Services Contractor (PSC) Local for Health Program Management Advisor

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:

- (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.
- (iv) Mandatory Summary Statement addressing selection criteria.

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 August 22, 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-696-14-000013

1. **SOLICITATION NO.:** SOL-696-14-000013
2. **ISSUANCE DATE:** August 05, 2014
3. **CLOSING DATE/TIME:** August 22, 2014 at 1:00 p.m. (Kigali Time)
4. **POSITION TITLE:** Health Program Management Advisor
5. **MARKET VALUE:** Position is classified at GS-12 with annual salary range of \$60,877 to \$79,138. The actual salary will be negotiated based on qualifications, work experience and previous salary history of the successful candidate.
6. **BENEFITS:** Benefits for Local Hire US/PSCs are limited (see section A on Page 7).
7. **PERIOD OF PERFORMANCE** Two years. Level of effort is full time (40 hours per week)
8. **PLACE OF PERFORMANCE:** Kigali, Rwanda
9. **SUPERVISION:** Contractor will report to the Deputy Health Office Director
10. **SECURITY ACCESS:** Employment Authorization
11. **MEDICAL CLEARANCE:** The apparently successful applicant shall be required to obtain a Kigali Health Unit Medical clearance to work in Rwanda.
12. **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

USAID/Rwanda implements several Presidential Initiatives such as the President's Emergency Plan for AIDS Relief (PEPFAR), the President's Malaria Initiative (PMI), Feed the Future (FtF), and the Global Health Initiative (GHI). The Health Office is responsible for implementing most of these initiatives. The Office of Health (OH), the USAID/Rwanda's largest team, is responsible for managing an FY 2013 OYB of \$50 million in PEPFAR funding for HIV/AIDS and a combined total of \$44 million in malaria, MCH, FP/reproductive health, water and sanitation, and nutrition funding. Combined, the annual \$95 million health program accounts for approximately 60% of the total FY2013 USAID/Rwanda funding. The Health Office has 23 technical and administrative staff.

I. Basic Function:

The Health Program Management Advisor will be responsible for managing and supporting the development of reporting, planning, evaluation and analytical documents for all aspects of USAID/Rwanda's Health program, including maternal health, family planning, child health, malaria, nutrition, water and sanitation and HIV/AIDS. The advisor will serve as a member of the Mission's Health Office and will coordinate with the USAID Mission, the US Embassy, and Government of

Rwanda (GOR). The incumbent will report directly to the Health Deputy Office Director, and participate on many teams both within the office and in the mission.

The Health Program Advisor will facilitate the Health Office's management for results by strengthening the design, implementation, and evaluation of USAID supported projects within the portfolio. S/he will also lead all reporting requirements for the Presidential Initiatives that the Health Office manages. Collaboration with health officers who are project managers and others in support offices is essential. S/he will be the primary liaison in the development of any communications/information materials or data analysis requested by Headquarters, US Congress, the Embassy, or the general public. Collaboration with the mission's Development Outreach Communications officer (DOC) is essential. S/he will also review procurement documents to ensure accuracy and to reflect USAID's rules and regulations, as described in the Mission Orders. The incumbent will maintain close working relationships with members of the health team, other technical offices, and support staff, Inter-agency partners, relevant representatives of the GOR, development partners, public and private sector organizations and other key stakeholders engaged.

The Advisor will serve as one of the Mission's technical resources on health reporting and serve as a point of contact on matters relating to reports, evaluations and special studies. The Advisor will also liaise with other USG agencies and international organizations and foreign donors that provide assistance for Health Development to ensure that Rwanda's Health activities are fully coordinated with other actors active in these areas.

MAJOR DUTIES AND RESPONSIBILITIES

a) Program Support/Project Management (35%):

- Support the entire health office in order to prepare for and complete USAID's annual report, semi-annual portfolio reviews, annual budget requests, and other briefings as required by the Government of Rwanda, Congress, Department of State, USAID/Washington, US Embassy, and USAID/Rwanda.
- Plan, implement, participate in, comment upon, or prepare Mission views on evaluations, assessments or audits of activities.
- Assist in determining the additional analyses, assessments, or reviews that are required to develop Mission activities in the area of good Health practices, designing and overseeing the implementation of such analyses or assessments, and follow up as necessary.
- Serves as the primary advisor on project management issues; working closely with the Health Office and support staff and USG inter-agency health team, especially during Country Operational Plan (COP) season.
- Provides support on program design and implementation elements of health projects, guidelines, interventions and community-based programs.
- Monitors current project management literature, reports, international guidelines and standards.
- Ensures AOR, COR, and Activity Managers abide by Mission Orders related to program design, budgeting, strategy, and portfolio reviews.
- Handles unsolicited proposals that the Health Office receives, in collaboration with the Program Office and Health Office staff that may include developing recommendations for funding. Provide support for maintaining and updating the DG office budget and program planning systems.
- Support the updating and maintenance of the Health Intranet site.

- Continuously gathering information about and keeping current on development in the Health area in Rwanda and reporting such developments as required to the Health Team and Office Deputy and Director.
- Carry out other tasks related to USAID/Rwanda's Health sector programming as assigned by the Health Deputy and Office Directors.

Coordination, Technical Advice and Policy Dialogue:

- Assists the Deputy and Office Director in managing Special Initiatives that are funded by USAID/Washington and may require some reporting, as needed.
- Participate in, coordinate or manage USAID inputs into Health sector assessments conducted in conjunction with other USG agencies, international organizations, or other donors.
- Support USAID's role as co-chair of the Health Sector Coordination Working Group (HSWG) to coordinate development partners' work in the health sector by aligning work plans, funding, technical and policy work. This will require the Advisor to maintain contact and engage with high-ranking Government of Rwanda officials, staff and senior representatives of international organizations and missions, NGOs and foreign donors active in the Health sector, USAID assistance providers, and other U.S. Government agencies involved in the promotion of Health initiatives.

b) Reporting (30%):

- Familiar with reporting requirements for all Presidential Initiatives and coordinates the Health Office's preparation of the COP, Malaria Operational Plan (MOP), the Operational Plan (OP) and the Health Implementation Plan, including annual and semi-annual progress reports by developing or completing templates, collecting information, and success stories from Activity Managers, Assistant Officer Representative (AORs), and Contracting Officer Representative (CORs) according to annual guidance.
- Ensures proper reporting compliance with USAID norms and standards.
- Drafts, edits and proof read narratives for COP, OP and MOP and other planning and reporting requirements to ensure accuracy and to meet USAID quality standards.
- Works closely with the Program Assistant for Budget and the Financial Analyst when preparing budget documents for the COP, MOP and OP.
- Coordinates the Portfolio Review process for the Health Team in collaboration with Activity Managers, AORs and CORs; and ensures staff follows the Mission Order for Portfolio Review process. This includes gathering and analyzing data and preparing power point presentations that summarizes program results.

c) Monitoring and Evaluation (20%)

- Familiar with USAID Evaluation Policy and Mission Order on Monitoring and Evaluation.
- Participates in the development of evaluation plans and assessments, and their implementation.
- Familiar with FACTS Info, Aid Tracker, and/or MEMS and provides support to all AORs, CORs, and Activity Managers in their use.
- Assists AOR/CORs with monitoring site visits annually to ensure maximum participation by target audiences.

d) Communications (15%)

- Drafts speeches, talking points and related material for public events by Senior Management including Office Director, Mission Director, Ambassador, and the Deputy Chief of Mission.
- Prepares written briefings for all Staffdels, CODELS, and any other VIPs.

- Summarizes information in written and oral form for use by superiors, as appropriate.
- Serves as the Point of Contact for questions about project management activities inquiries including those coming from US Congress, Embassy, State and AID/W and respond to those queries often with very short turnaround times.
- Works closely with the Mission’s Development Outreach and Communications Officer (DOC) to develop public relations materials such as profile/Fact Sheet updates, press releases, technical updates, etc. as needed.

The Advisor will handle all assigned work either independently or as part of teams according to established Mission policies, practices and programmatic guidance, and in accordance with all applicable USAID regulations and guidance. The Advisor is expected to make independent judgments while working as part of the Health Team. As a highly qualified professional, substantial reliance is placed on the employee to independently plan and carry out the specific activities required for fulfilling the major duties and responsibilities of this position.

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>25 points</i>
c)	<i>Knowledge</i>	<i>25 points</i>
d)	<i>Skills and Abilities</i>	<i>20 points</i>
e)	<u><i>Past Performance</i></u>	<u><i>20 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.

a. Education: (10 points)

Bachelor’s degree in business, public administration, management or similar field is required.

b. Prior Work Experience: (25 points)

Three to five years of progressively responsible experience managing public health or public sector program is preferred. Practical experience in work with USAID, USG or an international development agency is highly desirable.

c. Knowledge: (25 points)

Project and program management and implementation knowledge required.: Knowledge of the dynamics of development assistance in Rwanda particularly in the Health Sector. Good knowledge of USG regulations, procedures, methodologies, and documentation, or the ability to gain such knowledge. Knowledge of communications approaches, media and presentation methodologies. Knowledge of current monitoring and evaluation approaches. A working knowledge of USG policies and goals is highly desirable.

d. Skills and Abilities: (20 points)

Excellent organizational and leadership skills are required to achieve a high level of 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 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. Intermediate user level of MS Office including word processing, spreadsheets and databases is required. Keyboarding skills that include both speed and accuracy are required.

e. Language Proficiency:

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

f. Past performance / Professional reference checks (20 points)

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

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

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.

OTHER RELEVANT INFORMATION

A. Compensation

This position is classified at GS-12 scale. The actual salary of the successful candidate will be negotiated within that pay range depending on qualifications, work experience and previous earning history.

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.

Benefits/Allowances: In addition to the salary, a Resident Hire US/PSC will receive the following benefits in accordance with USAID regulations/procedures and policies.

1. Contribution toward Health Insurance not to exceed 72% of the actual cost the PSC for your annual health insurance, or the maximum U.S. Government contribution announced periodically by USAID's Office of A&A whichever is less.
2. Contribution for Life Insurance up to 50% of the actual annual costs to your life insurance not to exceed \$500 per year.
3. Annual and Sick Leave at the rate of 4 hours each per pay period and if you have previous service as a US/PSC or USG employee you are eligible for 6 or 8 hours of annual leave

Excluded Benefits/Allowances: Locally hired US/PSC employees (Resident Hires) do not receive benefits that are provided to off-shore hired US/PSC employees. If applicants have any questions about benefits/allowances they should inquire to the contact person for this solicitation. Examples of **benefits that are excluded** are:

1. Medevac Insurance, Access to Embassy medical facilities, Cost of Travel to/from Post; Shipment of UAB, HHE or POV; R&R and Home Leave Travel; and Housing.
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)

US Taxes: The successful candidate is subject to US taxes and will have Federal Income and Social Security Taxes withheld from their salary.

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, tolls, 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 must 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 at least 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) 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 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]