



USAID | RWANDA

FROM THE AMERICAN PEOPLE

Solicitation No.: SOL-696-16-000005
Issuance Date: March 11, 2016
Closing Date/Time: March 25, 2016 at 1:00 pm (Kigali Time)

SUBJECT: Solicitation for Resident Hire US Personal Services Contractor (PSC) for PEPFAR Deputy Coordinator.

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 form AID 302-3 which is available at the USAID/Rwanda website <http://www.usaid.gov/rwanda/partnership-opportunities>
- (ii) The applicant's detailed CV and a cover letter; 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 preferred. Electronic application packages should be submitted by email to: KIGALJHR@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 page.

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 application. 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-696-16-000005

1. **SOLICITATION NO.:** SOL-696-16-000005
2. **ISSUANCE DATE:** March 11, 2016
3. **CLOSING DATE/TIME:** March 25, 2016 at 1:00 p.m. (Kigali Time)
4. **POSITION TITLE:** PEPFAR Deputy Coordinator
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:** Kigali, Rwanda
8. **SUPERVISION:** Contractor will report to the PEPFAR Country Coordinator
9. **SECURITY ACCESS:** Employment Authorization
10. **MEDICAL CLEARANCE:** The apparently successful applicant 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 as a dependent of a US government agency or contract/agreement (see below for more details)

INTRODUCTION

PEPFAR – the U.S. Government initiative to help save the lives of those impacted by from HIV/AIDS around the world – 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. It forms the cornerstone of President Obama’s Global Health Initiative, and provides a platform off of which to integrate and leverage non-HIV/AIDS health services.

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 3.2 million men, women and children worldwide as of September, 2010. PEPFAR has directly supported 11 million people with care and support, including nearly 3.8 million orphans and vulnerable children, in fiscal year 2010 alone. PEPFAR directly supported antiretroviral prophylaxis to prevent mother-to-child HIV transmission for more than 600,000 HIV-positive pregnant women in fiscal year 2010, allowing more than 114,000 infants to be born HIV-free.

In its second phase, PEPFAR focuses on the transition from an emergency response to building sustainable programs. These programs are country-owned and country-driven and address HIV/AIDS with a broader context of health and development. PEPFAR's reauthorization program builds on past strengths and increases efficiencies by scaling up effective interventions and ensuring value. The goals of this phase are to:

1. Transition from an emergency response to promotion of sustainable country programs.
2. Strengthen partner government capacity to lead the response to this epidemic and other health demands.
3. Expand prevention, care, and treatment in both concentrated and generalized epidemics.
4. Integrate and coordinate HIV/AIDS programs with broader global health and development programs to maximize impact on health systems.
5. Invest in innovation and operations research to evaluate impact, improve service delivery and maximize outcomes.

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

BACKGROUND

In Rwanda, PEPFAR programs are implemented by six USG agencies with five agencies present in country; the Department of State (DOS – represented by the U.S. Embassy but with programs also managed through the Bureau for Population, Refugees and Migration), the Department of Defense (DOD), the Department of Health and Human Services through the Centers for Disease Control and Prevention (CDC) and the Health Resources Services Administration (HRSA – not present in country), 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 S/GAC/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 Coordinator works closely with the PEPFAR Senior Management Team, made up of representatives from each of the USG agencies, in the planning, implementation and reporting of the PEPFAR program in Rwanda. The SMT is supported by the broader PEPFAR team, which is organized around Interagency Technical Teams (ITTs).

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. Over the past eight years, 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, with total support of over \$895 million during the first eight years of PEPFAR. Other major bilateral and multilateral donors supporting HIV/AIDS in Rwanda include: the Global Fund to Fight AIDS, Tuberculosis, and

Malaria (Global Fund), United Nations agencies (UNDP, UNFPA, UNHCR, UNICEF, UNAIDS, UNIFEM, World Health Organization); the Great Lakes Initiative on HIV/AIDS; Belgium Technical Cooperation; European Union; German Agency for International Cooperation; Netherlands Embassy; Luxembourg Agency for Development Coordination; Swedish International Development Agency; and the United Kingdom Department For International Development. Health-focused non-governmental organizations operating in Rwanda include Partners in Health and the Clinton Foundation. To date, the Global Fund has approved 12 grants to Rwanda totaling over \$690 million, including National Strategy Application (NSA) grants in TB and HIV/AIDS. Rwanda is the only country to receive approval on its HIV NSA, and one of two countries to receive approval on a TB NSA.

The USG actively participates in donor coordination and harmonization on a number of levels, including the two main bodies that coordinate health activities undertaken by donors and civil society: the Health Sector Working Group, chaired by the MOH Permanent Secretary and co-chaired by the USG; and the Global Fund Country Coordinating Mechanism, chaired by the MOH Permanent Secretary and co-chaired by the WHO country representative. These bodies include substantial representation from the GOR, donors, and international and local civil society organizations that support the health sector.

BASIC FUNCTION AND RESPONSIBILITIES OF THE POSITION:

The Deputy Presidential Emergency Plan for AIDS Relief (PEPFAR) Country Coordinator will be responsible for budget, financial planning, and management of the PEPFAR program in Rwanda by working closely with the PEPFAR Country Coordinator to support his/her role in the overall coordination and management of activities funded under PEPFAR in Rwanda. In this role s/he will exercise independent judgment when providing support, advice, and direction to the PEPFAR Team by advising key staff, including senior leadership in the PEPFAR implementing agencies, USAID, DoD, Peace Corps, and CDC, as well as the U.S. Embassy Front Office, on PEPFAR goals and objectives. As a key member of the PEPFAR Coordination Office staff, the Deputy PEPFAR Coordinator will provide administrative and logistical support to the PEPFAR Coordinator and PEPFAR Team.

The Deputy PEPFAR Country Coordinator will support the duties of the PEPFAR Coordinator by co-leading the annual development of the Country Operational Plan (COP) and facilitating regular communication between the PEPFAR in-country team and various coordinating bodies in Rwanda, including the Government of Rwanda and PEPFAR implementing partners. The incumbent will manage the development and monitoring of complex processes to ensure a cohesive interagency program by providing leadership and facilitation to the interagency PEPFAR team for all aspects related to the program – policy, technical, managerial, and operational. She/he leads effective interagency strategic planning, and reporting and implementation among the PEPFAR USG agencies. The Deputy PEPFAR Country Coordinator will also serve as Acting PEPFAR Country Coordinator, as needed, including acting as PEPFAR Country Coordinator with senior leadership of USG agencies and the Government of Rwanda. Job holder serves as primary coordinator for planning for and meeting key PEPFAR reporting deadlines with regard to the inter-agency PEPFAR program in country and will serve as an expert in these areas, as well as be consulted by senior specialists and PEPFAR implementing agency heads. Job holder 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 Ministry of Health and other participating organizations.

MAJOR DUTIES AND RESPONSIBILITIES

I. Lead effective interagency strategic planning, reporting, and implementation: 30%

- Working under the direction of the PEPFAR Country Coordinator, provides day-to-day coordination in implementing the USG PEPFAR platform and supports the PEPFAR Country Coordinator as the focal point for all USG matters related to HIV and AIDS.
- Conceptualize and manage programs in a complex multi-disciplinary PEPFAR team environment.
- Participate and, in the Coordinator's absence, lead PEPFAR Rwanda policy and technical discussions and strategic planning to implement PEPFAR investment priorities.
- Apply knowledge and expertise in HIV and AIDS, primary health care, and health policy for incorporating effective HIV/AIDS strategies and programs within the broader health sector agenda.
- Provide leadership for ensuring a shared vision and common goals. Lead the development of planning, budgeting, and reporting to U.S Department of State's Office of the Global AIDS Coordinator (S/GAC), and ensure appropriate documentation of programming and results achieved by programs implemented by partners.
- Work with S/GAC to ensure the full implementation of all PEPFAR policies and directives from Washington, and the timely submission of all PEPFAR documents, including the Country Operations Plan (COP), the Annual Performance Review (APR), the Semi Annual Performance Review (SAPR), quarterly reporting, the PEPFAR Oversight and Accountability Results Team (POART), and all other required documentation and reporting by:
 - Managing strategic planning processes to develop, review, and ensure approval of the annual Country Operational Plan (COP) by USG agencies, the Government of Rwanda, and other stakeholders;
 - Maintaining and monitoring an annual calendar of key benchmarks to ensure that program deliverables are on schedule and of the highest quality;
 - Establishing timelines and deliverables for the COP that are agreed upon and adhered to by participating USG agencies;
 - Developing and assisting norms and standardized tools for effective use of interagency technical teams for COP preparation;
 - Assigning and monitoring tasks given to the USG interagency team; and
 - Developing, managing, and training PEPFAR interagency team members and implementing partners on work tools used for annual planning purposes, including Site Improvement through Monitoring Systems (SIMS).
- Develop standard tools (where necessary) for annual monitoring and reporting of program, policy, and financial data for the PEPFAR Implementation Plan and in particular COP.
- Manage and coordinate both internal and external meetings with government officials and implementing partners.
- Participate in donor working groups for effective HIV coordination.

II. Lead management of interagency structures and flow of communication to ensure effective planning, reporting, and implementation of the PEPFAR Rwanda program: 30%

- Serve as a facilitator, communicator, and a negotiator among the interagency team.
- Promote positive and results-oriented relationships and facilitate productive professional relationships with other members of the USG team, with PEPFAR's implementing partners, and with national counterparts.
- Obtain, analyze, and evaluate data and information related to our PEPFAR program, including management and understanding of the overall PEPFAR budget.
- Serve as interagency Expenditure Analysis (EA) advisor and interagency SIMS advisor, including updating the interagency team on objectives, goals, and coordination of EA and SIMS activities.
- Organize and present technical information in concise written and oral form.

- Draft, review and edit documents on behalf of the PEPFAR Coordination Office, Senior Management Team (SMT), and Agency Head team.
- Represent the interests of USG colleagues during technical working group meetings, when appropriate.
- Liaise with leads of the USG implementing agencies to ensure critical communication between and among agencies occurs as needed to support necessary next step action items.
- Engage in leadership efforts to support the PEPFAR interagency teams by:
- Managing the year-round involvement of the Interagency Technical Teams (ITTs) in planning, implementing, monitoring, and improving PEPFAR-supported activities;
- Convening, chairing, facilitating, and mediating ITT meetings, as necessary, and ensuring timely follow-up of agreed actions and decisions;
- Monitoring and maintaining up-to-date, effective ITT procedures.
- In the absence of the PEPAR Country Coordinator represent the PEPFAR Coordination Office at appropriate in-country meetings
- Provide facilitation and negotiation at all levels of the PEPFAR team (i.e. individuals, ITTs, SMTs, Agency Heads, etc.)

III. Lead the interagency management of PEPFAR finance and operations: 20%

- Creates transparent systems to develop and track budget requests by multiple agencies, multiple external partners, and multiple programmatic activities, in collaboration with the five PEPFAR participating USG agencies.
- Oversees the entry of all budget data into databases for all USG activities and, enters data, when necessary. Analyzes budget to ensure that figures in the database are accurate, and that the allocations are properly assigned to the appropriate external partner, program activity, and funding source across agencies.
- Coordinates reprogramming exercises of the five participating PEPFAR Agencies, prepares and formulates supplemental budget requests for operational and program funds.
- Serve as primary budget liaison with OGAC program staff to resolve issues and obtain any required clarifications for funding documents.
- Analyzes program and budget data, conducts trend analyses to inform program and increase effective use of data for decision making. Compares annual budget projections with actual expenditures to make adjustments and report discrepancies.
- Prepares reports, summaries, papers, oral and written presentations on PEPFAR program and budget information as needed. Prepares and provides all necessary documentation to support any financial data for anticipated audits.
- Analyzes PEPFAR staffing data to provide recommendations to post on efficient use of human resources.
- Manages annual financial reporting for PEPFAR Mozambique, e.g. the Expenditure Analysis data collection.
- Monitors expenditures, pipelines, and outlay forecasts and ensures their use into decision making for PEPFAR planning.

IV. Lead PEPFAR Coordination Office Management and Operations: 10%

- Distributes work to other office staff and clears on work products prior to submission to the PEPFAR Country Coordinator.
- Drafts reports, cables and other memoranda to support program activities.
- Works closely with ICASS offices to ensure that all office operational requirements are satisfied. Job holder provides input into the initial budget for the Coordinator's Office and closely follows expenditures.

- Consults with the U.S. Embassy human resources officer on human resources matters and staffing within the PEPFAR Coordination Office, drafting position descriptions and justifications for additional staff when needed.
- 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.
- Serves as the control for planning and executing site visits and other events for the COM and visiting dignitaries, including serving as control officer for VIP visits.

V. Manage PEPFAR Communications and Outreach:

5%

- Ensure efficient, timely information flow of critical communication between and among Agencies, the Interagency Team, S/GAC in Washington D.C., the Government of Rwanda, and donors.
- Promote PEPFAR-related public affairs and diplomacy through:
 - Planning and executing site visits and other events for the Ambassador and visiting dignitaries, including serving as control officer of such visits or portions of visits;
 - Preparing for and participating in representational activities as requested;
 - Co-leading and managing World AIDS Day activities on behalf of the PEPFAR Program in Rwanda, in coordination with the U.S. Embassy Public Affairs Section and the Government of Rwanda;
 - Creating and implementing innovative and cost-effective communications plans focusing on the partnership between the USG and the Government of Rwanda as well as on successes of the PEPFAR program in Rwanda;
 - Participating on in-country committees on HIV/AIDS issues to recommend implementation of best practices on the national level;
 - Working with the U.S. Embassy's Public Affairs Section to ensure timely and complete responses to media requests for information on PEPFAR activities in Rwanda; and
 - Preparing written materials, including speeches, press releases, and Op-ed materials, for local and international media.

VI. Provide other essential support to the PEPFAR Country Coordinator and Interagency Team:

5%

- Serve as the Acting PEPFAR Country Coordinator in his/her absence.
- Ensure timely and quality responses to S/GAC ad-hoc tasks and special requests.
- All other duties as assigned.

PERIOD OF PERFORMANCE

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

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

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>35 points</i>
c)	<i>Communication</i>	<i>15 points</i>
d)	<i>Skills and Abilities</i>	<i>25 points</i>
e)	<i>Knowledge</i>	<i>15 points</i>
	<i>TOTAL</i>	<i>100 points</i>

The Application 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 or host country equivalent degree in public administration, public health, international development, business administration, management, accounting, finance, nursing, or other related field is required.
- b. **Work Experience:** (35 points) Four years of progressively responsible administrative management experience in public health and/or international development programs that includes a coordination role in the monitoring and evaluation of programs or strategic information gathering is required.
- c. **Language and Communications:** (15 points) Level IV (fluency– speaking/reading/writing) in English is required.
- d. **Skills and Abilities:** (25 points) Excellent organizational and leadership skills are required to achieve a high level of PEPFAR program coordination and reporting across agencies and multi-disciplinary teams. Excellent written communication skills are required to draft and edit clear and concise documents, reports and policy guidelines in the English language. Excellent oral communications skills are required to ensure clarity and direction exists within the inter-agency working groups. The ability to maintain contact at all levels of the host government and with 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 deliver oral presentations on programmatic matters is required. Demonstrated ability to multi-task in a 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 office program needs is required. Intermediate user level of 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. MS Office skills required.

e. **Knowledge:** (15 points) International business and project management knowledge required.

PAST PERFORMANCE / PROFESSIONAL REFERENCE CHECKS

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

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.

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 of your annual health insurance, or the maximum U.S. Government contribution announced periodically by USAID's Office of Acquisition & Assistance 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; or 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 from the contact person for this solicitation.

Benefits that are excluded include:

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. 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.

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/>

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: 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, 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 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) 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. 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. 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 may be required.

[END OF SOLICITATION]