



USAID | CÔTE D'IVOIRE

DU PEUPLE AMERICAIN

SOLICITATION NUMBER: 72068119R100004

ISSUANCE DATE: February 11, 2020

CLOSING DATE/TIME: February 25, 2020 at 5 p.m. Abidjan local time

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC-Local Compensation Plan) – Local Partners Program Specialist (Key Population Program Specialist)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Guadalupe Ramirez
Acting Supervisory Executive Officer

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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72068119R100004
2. **ISSUANCE DATE:** February 11, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** February 25, 2020 at 5 p.m. Abidjan local time
4. **POINT OF CONTACT:** Edouwar N’Gatta, e-mail at abidjanaidcihr@usaid.gov
5. **POSITION TITLE:** Local Partners Program Specialist (Key Population Program Specialist)
6. **MARKET VALUE:** CFA25,055,334-CFA39,612,344 p.a., equivalent to FSN-11 In accordance with AIDAR Appendix J and the Local Compensation Plan of US Embassy in Cote d’Ivoire. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Permanent position. However, position will be reviewed annually contingent on satisfactory performance, continued need for the services, and availability of funds.
8. **PLACE OF PERFORMANCE:** Abidjan, Cote d’Ivoire with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** This position is open to all Cooperating Country Nationals
10. **SECURITY LEVEL REQUIRED:** Facility access

11. STATEMENT OF DUTIES**1. *Basic function of position***

The Local Partners Program Specialist (Key Population Program Specialist) Program Specialist will focus primarily on technical support to the local indigenous partners implementing Key Population (KP) programming.

S/He is responsible for the implementation, coordination, monitoring and evaluation of KP program activities and studies implemented under the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR). Key populations, including female sex workers and men who have sex with men, are a PEPFAR priority population, and the incumbent of this position is a member of the USAID Health Office’s HIV/AIDS Team as well as the US Government (USG) interagency team for the President’s Emergency Plan for AIDS Relief (PEPFAR). The KP Specialist oversees the development, implementation, management, coordination, monitoring, evaluation supervision, and reporting of HIV/AIDS activities that ensure

support for KPs. Programmatic activities for KP include but are not limited to ensuring education, counseling, testing, treatment, care, and reduction of stigma and discrimination. The KP Specialist may also coordinate with and provide technical assistance to outreach programs and community mobilization activities and ensure linkages with other civil society or private organizations, such as those providing financial or emotional support to KPs, in order to promote sustainable well-being.

The job requires public health technical knowledge; results-oriented analytical skills, advocacy, and constant and clear communication with implementing partners responsible for HIV/AIDS care and support public health programs.

The KP Specialist's responsibilities demand close collaboration with PEPFAR/CDI implementing partners (IPs), the Ministry of Health (MoH) and other donor partners and stakeholders. S/he provides technical assistance to the MoH and IPs, coordinates activities with other and local partners, and supervises all KP PEPFAR activities. The KP Specialist provides technical assistance to the stakeholders on KP. S/he works under the direct supervision of the Senior Community Health Team Lead.

The intent of the transitioning to local partners is to increase the delivery of direct HIV services, along with non-direct services provided at the site, and establish sufficient capacity, capability, and durability of these local partners to ensure successful, long-term, local partner engagement and impact. The KP Program Specialist will help build capacity of local partners to ensure they meet USG programmatic requirements and comply with USAID acquisition and assistance regulations and processes, while maintaining high quality service delivery. These will be based in the USAID office and spend between 50-75 percent of their time with local partners working on site level data and information. The capacity building approach will be a hands-on mentorship and coaching with emphasis on community level interaction and feedback systems.

2. Major duties and responsibilities

a. Programmatic and Technical Representation (10%)

- Engage in effective inter-agency collaboration between the USAID, CDC and DOD PEPFAR portfolios;
- Participate in the development/revision of USAID strategies and work plans on community health based on best practices in health promotion and communication, monitor USG and Government of Cote d'Ivoire strategy changes, and highlight potential impacts of these changes on community health strategies and programs
- Identify and promote new opportunities, partnerships, and approaches which support best practices in health communication and community health promotion.

b. Program Monitoring and Management (65%)

- Serve as an Agreement/Contracting Officer Representative/Alternate (A/COR) on local awards, usually between 4 – 5 awards
- Provide written and verbal updates and feedback to USAID management team on status of local partner implementation
- Support local partners on work plan development and revisions
- Provide technical assistance and capacity building to partners on how to use data to inform and improve their programs in-line with USAID and PEPFAR requirements

- Provide technical assistance and capacity building to partners on communicating the results and impact of their work through written reports and presentations
- Support local partners on integration of state-of-the-art technical approaches into their programs
- Convene local partners to share best practices in program implementation
- Conduct regular site visits in the field and office visits (50-75% of time) to assess performance of USAID health activities, including supply chain, behavior change, community health work, key populations, and orphans and vulnerable children;
- Conduct SIMS visits
- In coordination with the USAID Strategic Information Team, provide technical oversight for monitoring and evaluation (including data quality assessments) for USAID community health promotion activities;
- Provide recommendations for coordinating and strengthening community health promotion activities and support across USG/PEPFAR programs
- Works closely with the specialists of the other HIV/AIDS public health components (e.g., community mobilization, prevention, VCT, PMTCT) to ensure collaboration and harmonization of approaches with partners and the community for KPs.
- Oversees KP activities, including ensuring the technical quality of services of the program; works with partners to determine targets; oversees the development and implementation of community action plans and family case plans; and monitors the implementation, tracks progress and provides recommendations to project team and implementing partners on overcoming challenges that arise during implementation.
- Provides technical advice and guidance to strengthen referral systems between clinical service providers and KP services providers; and integrates the care and support for KP work within other developmental and HIV/AIDS work.
- Monitors implementation activities and collaborates with each partner organization on a regular basis to ensure program results are achieved and all KP programmatic activities and study protocols meet human subject requirements and pass through ethical review with the appropriate agency authority. This involves regular site visits and meetings with representatives of each organization to review progress.

c. Preparation of Key Mission Documents (25%)

- Provide regular and ad hoc analyses and reports as requested and disseminate information on progress and improvements in community health and prevention programming, including information from site visits, partner reports, and national data systems;
- Contribute technical information and data, as requested, for the preparation of documents such as annual/semi-annual performance reports, operational plan, SIMS, PEPFAR Country Operational Plan, Congressional Notifications, Congressional Budget Justifications, portfolio reviews, cables, Fact Sheets, etc.

3. Supervisory Relationship

The incumbent works independently under the supervision of the USAID Senior Community Health Team Lead, who establishes broad program outcome strategies and goals. The incumbent works within a broad framework and with minimum supervision to

determine approaches to be taken and methodologies to be used in planning and implementing activities and resolving problems to accomplish desired program outcomes. Completion of tasks and assignments will be reviewed regularly through results achieved, written reports, and progress reports.

4. *Supervisory Controls*

No supervisory responsibilities are assigned to this position

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a. Education:** University Degree (Bachelors) in a relevant professional science or social science discipline, such as public health, education or health communication.
- b. Prior Work Experience:** Minimum of five years of public health, health communication, education in developing countries with at least two years of experience working with international development organizations.
- c. Language Proficiency:** Level IV (Fluency) Writing and Speaking in both English and French is required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with

the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be tested and/or interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

2. EVALUATION FACTORS

- A. Education 10%:** University Degree (Bachelors) in a relevant professional science or social science discipline, such as public health, education or health communication
- B. Work Experience (40%):** Minimum of five years of public health, health communication, education in developing countries with at least two years of experience working with international development organizations.
- C. Language Proficiency (10%):** Level IV (Fluency) Writing and Speaking in both English and French is required. This will be tested.
- D. Job Knowledge (20%):** Good technical understanding of the principles and techniques of community engagement, health communication, education and promotion. Demonstrated knowledge of the role of health promotion and community engagement in an integrated theory of social development.
- E. Skills and Abilities (20%):**
 - Excellent communication skills (verbal and written)
 - Demonstrated ability to work effectively in a team environment and communicate technical information related to community engagement and communication, health promotion and prevention to a variety of technical and non-technical audiences
 - Demonstrated ability to understand the strategic purpose and goals of stakeholders involved in health prevention, promotion and community engagement; ability to identify and solve problems, and coordinate and support activities that lead to mutual success across the different sectors
 - Experience with USAID approved monitoring and evaluation methodologies including frameworks, data quality assurance, analysis reporting and best practices in data dissemination in international/resource poor settings
 - Knowledge of USAID policies, procedures, and reporting requirements.
 - Excellent leadership and interpersonal skills
 - High degree of judgment, maturity, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results.

IV. SUBMITTING AN OFFER

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and supplemental materials as described in this section.

Candidates who fail to provide the required documentation will result in rejection of their applications from further consideration

1. Eligible Offerors are required to complete and submit:
 - The offer form AID 309-2 form (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link: <https://www.usaid.gov/forms/aid-309-2>
 - A Signed cover letter and current resume or curriculum vitae (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
 - Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission. Interested Applicants must cite the solicitation number and position title within the subject line of the email. Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered. Applications must be received by the closing date and time specified.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Background Investigation Form

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:

Health Insurance
Social Security Contribution
Local and American Holidays
Salary Advance (0% interest)
Annual Bonus

2. ALLOWANCES (as applicable):

Miscellaneous Benefits Allowance
Meals Allowance
Transport Allowance

VII. TAXES

LE Staff are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. **Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs)** for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch,**" available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>

CLEARANCE PAGE for solicitation 72068119R100003 – Senior Key Populations
Program Specialist – USAID/Côte d'Ivoire Health Office

Stephen Dzisi – Deputy Health Office Director:  Date: 02/10/2020