USAID | WEST AFRICA
FROM THE AMERICAN PEOPLE

ISSUANCE DATE: October 2, 2015
CLOSING DATE: October 15, 2015 17:00 Hours Ghana Local Time

SUBJECT: SOLICITATION NUMBER 624-15-016 FOR A U.S. CITIZEN OR A THIRD COUNTRY NATIONAL PERSONAL SERVICE CONTRACTOR GLOBAL FUND LIAISON

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development, West Africa USAID/West Africa, is seeking applications of qualified U.S Citizens or Third Country National individuals interested in providing Personal Services Contract (PSC) services as described in the attached solicitation.

Submission shall be in accordance with this solicitation and at the place and time specified. In order to be considered for the position a candidate must meet the minimum qualifications listed in the solicitation. The Global Fund Liaison position will be located in Abidjan, Cote D'Ivoire.

Interested applicants must submit all the materials required by the solicitation:

- Cover Letter;
- Curriculum Vitae or resume;
- Form AID 302-3 (available at http://www.usaid.gov/forms/);
- Supplemental document addressing the evaluation factors;
- List of three professional references who are familiar with your work experience.

All application packages are to be submitted to:

Via email: accrapsc@usaid.gov. or

Via courier: **Regional Executive Office**
USAID/West Africa
No. 24 Fourth Circular Rd. CT
P.O. Box 1630
Accra, Ghana

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be in a format compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. **Application letters and Form a302-3 must be signed. Incomplete and unsigned applications/forms will not be considered.**

USAID/West Africa anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application. Any questions on this solicitation should be sent to Vida Aggrey at vaggrey@usaid.gov or the undersigned at jascott@usaid.gov.

Sincerely,
Janine Scott
Acting Supervisory Executive Officer

U.S. Agency for International Development
No. 24 Fourth Circular Rd.
P. O. Box 1630, Accra-Ghana

Tel: 233-21-741-200
Fax: 233-21-741-365

SOLICITATION NUMBER:	624-15-016
ISSUANCE DATE:	October 2, 2015
CLOSING DATE:	October 15, 2015 17:00 Hours Ghana Local Time
POSITION TITLE:	Global Fund Liaison
MARKET VALUE OF POSITION:	GS12 ($61,486.00 - $79,936.00) Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the GS12 pay range will not be entertained or negotiated.**
AREA OF CONSIDERATION:	Open to U.S. Citizens and Third Country Nationals A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States. A Third Country National by definition is an individual who is neither a citizen of the United States nor of the country to which assigned for duty, and who is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.
PLACE OF PERFORMANCE:	USAID PEPFAR/US Embassy, Cote d'Ivoire the U.S. Embassy in Cote d'Ivoire is authorized to operate again as a fully accompanied post, meaning minor dependents of U.S. Government employees are now permitted to travel to or accompany family members to Abidjan.
CLEARANCES:	Security Clearance: US citizens - Facility Access TCNPSCs-Employment authorization The final selected candidates must obtain security and medical clearances within a reasonable period of time. USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

1.0 BACKGROUND OF POSITION:

The U.S. Government Global Fund Liaison will be either a U.S. Personal Services Contractor or a Third-Country National, placed at the U.S. Embassy and working closely with the USG Côte d'Ivoire PEPFAR team, Global Fund (GF) portfolio managers, Country Coordinating Mechanism (CCM) members, GF recipients and other stakeholders. The liaison would assume responsibility for a leadership role on the HIV/AIDS Committee to the CCM and participate as warranted in the CCM General Assembly and Bureau Meetings.

The liaison, administratively reporting to the USAID Health Office Director and programmatically reporting to the PEPFAR Coordinator, will assume responsibility for coordinating critical communications between the USG and National HIV/AIDS Care and Treatment Program (PNPEC), the International HIV/AIDS Alliance and the Principal Recipient (PR)s for Global Fund's HIV activities in Côte d'Ivoire. The liaison will also be responsible for ensuring coordination between the PEPFAR team and the malaria and tuberculosis GF grant program teams in Côte d'Ivoire. This work will entail liaising with the major common partners and advocating for complementary program planning and financing. The Liaison will represent interagency PEPFAR interests in the execution of her/his duties. The Liaison will also ensure coordination of USG-funded technical support for the CCM or GF implementation efforts, including support from USG staff and implementing partners.

2.0 ROLES AND RESPONSIBILITIES

The USG interagency team recognizes the importance of strong coordination between the Global Fund and USG resources, specifically PEPFAR, to ensure optimal efficiency and effectiveness of these resources. The Liaison will be an integral member of the USG Côte d'Ivoire PEPFAR Strategy and Policy Team.

Specific responsibilities for the Global Fund Liaison include:

Advisor and coordinator of USG linkages with Global Fund activities, including CCM, General Assembly and Bureau, Technical Area Committees and PRs for HIV/AIDS, tuberculosis and malaria – 50%

i. Act as the senior USG officer representing USG interests on the GF HIV/AIDS committee; lead, inform, and advise USG participation in the Bureau and CCM meetings.

ii. Evaluate need and coordinate technical assistance requests to strengthen Global Fund implementation and management, including the improvement of CCM governance and oversight. This may involve coordinating with U.S. bilateral and headquarters-based technical assistance (TA) as well as local entities such as UNAIDS, WHO and other bilateral partners.

iii. Communicate regularly with other USG point persons in-country including the malaria focal point; communicate regularly with the Global Fund Portfolio Manager and other stakeholders.

iv. Provide or assist with training of USG staff regarding Global Fund processes and policies and communicate Global Fund policy changes to USG staff as appropriate.

v. Liaise with PEPFAR-funded TA partners (currently the Leadership, Management, and Governance Project) to ensure linkages between PEPFAR-funded TA and the Global Fund.

Program Management, Coordination and Advisory Functions – 30%

i. Participate in technical committee meetings, site visits and grant monitoring activities as appropriate to strengthen sound implementation and accurate reporting and to identify technical assistance needs.

ii. Provide technical and programmatic support to grants, committees or the CCM, both directly and through coordination with other USG expertise, USG mechanism or donors.

iii. Support proposal development and related transparent processes including: PR and sub-recipient (SR) selection processes; promoting and facilitating the process of PR planning, implementing and building appropriate technical assistance budgets into future grants.

iv. Work with civil society members to increase civil society access to increased Global Fund resources.

v. Ensure coordination on commodity quantification, procurement, distribution and reporting between the PEPFAR and Global Fund programs.

vi. Ensuring that partner reporting information is appropriately shared between the Global Fund and PEPFAR.

Monitoring and Reporting – 20%

i. Ensure proper monitoring of the procedures implemented to control the procurement processes for PEPFAR commodities to Global Fund sub-recipients.

ii. Provide regular updates to USG agency leads, the PEPFAR Strategy and Policy Team, and PEPFAR technical staff ensuring coordination between PEPFAR and the Global Fund.

iii. Participate in the preparation and writing of key PEPFAR planning and budgeting documents that relate to Global Fund activities, such as the multilateral sections of the Country Operational Plan (COP), Semi-Annual Progress and Annual Progress reports, cables and parallel review processes.

iv. Manage joint PEPFAR/Global Fund reviews of partner annual work plans and budgets and quarterly financial and results reporting.

Other responsibilities as assigned.

3.0 REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE:

a) Master's degree in public health, epidemiology, demography, social or behavioral science or related field.

b) Minimum ten years management experience in a health programming context.

c) Excellent interpersonal, facilitation and teambuilding skills.

d) Demonstrated, comprehensive understanding of public health prevention and community-based health care initiatives, including program design, implementation and evaluation either in HIV/AIDS, TB or Malaria.

e) Excellent written and oral communication skills. Level four in English and level four in French is required.

f) Knowledge of or experience working with the Global Fund is required; knowledge of or experience working with PEPFAR preferred.

g) Demonstrated ability to develop and maintain collaborative relationships with senior government officials, international organizations, multilateral and bilateral agencies, implementing partner directors and the local partner community.

h) Ability to work independently, take initiative and negotiate complex relationships with numerous stakeholders.

i) Strong working competency in computer applications.

4.0 EVALUATION AND SELECTION CRITERIA

Applicants will be evaluated based on information presented in the application and obtained through reference checks. Following are the evaluation criteria for this position:

Education (10 points)
A Master's Degree from an accredited institution in public health, epidemiology, demography, social or behavioral science or related field.

Work Experience (40 points)
Minimum of ten years management experience in a health programming context.

Language Proficiency (10 points)
Must be able to communicate fluently in both French and English; should be able to draft and read complex technical documents in English as well as conduct technical discussions in both languages. (Level 4 French, Level 4 English).

Skills and Abilities (40points)
The incumbent is required to have skills in conceptualizing programs, policies and plans and developing strategies. Excellent interpersonal, facilitation and teambuilding skills, collaboration skills and ability to maintain good working relationships with host country counterparts and implementing partners. Must demonstrate ability to work independently, take initiative and negotiate complex relationships with numerous stakeholders.

Total: 100 points

5.0 OTHER SIGNIFICANT FACTORS

- **Supervision Received**

Work will be performed in consultation with, and under the direction of, the PEPFAR Coordinator who will approve incumbent's annual work objectives. The Supervisor will also provide guidance on USAID and PEPFAR strategic, and management and administrative requirements. The incumbent will receive minimal oversight in carrying out his/her daily tasks and achieving longer-term work objectives. S/he is expected to represent interagency interests as the PEPFAR Global Fund Liaison.

- **Supervision Exercised**

The incumbent will not be responsible for directly supervising any staff.

- **Guidelines**

The incumbent must have the ability to understand and operate within USG policies and regulations regarding foreign assistance programs, and in particular PEPFAR programs. The Global Fund Liaison is expected to also quickly become familiar with relevant Global Fund policies, directives and programmatic guidelines. The incumbent is required to be proactive in keeping abreast of all relevant host country policies and decrees related to the health sector in CI. Guidance will be available to the incumbent from senior USAID and CDC staff in Abidjan, USAID/West Africa, USAID/Washington Global Health and Africa Bureaus, Dept. of State Office of the Global AIDS Coordinator (OGAC) for PEPFAR, including the multilateral team within that office.

- **Complexity**

This is a position of substantial complexity. The incumbent must demonstrate leadership and exceptional initiative to address complex programming methodologies and needs. The position requires the ability to coordinate, plan, implement, follow-up and work both independently and within a large multi-agency and multi-organizational team setting. S/he is expected to be highly productive and meet tight deadlines. The ability to operate sensitively and effectively in a post-conflict developing country environment is essential. S/he must be able to devise solutions for situations that may involve conflict between stakeholders, political sensitivities, unclear or contradictory policies, weak institutions and extreme poverty. S/he will rely on his/her professional knowledge and integrity, and in-depth experience in health programming within multilateral contexts.

- **Scope and Effect**

The incumbent will act as the senior USG officer representing USG interests on the HIV/AIDS committee; s/he will lead, inform, and advise USG participation in the Bureau and CCM meetings. S/he serves to coordinate the PEPFAR team's involvement with the Global Fund. S/he will collaborate closely with PEPFAR Cote d'Ivoire technical branches to ensure that Global Fund programs are coordinated appropriately with PEPFAR HIV care, treatment, prevention, and health system strengthening interventions. S/he also liaises with the PEPFAR executive council to provide a point of contact for all exterior parties, including host country government officials and PEPFAR implementing partners, regarding PEPFAR/Global Fund donor coordination for HIV/AIDS strategies, interventions and activities in Cote d'Ivoire.

- **Personal Contacts**

Personal contacts include high-level USG officials at the US Embassy, the PEPFAR CI team, the Global Fund Portfolio Manager, in-country coordination mechanisms for the Global Fund (CCM) as well as Principle Recipients for Global Fund-funded partners, host country officials (both technical and political) at all levels (national, regional, local), other donors, and PEPFAR implementing partners and other concerned stakeholders. S/he must have the ability to communicate USG interests and PEPFAR programmatic strategies effectively in French and in English, using a great deal of tact, diplomacy, and technical knowledge. S/he must be a good listener, stay abreast of host country priorities, policies and practices, and be able to manage and/or reconcile differences of opinion or conflicts regarding HIV program priorities and strategies.

- **Level and Purpose of Contacts**

The incumbent occupies a high profile and important position in USG foreign assistance to Cote d'Ivoire. S/he provides policy recommendations as well as strategic and programmatic advice to senior PEPFAR (includes USAID, CDC, DOD, DOS) and US Embassy officials, host country government officials, and PEPFAR implementing partners. The incumbent will (as warranted) represent the PEPFAR CI program at the highest levels in Global Fund coordination meetings, and serve as key representative for HIV/AIDS technical committee meetings with the Global Fund. S/he will play a key leadership role with partners, the donor community, and other interested parties. S/he is required to establish and maintain professional contacts/relationships with senior host country government official and leaders of private and nongovernmental sector institutions that partner with PEPFAR in the fight against HIV/AIDS, including the Global Fund and ONUSIDA. Meetings range from factual exchanges of information on HIV/AIDs programmatic issues, PEPFAR strategies and programmatic guidance, etc. to subjects that involve significant or controversial issues and differing viewpoints, goals or objectives.

- **Physical Demands/Work Environment**

This is a low-to-moderate physically demanding position. The incumbent will be physically located at the US Embassy in Abidjan and will be expected to attend meetings and events related to the USG PEPFAR program on a frequent basis, both in Abidjan and in other cities in Cote d'Ivoire. In his or her role as head of the HIV committee s/he will also conduct site visits (minimum 3-4 per year) to review progress of Global Fund and/or PEPFAR-supported activities throughout the country, many of which are located in rural or quasi-urban areas with limited amenities.

6.0 POSITION ELEMENTS

Reporting: The incumbent will develop annual work objectives and an illustrative work plan in consultation with his/her supervisor. S/he is responsible for all required USAID and PEPFAR documentation, including terms of reference, strategy papers, activity budgets, scopes of work for consultants, responses to questions and requests for information from a wide range of stakeholders, etc. S/he is required to complete a trip report upon completion of site visits.

Exercise of Judgment: The incumbent will exercise a high degree of independent judgment in providing guidance and assistance to a wide range of host country counterparts and other PEPFAR implementing partners in Cote d'Ivoire. As a recognized expert and highly qualified professional, substantial reliance will be placed on the incumbent to independently plan, prioritize and carry out the duties and responsibilities of the position. The incumbent will be expected to analyze and

address problems by applying relevant guidance (for management/administrative issues) and evidence-based strategies (for technical issues). The use of initiative, discretion, cultural sensitivity, collaboration and teamwork is expected of the incumbent when working with the Global Fund in-country coordination mechanisms, PEPFAR colleagues and implementing partners to resolve challenges for which there are no clear or immediate solutions. In the event that no formal guidance exists, the incumbent will propose solutions in consultation with his/her supervisor and/or other senior PEPFAR colleagues.

Authority to Make Commitments/Obligations: The incumbent is not authorized to make financial commitments on behalf of the USG. However, because of the incumbent's expertise and standing as a highly qualified professional in his/her field, his/her conclusions and recommendations will be taken into account by USAID colleagues who have such decision-making authority regarding funding commitments and obligations.

Time Required to Perform Full Range of Duties : The incumbent must be able to perform the full range of technical duties upon arrival at Post. While the incumbent might not have a working knowledge of specific administrative procedures of in-country coordinating mechanisms for the Global Fund, it is expected that this knowledge will be acquired within the first six (6) months on the job.

Post Entry Training: Post entry training will focus on PEPFAR-specific objectives, guidelines and procedures; ii) Global fund funding modalities, programmatic requirements, and in-country coordination mechanisms; iii) USG regulations that govern grants, contracts and field support activities as well as activity management and procurement systems.

Past Performance Evaluation

Interested applicants are advised that USAID/West Africa will conduct reference checks and request input from past employers concerning applicants' past work performance, technical knowledge, required skills, including teamwork and team-building experience. USAID/West Africa may also require a written test and/or writing samples.

7.0 INSTRUCTIONS TO APPLICANTS

Interested individuals are required to submit the following:

• Fully completed and hand-signed copy of Form a302-3 can be found at http://www.usaid.gov/forms/

(Note: All applicants must submit complete dates (months/years) and hours per week for all positions listed on the Form a302-3 to allow for adequate evaluation of your related and direct experiences.)

• Cover letter and a current resume/curriculum vita (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.

• Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives.

Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

- Applicants also must address the above Section 4.0: Selection Criteria in a summary statement to be included in 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 the applicant not receiving credit for all pertinent experience, education, training, and/or awards.

- **Application letters and Form a302-3 must be signed. Incomplete and unsigned applications/forms will not be considered.**

8.0 LIST OF REQUIRED FORMS FOR PSCS:

Forms outlined below can found at: http://www.usaid.gov/forms/

1) Application for Application for Federal Employment (AID 302-3);.
2) Contractor Physical Examination (AID Form 1420-62). *
3) Questionnaire for Sensitive Positions (for National Security)(SF-86), or *
4) Questionnaire for Non-Sensitive Positions (SF-85). *
5) Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

9.0 ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance including Personal Service Contracts. Please refer to the USAID website http://transition.usaid.gov/business/business_opportunities/cib/subject.html#psc to locate relevant AAPDs.

10.0 CONTRACT INFORMATION BULLETIN (CIBs) ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSC

CIBs and AAPDSs contain information or changes pertaining to USAID policy and General Provisions in USAID regulation and procedures concerning acquisition and assistance including Personal Service Contracts can be found at: http://www.usaid.gov/work-usaid/aapds-cibs. AIDAR Appendix D and J apply to USPSC and TCNPSC respectively and can be found at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf

11.0 BENEFITS/ALLOWANCES:

As a matter of policy and as appropriate, a USPSC is normally authorized benefits and allowances in accordance with AIDAR Appendix D and other relevant Agency and Mission polices. Third Country Nationals (TCNs), as a matter of policy and as appropriate are authorized benefits and allowances in accordance with AIDAR Appendix J and other relevant Agency and Mission polices. TCNPSCs in Cote d'Ivoire are included in ICASS support, including Embassy housing and access to the Medical Unit.

BENEFITS:
Employee's FICA and Medicare (US Citizens only)
Contribution toward Health & Life Insurance
Pay Comparability Adjustment (Annual across board salary increase)
Annual Increase (pending a satisfactory performance evaluation)
Eligibility for Worker's Compensation
Annual & Sick Leave

ALLOWANCES (If applicable).
(A)Temporary Lodging Allowance (Section 120).
(B) Living Quarters Allowance (Section 130).
(C) Post Allowance (Section 220).
(D)Supplemental Post Allowance (Section 230).
(E) Separate Maintenance Allowance (Section 260).
(F) Education Allowance (Section 270).
(G)Education Travel (Section 280).
(H)Post Differential (Chapter 500).
(I) Payments during Evacuation/Authorized Departure (Section 600)

FEDERAL TAXES: USPSCs are not exempt from payment of Federal and State Income Taxes.

END OF SOLICITATION