SUBJECT: Solicitation for a USAID Project Management Specialist (Presidential Malaria Initiative (PMI) Program Manager) Cooperating Country National Personal Services Contract (CCN/PSC) (Senegal Local Compensation Plan)

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 information.

Sincerely,

Chadwick Cannon Mills
Deputy Regional Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72068520R10015

2. ISSUANCE DATE: May 15, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: June 4, 2020- 5:00 p.m. (Senegal time)

4. POINT OF CONTACT: Recruitment team, email at usaidakar-hr@usaid.gov

5. POSITION TITLE: USAID Project Management Specialist (Presidential Malaria Initiative-PMI)

6. MARKET VALUE: Salary equivalent to grade FSN-11. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Senegal. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds, the need for services and performance. The base period will be for one year, estimated to start on o/a August 1st, 2020. Based on Agency need, the contracting Officer may exercise an additional option period for four years for the dates estimated as follows:

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Date</th>
<th>End Date</th>
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</thead>
<tbody>
<tr>
<td>Base Period</td>
<td>o/a August 1, 2020</td>
<td>July 31, 2021</td>
</tr>
<tr>
<td>Option Period 1</td>
<td>o/a August 1, 2021</td>
<td>July 31, 2025</td>
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8. PLACE OF PERFORMANCE: US Embassy/USAID compound in Dakar, Senegal, with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. The establishment of a TCNPSC position must be temporary, and must only be used when: a) Qualified CCNs are not available; b) Limitations on Agency and Mission operations do not allow sufficient time to train CCNs; and c) Program efficiencies and policy objectives can only be achieved using TCNPSCs as a substitute for available, eligible, and qualified USNs or CCNs.

10. SECURITY LEVEL REQUIRED: Facility Access

11. STATEMENT OF DUTIES

BASIC FUNCTION OF POSITION

Health, Population and Nutrition (HPN) office has the largest portfolio in the Mission at more than $50 million per year. The Office consists of eleven Cooperating Country Nationals Personal Services Contractors (CCNPSCs), three U.S. Personal Services Contractors (USPSCs), one Eligible Family Member
(EFM), and five U.S. Direct Hires (USDHs). This portfolio also includes three Presidential Initiatives: PEPFAR, the President’s Malaria Initiative (PMI), and the Feed the Future Initiative.

The President’s Malaria Initiative (PMI) accounts for 40 percent of the Health Office’s portfolio (approximately $24 million annually). With a national scope, implemented through USAID’s bilateral partners, USAID field support mechanisms and a range of innovative government-to-government (G2G) agreements, the PMI program has a considerable and growing workload, particularly as its Government to Government (G2G) agreements have expanded to be larger than many traditional bilateral mechanisms. The incumbent will provide important coverage for these growing and innovative activities; s/he will be seconded 50 percent to the National Malaria Control Program (NMCP), to help support strategic design and implementation of interventions and provide senior technical advice.

This position is for a Cooperating Country National (CCN) professional to support the Mission’s programs under PMI. The incumbent represents USAID in coordination with other United States Government agencies including the Centers for Disease Control (CDC), and the Government of Senegal (GoS), ensuring that USAID/Senegal’s public health programs are (1) designed, implemented, monitored and reported in accordance with USAID and PMI policies and guidelines; and (2) are consistent with the health priorities and plans of the Ministry of Health, international donors, and other key development partners.

The incumbent works closely with counterparts in the Ministry of Health (MOH), the National Malaria Control Program, donors, cooperating partners, and other stakeholders in public health programs. The individual in this position will be a recognized expert in the field of malaria and will perform the full range of consultative, advisory, project management, technical support, monitoring, data collection and evaluative functions.

The incumbent serves as Contracting/Agreement Officer’s Technical Representative (C/AOR) or Activity Manager for PMI-funded activities.

The job may be expected to perform work-related travel.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent is key to implementation of the PMI program in Senegal, an ambitious and forward-thinking program that is often selected by Washington to test new and innovative programming. The job holder will develop and nurture relationships with partners (other donors, implementing partners, and the GoS) and ensure smooth planning, implementation, monitoring and evaluation and documentation of the activities and agreements in the malaria portfolio. The incumbent will participate as necessary on behalf of USAID in meetings, conferences and outreach related to malaria prevention and control in Senegal and maintain communication with colleagues in AID/Washington, CDC/Atlanta and with other USG offices in Senegal. Specific responsibilities include:

Provision of technical assistance and backstopping (45%)

- Serves as the PMI Team’s foremost expert on host country systems for malaria programming. Advises the MOH central, regional and district program managers, and local government officials on PMI and informs them of any alternative approaches for attaining program objectives.
- Designs, plans and implements malaria prevention and control activities consistent with USAID’s strategy and with the NMCP and PMI strategic plans.
- Provides expert technical advice to PMI partners during the designing and implementation phases to ensure the quality of interventions and programmatic targets are met.
• Provides detailed input on issues related to GOS and USG health policies and programs and their positive and negative impact on malaria activities in Senegal.
• Conducts analysis of program performance and recommends changes in strategic and/or implementation approaches as indicated.

Management of Program Implementation (35%)
• Serves as Agreement Officer’s Representative, Contracting Officer’s Representative, Activity Manager and/or Government-to-Government Agreement Technical Representative on projects funded by PMI or other USAID programs; regularly monitors and evaluates program performance and ensures that appropriate program documentation is provided.
• Manage contracts and grants in accordance with USAID rules and regulations.
• Oversees malaria prevention and control activities, including indoor residual spraying, Insecticide Treated Net (ITN) distribution, Intermittent Preventive Treatment for pregnant women (IPTp), case management, and related support activities.
• Works with suppliers and partners to ensure that commodities are purchased in a timely and cost-effective manner and that the capacity exists at implementation sites to receive, manage, and distribute these items.
• Works with the NMCP and other partners to ensure an effective monitoring and evaluation plan.

Coordination of Mission programs with donors, GOS stakeholders and other partners (20%)
• Collaborates closely with other members of the Health Team to ensure effective implementation of USAID’s health strategy to improve and increase use of health services in targeted areas.
• Coordinates with malaria experts working in international organizations and with NMCP officials to ensure effective partnership in a complex multi-donor working environment and to keep abreast of current developments and successful interventions.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the Foreign Service National Fellowship Program, in accordance with USAID policy.

Supervision Received: The job holder applies a technical body of knowledge to complex and sensitive programs in Senegal. Although the jobholder will report directly to the USAID PMI Resident Advisor, s/he is expected to work with minimal supervision and oversight and to take initiative to improve program management, planning, and results. The jobholder liaises daily with the other HPN team members to ensure synergies and effective management of activities.

Supervision Exercised: The incumbent does not have supervisory responsibilities.

12. PHYSICAL DEMANDS
The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION
a. Education: A graduate degree in public health, nursing or similar discipline, such as health sciences.
b. **Prior Work Experience:** A minimum of five years of progressively responsible experience designing and managing malaria programs in the developing world.

c. **Post Entry Training:** Post entry training will include coverage of USAID established policies, procedures and regulations that govern: specific activity management, including monitoring and program assessment/evaluation and procurement systems. Necessary post-entry training will be provided on-site or at regionally based facilities.

d. **Language Proficiency:** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read): Level IV (fluent) written and oral French and Level IV written and oral English are required. Will be tested.

e. **Job Knowledge:** A thorough knowledge of the concepts, principles, techniques, and best practices of health systems, health policies, and in particular of high impact interventions in malaria, is required. A thorough understanding of Senegal's national health policies and international priorities in regard to malaria control and prevention is necessary, as well as knowledge about Senegal's development prospects, priorities, and resources in the health sector with particular emphasis on health issues affecting women and children and Senegal's health system. Demonstrated strategic planning and management experience in managing public health programs in general. Strong negotiation and diplomatic skills and ability to facilitate agreement among various partners to promote the infectious disease agenda. S/he is required to understand and appreciate USAID's strategic direction, its principal accomplishments and challenges in order to articulate the agency’s objectives.

f. **Skills and Abilities:** Ability to establish and maintain an extensive range of contacts with ministerial and host government officials, including those in a leadership role at the national, provincial, and district levels. Ability to positively interact with influential persons in the public and private sectors is required in order to represent USAID and U.S. Government development policies and programs and explain/interpret host-country attitudes. Ability to work with donors and different cadres of Senegalese Government counterparts in a collaborative manner; demonstrated ability to communicate (orally and in writing) and work effectively as part of a multi-sectoral and multidisciplinary team. Ability to work in a team; strong representational and interpersonal skills. This position requires excellent communication and analytical skills, attention to detail, commitment to teamwork and transparency, and a high ability to exercise good judgment, discretion and patience. The individual in this role will be flexible and possess the ability to accept and react to changing policy direction with professionalism and poise. In addition, s/he has the ability to manage fast-paced and demanding requirements.

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](https://www.acquisition.gov/browse/index/far).
Selection Process

After the closing date for receipt of application, a Selection Committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Incomplete applications from applicants who do not meet the minimum requirements will not be scored. As part of the selection process, only shortlisted applicants will be invited to participate in an oral interview. Required reference checks will be conducted only for shortlisted applicants who meet the specified requirements. The applicant's references must be able to provide substantive information about his/her performance and abilities.

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 200 points:

**Rating System**

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<thead>
<tr>
<th></th>
<th>Initial written application (80 points)</th>
<th>Interview and written test (120 points)</th>
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<tbody>
<tr>
<td><strong>Education</strong></td>
<td>Extent to which diplomas earned are relevant to requirements described in the position description (10 points)</td>
<td>Extent to which diplomas earned are relevant to requirements described in the position description (10 points)</td>
</tr>
<tr>
<td><strong>Prior Work Experience</strong></td>
<td>Extent to which the applicant’s prior work experience matches the specific responsibilities in the Position Description above (30 points)</td>
<td>Extent to which the applicant’s prior work experience matches the specific responsibilities in the Position Description above (30 points)</td>
</tr>
<tr>
<td><strong>Knowledge</strong></td>
<td>Extent to which applicant demonstrates relevant job knowledge as described in the Position Description above (10 points)</td>
<td>Extent to which applicant demonstrates relevant job knowledge as described in the Position Description above (25 points)</td>
</tr>
<tr>
<td><strong>English &amp; French Language proficiency -- Oral</strong></td>
<td>N/A</td>
<td>Extent to which applicant clearly articulates his or her ideas verbally in English and French. (15 points)</td>
</tr>
<tr>
<td><strong>English &amp; French Language proficiency -- Written</strong></td>
<td>Extent to which applicant’s writing samples demonstrate the ability to express ideas clearly; quality of writing in written application as a whole (20 points)</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Skills and abilities</strong></td>
<td>Extent to which written application demonstrates the skills and abilities described in the Position Description above (15 points)</td>
<td>Extent to which the interview and written test demonstrates the skills and abilities described in the Position Description above (35 points)</td>
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IV. **SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit a complete application package which includes:
   - A cover letter
   - A Detailed Resume plus three (3) to five (5) references
   - Copies of relevant degrees

2. Offers must be received by **June 4, 2020** and submitted in usaid dakar hr@usaid.gov

3. Offerors submissions must clearly reference the Solicitation number on all offeror submitted documents.

**ALL DOCUMENTS MUST BE IN ENGLISH.**

V. **LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete all the pre-award forms and clearances necessary (medical and security).

VI. **BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with Mission policy and Local labor laws in Senegal.

**Benefits:** Annual bonus; Anniversary bonus; and Medical insurance

**Allowances:** Transportation; Meal; Miscellaneous; and Seniority

VII. **TAXES**

In accordance with Mission policy and local labor laws.

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

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


2. **Contract Cover Page** form AID 309-1 available at [https://www.usaid.gov/forms](https://www.usaid.gov/forms). Pricing by line item is to be determined upon contract award as described below:


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**