USAID | WEST AFRICA
FROM THE AMERICAN PEOPLE

ISSUANCE DATE: January 19, 2016
CLOSING DATE: February 9, 2016 at 17:00 Hours Accra Local Time

SUBJECT: SOLICITATION NUMBER SOL-624-16-002 FOR A U.S. CITIZEN OR A THIRD COUNTRY NATIONAL PERSONAL SERVICE CONTRACTOR FOR SENIOR HEALTH ADVISOR, CAMEROON

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified U.S Citizen or Third Country Nationals (TCN) interested in providing Personal Services Contract services as described in the attached solicitation.

In order to be considered for the position, a candidate must meet the minimum qualifications listed in the solicitation at the time of submission and must submit all required documentations. The Senior Health Advisor position will be located in Yaoundé, Cameroon.

Interested candidates meeting the requirements of the solicitation must submit all the following required materials for consideration (see details on section 6):

- Cover Letter;
- Curriculum Vitae or resume;
- Signed Form AID 302-3 (available at http://www.usaid.gov/forms/);
- Supplemental document addressing the evaluation factors; and
- List of three to five professional references.

All application packages are to be submitted via email to:

Shahid Pervaiz at spervaiz@usaid.gov and Mildred Agbo at magbo@usaid.gov

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 2003/2010 or PDF and not zipped. Note that attachments to email must not exceed 3 MB.

Any questions concerning this solicitation may be directed to Shahid Pervaiz at spervaiz@usaid.gov and Mildred Agbo at magbo@usaid.gov no later than January 27, 2016; no questions will be entertained after this date.

Application Form AID 302-3 must be signed. Incomplete and unsigned applications will not be considered. Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

USAID/West Africa anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note this does not constitute any guarantee that a PSC will be awarded as a result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application.

Sincerely,

Leslie-Ann Nwokora

Leslie-Ann NWokora
Supervisory Regional Contracting Officer

SOLICITATION NUMBER:	SOL-624-16-002
ISSUANCE DATE:	January 19, 2016
CLOSING DATE:	February 9, 2016 17:00 Hours Accra Local Time
POSITION TITLE:	Senior Health Advisor
MARKET VALUE OF POSITION:	GS-14 ($87,263 - $113,444) 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 GS14 pay range will not be entertained or negotiated.**
AREA OF CONSIDERATION:	Open to U.S. Citizens (including Legal Permanent Residents) and Third Country Nationals. Third Country Nationals means an individual (i) who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty, and (ii) who is eligible for return to his/her home country or country of recruitment at U.S. Government expense.
PERIOD OF PERFORANCE:	Two (2) years, to start on/about 16 May, 2016 with option to extend for three (3) additional years. Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds.
PLACE OF PERFORMANCE:	Yaoundé, Cameroon
SECURITY AND MEDICAL CLEARANCES:	Selected applicant must obtain Secret Clearance (USPSC)/Facility Access (Permanent Resident)/ Employment Authorization (TCN) and necessary Medical Clearance 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.
NSDD-38 APPROVAL	In Process

1. INTRODUCTION

A. Background – PEPFAR Cameroon Program

Under PEPFAR Phase 3.0 (2014-2018), the focus is on controlling the HIV/AIDS epidemic: delivering on the promise of an AIDS-free generation. By 2018 PEPFAR 3.0 wants to reach epidemic control in 5% of high burden countries using five action agendas: impact; efficiency; sustainability; partnership; and human rights. Using a flat budget, PEPFAR 3.0 will scale up core interventions doing the right things in the right places at the right time, resulting in 90% of HIV positive individual knowing their HIV status; 90% of those being on treatment; and 90% of those reaching immune-suppression. See http://www.pepfar.gov/documents/organization/234744.pdf
The Office of the Global AIDS Coordinator (OGAC) oversees all USG international HIV/AIDS activities. The main USG agencies currently working under PEPFAR in Cameroon are the United States Agency for International Development (USAID) and the Centers for Disease Control and Prevention (CDC). In addition, small-scale activities are undertaken by the Departments of Defense (DOD), Peace Corps, and State (DOS).

Overview of HIV Context in Cameroon, Government strategy and response:

With 5.5% HIV prevalence, Cameroon has a Generalized Epidemic. Sexual transmission is the main vehicle of the HIV epidemic in Cameroon. There are pockets of high prevalence in most at risk population: military personnel (11.2%), men who have sex with men-MSM (18-33%); and commercial sex workers -CSW (36%). Young females aged 15-24 are more than twice as likely to be infected as males. The prevalence of HIV varies across the different regions of Cameroon. Four regions have HIV prevalence rates of 8 percent or higher: North West (8.7%), East (8.6%), Yaoundé (8.3%), and South West (8%). A study conducted by the National AIDS Control Committee projects over 45,000 new infections in 2015, with 650,000 people living with HIV/AIDS and over 300,000 children orphaned by the epidemic by the end of the year.

In response to this situation, the Government of Cameroon (GOC) has made the fight against this scourge one of its priorities in terms of development. This commitment will enable, within the framework of the Strategic National Plan (SNP) 2014-2017, the placing on treatment of 70% of eligible PLHIV on ARV and 90% of HIV-positive pregnant women will be put on ARV.

Overview of USAID activities in Cameroon

USAID's HIV activities in Cameroon currently target sexual prevention activities among most at-risk populations. The program focuses in 11 urban districts (Yaounde, Douala and Bamenda): primary targets are men who have sex with men (MSM) and commercial sex workers (CSW), with clients of sex workers and sexual partners as secondary targets. There is much societal sensitivity surrounding these sub-populations, which require the Senior HIV Officer to use sound and mature judgment. Interventions include testing and HIV counseling, prevention methods and improved treatment of sexually transmitted diseases, distribution of condoms and lubricants. Importantly, creating linkages with clinical HIV-related care and ensuring compliance with treatment are key to achieving immuno-suppression. To reach these populations, USAID uses its traditional approach to work and build the capacity of civil society organizations. The program has a research component, implementing an Integrated Biological Behavioral Surveillance (IBBS) of which findings will be

used to develop prevention strategies and behavior change communication (BCC) messages/materials targeting.

A second USAID HIV program focuses on orphans and vulnerable children, to provide social support, create financial opportunities and increasingly, identify HIV-positive children and enroll them in care.

A third USAID program involves the procurement and distribution of HIV-related commodities, on behalf of the PEPFAR Team to ensure that USG and GOC clinics and partners have the commodities needed to achieve results, at the right place and the right time. This involves significant system strengthening through USAID implementing partners.

USAID as part of the Cameroon PEPFAR team, works with the Ministry of Health and other Ministries, Departments and Agencies (MDAs), the Cameroon National Aids commission (CNLS), other development partners (particularly the European Union, France, GTZ, UNICEF, WHO, UNAIDS, the Global Fund for HIV/TB/Malaria), Foundations and other international NGOs such as the Clinton Foundation, and Esther Cameroon. The USAID senior health advisor will serve as primary liaison with all Governmental, bi-lateral and multi-lateral agencies on behalf of the USG agencies in Cameroon.

B. Basic Function of the Position

The incumbent is, as the USAID PEPFAR Lead, part of the senior management team of Cameroon PEPFAR team. S/he serves as the manager of the USAID PEPFAR Country Program and assumes the role of COR/AOR or Activity Manager for select USAID PEPFAR/Cameroon activities. S/he represents USAID PEPFAR/Cameroon at high-level meetings with GOC counterparts and implementing partners carrying out PEPFAR activities. S/he directs, guides, and assists PEPFAR/Cameroon technical and management teams in the design, elaboration, and clearance of required USAID and PEPFAR documents.

2. MAJOR DUTIES AND RESPONSIBILITIES:

A. Management: Senior Management Team Duties

- Take the lead role in formulating the USAID PEPFAR/Cameroon annual budget request. This includes ensuring that budget tracking system for USAID PEPFAR Cameroon activities is accurate, complete, and up-to-date. Oversee obligations and sub-obligations for all USAID PEPFAR/Cameroon activities. This includes ensuring that obligations tracking systems are accurate, effective, and utilized.

- Represent USAID in meetings with USG and host country government officials at all levels as it pertains to PEPFAR and HIV/AIDS.

- Lead the USAID PEPFAR/Cameroon planning and reporting processes. Contribute to and oversee, for USAID, the PEPFAR Country Operational Plan (COP) and semi-annual and annual PEPFAR Cameroon reports; USAID PEPFAR weekly Project Performance Reviews

(PPRs); ad hoc technical reports as needs arise (i.e. report on funding gaps; analysis and interpretation of project data from USAID implementing partners; identification of program gaps, implementation problems; propose strategies, actions to address problems).

- Supervise, coach and mentor USAID PEPFAR/Cameroon program management staff and technical advisors in start-up and implementation requirements of newly awarded USAID grants/contracts.

- Design and oversee actions to address audit recommendations to ensure that recommendations are closed in a timely manner.

B. Technical

- Provide strategic direction for USAID HIV/AIDS activities; identify appropriate technical assistance and contractual mechanisms to address HIV/AIDS needs in Cameroon.

- Participate in various GOC Technical Working Groups (TWGs) for HIV/AIDS-related areas; collaborate closely with GOC Ministries of Health, HIV/AIDS, National Education, Family and Social Affairs, and Finance.

- Collaborate closely with other USG entities, particularly CDC, other donors, PEPFAR implementing partners and civil society, in the design and implementation of the Cameroon PEPFAR program. Must be conversant with and able to explain USAID and PEPFAR guidelines to host country counterparts.

C. Agency Specific Routine Duties

- Contribute to select sections of the COP, PEPFAR semi-annual and annual reports, and other PEPFAR documents.

- Keep abreast on the USAID award mechanisms and requirements, technical area policies, objectives and strategies.

- Mentor and assist USAID staff in carrying out their duties.

- Prepare briefing papers, materials, speeches, and informational and/or analytical reports as required by the US Embassy, USAID/Washington or other stakeholders.

- Represent USAID at internal USG meetings, and in meetings with GOC, other donors, civil society, and PEPFAR implementing partners as it relates to PEPFAR or HIV/AIDS.

- Complete and maintain certifications as an AOR/COR and other required Agency trainings/roles.

D. Contextual

Decision-making. Has decision-making authority within USAID PEPFAR Cameroon program.

3. SUPERVISION/OVERSIGHT OVER OTHERS:

The Senior Health Advisor is the team leader of a six-person USAID Cameroon HIV-team and has supervisory responsibility for four staff which includes a (ex-pat) supply-chain governance advisor, a care and treatment specialist, a senior program management specialist, a Strategic Information Specialist and a program management assistant.

4. REQUIRED MINIMUM QUALIFICATIONS, SELECTION CRITERIA AND EVALUATION PROCESS

In order to be considered for the position, a candidate must meet the Minimum Qualifications listed below. Consideration and selection will be based on a panel evaluation of the Evaluation Factors. Please note that only shortlisted/finalist applicants will be interviewed or contacted

EDUCATION

An advanced degree (minimum master's level) in public health, i.e. health management, health policy, health education, epidemiology, or development studies or another field with links to the health sector is required. Applicants who do not meet the minimum education requirement shall not be considered for further evaluation.

The factors listed below will be the basis for evaluating and ranking applicants who meet the above listed minimum qualification requirement. All applicants are scored based on the documentation submitted with the application. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training address the following Evaluation Factors (**Maximum of 100 Points Available**):

a. TECHNICAL KNOWLEDGE (40 Points)

- Must have demonstrable knowledge of public health and socio-economic development issues, and good familiarity with HIV/AIDS issues and challenges in developing countries similar to Cameroon, including state-of-the-art strategies, activities and programs for addressing the AIDS epidemic.

- Good familiarity with international development theory, programming policies and practices, including multi-sector linkages and synergies;

- Good familiarity with PEPFAR history, approaches, and current political and strategic direction generally.

b. WORK EXPERIENCE (40 Points)

- Minimum 7 years of progressively responsible experience as a program manager for complex development assistance programs, including minimum 3 years' experience in senior-level

program management/leadership position based in a developing country, preferably in francophone Africa.

- Appropriate experience working in international health and/or other social sectors with links to health, including work in multi-year programs and projects (includes experience with project design and implementation; project trouble-shooting; data analysis and evaluation; report-writing; interacting with and advising a multitude of host country counterparts and implementing partners, etc.)
- Prior project management work within an international development organization, a large foreign assistance program, or large implementing agencies (from private or nonprofit sector, or multilateral or other large donor agency).

- Prior staff supervisory and mentoring experience of similar scope/size required.

- Prior experience with USG is desirable.

c. COMMUNICATION AND LANGUAGE SKILLS (20 Points)

- Must have strong project management and supervisory ("people") skills; able to work within a large multi-agency and bi-cultural team, and collaborate with a large number of senior level GOC officials, PEPFAR/Cameroon partners, local leaders, and representatives of civil society.

- Must have excellent writing skills.

- Must be proficient in Microsoft Office Software and Basic Google software (Gmail, DOCS, Drive, Calendar and Search)

- FSI Level S4/R4 in English (professional fluency) and S3/R3 in French (fluency) – or equivalent scoring system

5. OTHER SIGNIFICANT FACTS:

DIRECT SUPERVISOR: The Global Health Security and Development Advisor (GHSAD Advisor) who heads the USAID/Cameroon office (GS-15); or in his/her absence, the USAID/West Africa Regional Health Office Director in Accra, Ghana.

SUPERVISORY CONTROLS:

The incumbent contributes to the establishment of overall program priorities and work assignments through supporting the USAID GHSAD Advisor. The GHSAD Advisor will provide general supervision, and make assignments and tasks based on program priorities and reviews the final deliverables. The incumbent performs under general administrative discretion with wide latitude for the exercise of independent judgment; the work entails high-level complexities, sensitivities, and responsibilities. S/he has formal decision-making authority in broad program areas consistent with

USAID policies, goals, and strategies. S/he will interact with the highest level of government and represent USAID and the US Government in official settings.

GUIDELINES

Incumbent will follow and apply Agency guidelines, policies, rules and regulations, using good judgment and ingenuity to interpret their intent and apply them within the context of PEPFAR.

COMPLEXITY

Incumbent carries out a wide range of responsibilities that require an equally wide range of skills and analytical processes. Decision-making requires the capacity to quickly analyze, understand, synthesize and formulate appropriate and effective responses within a context of very short deadlines, multiple stakeholders with constant and ever-changing requirements, and continuous changes in technical program standards. The job requires a self-starter with initiative to stay abreast of developments in the technical area and inventiveness to devise ways to apply new techniques and methodologies to the local environment to achieve maximum benefits. Requires the ability to lead and act as an effective supervisor/mentor within a large multi-cultural team environment.

SCOPE AND EFFECT

Incumbent is considered to be an expert in the management of large complex donor-financed public health or similar social sector programs, imminently qualified to advise and guide USG colleagues, host country government counterparts, U.S. cooperating agencies and local implementing partners on all matters related to USAID awards, policies, global goals and objectives. The incumbent's work directly informs the development and major aspects of both administrative and professional employees' own work, both within the PEPFAR team and with the many PEPFAR external partners. Incumbent's work involves formal responsibility for leading various technical and program management teams, and guiding and coordinating the work of USAID PEPFAR technical and administrative staff.

PERSONAL CONTACTS

Incumbent will have contacts with counterpart officials at all levels, from high-ranking Ministers and Cabinet Directors, to the heads of technical directorates and units, to project directors and focal points. S/he will also have contacts with high-level officials and technical advisors from other donors and international organizations. The role and authority of each party are usually made clear during the course of the contacts. Contacts take place in both structured and unstructured settings.

LEVEL AND PURPOSE OF CONTACTS

Incumbent is expected to influence, motivate, and direct people or groups and s/he must be resourceful in identifying the appropriate approach for negotiating and persuading others, and in establishing rapport in order to gain and relay information, including decision makers, who may not always agree with the USG positions.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The PEPFAR Cameroon Office is located in the U.S. Embassy in Yaoundé. On a regular periodic basis, incumbent must be able to travel within Cameroon to visit and assess progress of USAID PEPFAR Cameroon implementing partners' activity sites.

6. BASIS OF RATING APPLICATIONS

Selection Factors: Applicants must possess the minimum qualifications for the position (see criteria above: Education, Technical Knowledge, Work Experience, Communication and Other Skills). Additional factors to be taken into consideration include:

- Applicant is a U.S. Citizen, permanent U.S. resident, or Third-Country National.

- Completed and hand-signed form AID 302-3 is submitted by application deadline. (Note: All applicants must submit complete dates [months/years] and hours per week for all positions listed on the AID 302-3 to allow for adequate evaluation of their related and direct experience. Experience that cannot be quantified will not count towards meeting the experience requirements.).

- Cover letter and supporting documentation specifically addressing the minimum requirements for the position. Applicants must explain in their cover letter how they meet the requirements of the position. If excellent writing skills are required, applicants should submit a writing sample of a work document or publication, written by the applicant, covering a technical area relevant for the position applied for (include writing sample as an attachment to cover letter).

- All applications will be evaluated and scored based on the required qualifications and documentation submitted with the application. Those applicants who are short-listed (determined to be competitively ranked) may also be evaluated on interview performance and satisfactory professional reference checks. Failure to address the selection criteria may result in your not receiving credit for all of your pertinent experience, education, training and/or awards. USAID may contact the applicant's professional references and verify academic credentials. Applicants may also be evaluated based on the performance in an interview.

Applicants who do not meet all of the selection criteria or do not provide the required documentation are considered NOT qualified for the position.

7. MEDICAL AND SECURITY CLEARANCE REQUIREMENTS

The applicant selected to fill this position must be able to obtain a security clearance/employment authorization which involves applicant's comprehensive background investigation performed by a U.S. Government Agency.

The applicant selected to fill the position must also receive medical clearance to work worldwide. Details of how to obtain such clearance will be provided after selection and acceptance of the job offer.

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 candidates). A substantial delay in obtaining either required clearance will make the applicant ineligible for selection.

8. INSTRUCTIONS TO APPLICANTS

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

- Signed Form AID 302-3, Offeror Information for Personal Services Contracts (available at http://www.usaid.gov/forms/)

  All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 302-3 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

- 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. Complete dates (month/year) are also required on CV.

- Applicants must provide a minimum of three and a maximum of five references within the last five years from the applicant's professional life namely individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

- Applicants also must address the above **Section 4: 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.

9. LIST OF REQUIRED FORMS FOR PSCS:

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

1. 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.

1. CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs

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 and 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.

2. BENEFITS/ALLOWANCES

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

(NOTE: An individual defined as a USPSC employee may only be eligible for those benefits listed below.) TCNPSC MAY be eligible for benefits in accordance with AIDAR Appendix J, sec. 4(c)(2)(ii)(B).

BENEFITS:

Employee's FICA and Medicare Contribution (USPSCs only)
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Eligibility for Worker's Compensation
Annual & Sick Leave
Access to Embassy medical facilities, commissary and pouch mail service (USPSCs only)

*Note: If a US citizen, the Contractor's salary will be subject to employee's FICA and Medicare contribution.

ALLOWANCES (If Applicable):

(1) Temporary Lodging Allowance (Section 120)*
(2) Living Quarters Allowance (Section 130)*
(3) Post Allowance (Section 220)*

(4) Supplemental Post Allowance (Section 230)*
(5) Post Differential (Chapter 500)*
(6) Payments during Evacuation/Authorized Departure (Section 600)* and
(7) Danger Pay (Section 650)*
(8) Educational Allowance (Section 270)*
(9) Separate Maintenance Allowance (Section 260)*
(10) Educational Travel (Section 280)*

* Standardized Regulations (Government Civilians Foreign Areas).

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

END OF SOLICITATION