SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN/PSC)
(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, Sections I through V 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,

Clemencia Acacha Bonou
Supervisory Executive Specialist
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72068019R10002
2. ISSUANCE DATE: 7/22/2019
3. CLOSING DATE: 08/09/2019
4. POSITION TITLE: Maternal and Child Health Specialist
5. MARKET VALUE: FSN 10 (trainee level FCFA 15,674,603 to FCFA 27,723,017) - FSN 11 (full grade FCFA 19,524,666 to FCFA 34,845,636) In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Benin. Final compensation will be negotiated within the listed market value.
6. PERIOD OF PERFORMANCE: 10/28/2019 to 10/27/2024 with four (4) options years up to 10/27/2024
7. PLACE OF PERFORMANCE: Cotonou, Benin with possible travel as stated in the Statement of Work.
8. SECURITY LEVEL REQUIRED: Building Access
9. STATEMENT OF DUTIES

BASIC FUNCTION OF POSITION
The contractor shall serve as the Project Management Specialist for Maternal and Child Health (MCH) in the Office of Health (OOH) team and provide broad technical guidance, analysis, and leadership in the formulation and management of USAID/Benin's overall Health portfolio, and in the implementation of its performance management plan.

The contractor shall report directly to the OOH Team Leader and will assist her/him in (1) administering OOH activities; (2) overseeing coordination of OOH reporting activities; and (3) formulating and assessing Family Health policies and procedures. Additionally, s/he will have primary responsibility for the management of the Integrated Family Health Program.

MAJOR DUTIES AND RESPONSIBILITIES
Together with the Team Leader, s/he assures technical oversight of the Maternal, Newborn and Child Health portfolio on all health-related matters; coordinates; engages members in portfolio development; and strengthens monitoring and evaluation of USAID/Benin's health program.
Specifically, the contractor shall perform the following:

a. **Activity Management and Administration (40%)**
   1. Serve as Agreement Officer’s Representative (AOR) for as needed for Maternal, Newborn and Child Health-related activities, such as maternal, infant and young child feeding, essential newborn care, Primary Health Care (PHC), immunizations and water treatment activities.
   2. Serve as AOR for a neonatal health program working at clinical and community levels.
   3. Assist the OOH Team Leader in planning activities on an annual, quarterly and monthly basis and coordinate activities that strengthen the Mission’s leadership in integrated health activities. Responsibilities include preparing and/or updating information on project expenses, performing accruals on a quarterly basis and participating in activity management and portfolio reviews.
   4. Coordinate with the OOH Team Leader and other OOH Team members to ensure that policy implications of health programs proposed by other donors are assessed and tracked. Such policies will include gender issues, access to informed choices in family planning, integration of food security and nutrition, social marketing of family health products, and regulations on community-based PHC delivery.
   5. Organize and facilitate periodic meetings with implementing partners to discuss achievements and issues related to the Integrated Health Program, in collaboration with the Office of Program Coordination (OPC).
   6. Participate, as needed, in policy development and coordination meetings with the Government of Benin and USAID partners working in areas such as MCH, nutrition, essential newborn care social marketing, Expanded Program on Immunization (EPI), PHC and other issues as assigned.
   7. Participate, together with the Team Leader and other staff members, in periodic conference calls with AID/Washington virtual team members on health program activities and coordinate support needed from the Washington-based team by USAID/Benin.
   8. Work with other Health Team members and the Office of Program Coordination (OPC), to enhance outreach and communication activities for USAID/Benin’s health portfolio. Such activities may include drafting speeches for significant events, preparing press releases, reporting cables and editing success stories.
   9. Perform other duties as assigned by the Team Leader or the Mission Director.

b. **Technical Oversight and Program Development (30%)**
   1. Serve as technical advisor to USAID/Benin on all integrated health related matters and oversee the technical design of the Mission’s MCH, nutrition and neonatal health activities.
   2. Identify and organize external technical assistance in support of the successful implementation of the MCH activities in the health portfolio.
   3. Contribute to the design and implementation of the Mission’s Operational Plan (OP), the Malaria Operational Plan (MOP), the Program Management Plan (PMP) and Program Performance Report (PPR) and portfolio reviews. Work with the General Development Office to identify synergies and address cross-cutting development challenges.

c. **Strengthening Relationships with Partners and Government of Benin (20%)**
   1. Attend sector-specific meetings, including donor coordination meetings, Technical Working Groups, the Country Coordinating Mechanism and others. Participate in inter-agency meetings including UNAIDS, EPI, FP/RH and HIV/AIDS meetings.
2. Represent USAID/Benin on all topics related to MCH internationally and within Benin. This may include plan, participation in, facilitate and present at international and national workshops and conferences; represent USAID/Benin at health sector meetings; providing briefings or presentations to USAID, other USG agencies, international and local partners and colleagues; compile, analyze and disseminate information to USAID mission staff and USAID/Washington on issues and accomplishments.

3. Pre-position USAID-funding assistance to leverage funds from other financial and technical assistance partners to accelerate the reduction of maternal, newborn and child mortality rates by improving the coverage of quality high impact MCH interventions in Benin.

4. Lead efforts to assess and address policy and institutional constraints impacting on MCH in Benin and identify priority issues requiring policy and/or implementation reforms.

d. Monitoring and Evaluation (10%)

1. Ensure guidelines are developed for monitoring and evaluation that are in line with Agency and Mission policies, and that implementation partners track the impact of activities on at least a yearly basis.

2. Lead the development and implementation of an annual monitoring and evaluation plan, including the PPR, for MCH that will capture lessons learned, potential innovations and other items that could be shared more widely.

3. Assess achievement against targets and performance indicators on a continual basis through analyses of reports, site visits, and ongoing contact with implementing partners.

4. Contribute, as needed, to the preparation of these USAID-required documents: Congressional Budget Justification, Operating Plan (OP), Initial Environmental Examination and others.

10. AREA OF CONSIDERATION

This job is open to: ECOWAS Cooperating Country National (CCN). Cooperating Country National (CCN) is an individual/employee who is a Cooperating Country citizen or a non-Cooperating Country citizen lawfully admitted for permanent residence in the Cooperating Country. USAID/BENIN is an equal opportunity organization. We encourage full participation of all qualified and interested persons. Persons with disabilities will be assisted and receive reasonable accommodation.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Clemencia Acacha, Bonou, email: cacacha@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. Education: A master’s degree in public health, program management or a related field. Medical doctor degree is a plus.

2. Prior Work Experience: A minimum of five (5) years of experience in the management and implementation of MCH or integrated primary health service delivery projects is required. A minimum of five (5) years’ demonstrated experience in strategic planning, and management, design, implementation and evaluation of health sector programs and/or projects. The applicant’s professional experience must demonstrate familiarity with and sensitivity to socio-cultural, political and institutional factors affecting program
development and implementation. Demonstrated professional experience at senior level within the Government of Benin/Ministry of Health is strongly preferred.

3. **Post-entry Training**: Introduction to the Program Cycle (IPC); ADS 200 series; AOR/COR certification; courses in Project Implementation, Project Design and Evaluation and Development Studies Program (or their equivalent) is highly desirable.

4. **Language Proficiency**: Full fluency (FS-4) in oral and written French and English: A minimum of full professional proficiency in French and English, including the ability to use the language fluently and accurately on all levels normally pertinent to professional needs is required. This means that s/he 1) can understand and participate in conversations within the range of his/her own personal or professional experience with a high degree of fluency and precision of vocabulary; 2) would rarely be taken for a native speaker, but can respond appropriately even in unfamiliar situations; 3) makes only quite rare errors of pronunciation, grammar and spelling; 4) can handle formal interpreting from and into the language; and 5) can write with sufficient skill for professional purposes to produce documents which do not require extensive editing and are generally free from errors in mechanics, usage, spelling and sentence structure. French and English skills at the ability of professional bilingual proficiency are preferred.

5. **Job Knowledge**: Knowledge of maternal and child health issues, particularly in Benin. More specifically, the applicant should have broad-based knowledge and experience in Global Health programs, and should be familiar with internationally recognized best practices on the themes related to MCH, essential neonatal care, and Primary Health Care. Originality of ideas and creative thinking are highly desired. A good understanding of local structures and actors in health is required.

6. **Skills and Abilities**: Applicants must have the capacity to conduct, communicate (orally and in writing), and translate into action critical analysis related to maternal and child health. Applicants must have strong interpersonal skills, including the ability to work effectively within a multi-national team and with all USAID stakeholders.

### III. EVALUATION AND SELECTION FACTORS

Applications will be assessed during a first screening; those which will not meet the minimum requirements for the position and those who do not follow instructions to present their offer will not be given further consideration. Education will be an eligibility factor.

1. **Prior Work Experience (20 points)**
   A minimum of five (5) years of experience in the management and implementation of MCH or integrated primary health service delivery projects is required. A minimum of five (5) years’ demonstrated experience in strategic planning, and management, design, implementation and evaluation of health sector programs and/or projects. The applicant’s professional experience must demonstrate familiarity with and sensitivity to socio-cultural, political and institutional factors affecting program development and implementation. Demonstrated professional experience at senior level within the Government of Benin/Ministry of Health is strongly preferred.

2. **Knowledge: (40 points)**
   Ability to demonstrate orally and in writing knowledge of maternal and child health issues, particularly in Benin. More specifically, the applicant should have broad-based knowledge and experience in Global Health programs, and should be familiar with internationally recognized best
practices on the themes related to MCH, essential neonatal care, and Primary Health Care. Originality of ideas and creative thinking are highly desired. A good understanding of local structures and actors in health is required.

3. Skills and Abilities: (40 points)
Applicants must have the capacity to conduct, communicate (orally and in writing), and translate into action critical analysis related to maternal and child health. Applicants must have strong interpersonal skills, including the ability to work effectively within a multi-national team and with all USAID stakeholders.

IV. PRESENTING AN OFFER
Consideration and selection will be based on evaluation of the qualifications and evaluation criteria by a recruitment committee. Applications should be in English. Only electronic submissions are accepted. Please do not send hard copies.

Applicants must submit a CV, an OF-612 form, and a cover letter. Applicants who do not submit a CV, an OF-612 form and a cover letter will not be considered in the process. In addition, applications must include the names and contacts information for at least three references. At least one of the references should be the current immediate supervisor or have been an immediate supervisor. After candidates' applications have been initially reviewed, only those which give evidence of meeting minimum requirements for education, prior work experience, and relevant skills will receive further consideration. The recruitment committee will identify a short list of candidates who will be invited to complete a written test (English and technical) and an interview. After reviewing all results, the recruitment committee will make a determination of candidates who have the requisite qualifications and experience to successfully fill the position. USAID may seek additional contacts for reference check as appropriate or determined necessary. Candidates who do not wish to have current employers contacted must state this in the application.

Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. Candidates may be invited to return to USAID for additional interviews and/or tests.

Application forms: Optional Form 612 can be obtained from the USAID website https://www.usaid.gov/sites/default/files/OF612.pdf If you encounter problems downloading the form, please contact us at cotonouhr@usaid.gov and copy Clemencia Acacha Bonou at cacacha@usaid.gov for a copy of the form. Applicants should retain for their record copies of all enclosures that accompany their applications.

IMPORTANT NOTE: Please do not include any award or certificate received in your application at this point; you may refer or cite them in your application, and you will be asked to provide them at a later stage of the process.

Please reference the number of this solicitation when sending your application. Submissions must be made via e-mail and MUST be PDF format. Electronic submissions should be sent to: cotonouhr@usaid.gov and copy Clemencia Acacha Bonou at cacacha@usaid.gov. Please quote the number and position title of this solicitation on the subject line of your e-mail application. Applicants are requested to provide their full mailing address and contact information (telephone and e-mail). No response will be sent to unsuccessful applicants.
V. LIST OF REQUIRED FORMS FOR PSC HIRES
Once the CO informs the successful Offeror about being selected for a contract award, the successful applicant will be provided instructions about how to complete and submit the following forms:
- Security Questionnaire for Locally Employed Staff
- Application for Employment Locally Employed Staff or Family Member (DS-174 form)
- Medical History and Examination Form (Department of State Forms)

VI. BENEFITS, ALLOWANCES, AND COMPENSATION
As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. Benefits:
   - Medical insurance
   - Annual leave
   - Holiday leave

2. Allowances (as applicable):
   - Education allowance

3. Compensation: The position grade is FSN-11. However, compensation will be negotiated at the trainee level within the range of the market value at Grade FSN-10 based upon the candidates past salary. Applicants hired at trainee level will receive an annual salary increase of one step each year up to the maximum step of grade FSN-10 upon fully successful performance. If during the 12 months' waiting period, performance is rated unsatisfactory by supervisor and supported by the Country Representative, contractor may be terminated for convenience according to the Local Compensation Plan (LCP). They may move to the higher grade FSN-11 after one year, if their performance is rated more than fully successful. Salaries over and above the market value will not be entertained or negotiated. Only salaries and the benefits listed in the local compensation plan (LCP) will be paid. USAID/Benin would like to reiterate that this position has been classified as an FSN position and this status will not change to an off-shore hire during the contract term, including extensions, if any.

VII. TAXES
Taxes calculation and payment are made as per the local compensation plan.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs
USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:


**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