SOLICITATION NUMBER: 72068819R10003  
ISSUANCE DATE: June 06, 2019  
CLOSING DATE/TIME: June 20, 2019  

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) - Project Management Specialist (HIV M&E)

Dear Prospective Offerors/Applicants:

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

Offers/Applications must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers/applications will not be considered. Offerors/applicants should retain copies of all offer/application 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/applications.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Robert Schmidt
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72068819R10003

2. ISSUANCE DATE: June 06, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: June 20, 2019

4. POSITION TITLE: Project Management Specialist (HIV M&E)

5. MARKET VALUE: FCFA 17,481,649 TO FCFA 27,096,565 equivalent to FSN-10. The incumbent will be compensated in accordance with the U.S. Mission Mali’s Local Compensation Plan (LCP). Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: CCNPSCs are of a continuing nature and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation. Extension(s) will depend upon the availability of funds, continued need for the requirement, contractor/employee performance and any future hiring freeze guidance.

7. PLACE OF PERFORMANCE: Bamako, Mali with possible travel as stated in the Statement of Work.

8. SECURITY LEVEL REQUIRED: Facility Access

9. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The HIV M&E Specialist is USAID’s technical, financial and programmatic lead on gathering information and reporting on The President’s Emergency Plan for AIDS Relief (PEPFAR) activities in Mali. She contributes to the USAID Health team’s ability to achieve results by providing programmatic and technical expertise for PEPFAR reporting requirements of the USAID/Mali Health program, primarily focusing on designing, implementing, coordinating technical and monitoring and evaluating interventions in these areas.

The HIV M&E Specialist interacts with the USAID/Mali Health team, other United States Government agencies, and the Government of Mali (GoM) counterparts, ensuring that USAID/Mali’s public health programs are (1) designed, implemented, monitored and reported in accordance with USAID 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 individual in this position will be a recognized expert in the field of
HIV program monitoring and evaluation and will perform the full range of consultative, advisory, project management, technical support, monitoring, data collection and evaluative functions. The incumbent serves as a Contracting/Agreement Officer’s Representative (C/AOR) or Activity Manager for USAID PEPFAR funded activities. The incumbent is a member of the Operations and Management Team, and is supervised by the Health M&E Advisor, who is supervised by the Operations and Management Team Leader (currently VACANT).

2. **Statement of Duties to be Performed**

1. **Award Management 35% of time**

The HIV M&E Specialist is responsible for monitoring and evaluating activities with HIV funding from PEPFAR in Mali. This includes close monitoring of the recipient’s progress in achieving the objectives of the program description in the subject award and annual and quarterly PEPFAR objectives, and verifying the recipient’s activities conform to the terms and conditions of the award, making written recommendations when any changes to the program description, technical provisions, or any other term or condition of the award are necessary, and administering financial management responsibilities, when appropriate and warranted.

- The HIV M&E Specialist manages and monitors designated awards under USAID/Mali’s health program. S/he serves as a Contracting/Agreement Officer’s Representative (C/AOR) or Activity Manager for designated activities as required.
- S/he provides technical and programmatic guidance and oversight of designated activities by reviewing work plans and reports, and ensuring compliance with performance expectations.
- Ensures that all Implementing Partners are in compliance with all relevant USAID and PEPFAR regulations and procedures concerning data collection, analysis and reporting.
- Based on technical knowledge, personal observations, assessment reports, performance statistics, and other available data, makes programmatic recommendations.
- Monitors progress towards results, including periodic field/site visits with Implementing Partners and other officials or staff, as appropriate, and provides all the necessary information as per USAID and PEPFAR reporting requirements.
- Makes recommendations for annual funding necessary for activities.
- Prepares reports needed for USAID and PEPFAR planning and reporting processes and drafts necessary program action documents.
- Ensures proper coordination of project activities with other related activities done by cooperating or Implementing Partners.
• Ensures recognition of and compliance with national and applicable international policies and guidelines and priorities; and recognizes the leadership role of the GoM in the implementation of activities.
• Ensures adequate integration and/or coordination with activities undertaken by the MOH at the national, provincial, and district level, as may be applicable.
• Leads the preparation and submission of all PEPFAR-required data, financial and technical information.

2. External Technical Assistance 35% of time

HIV M&E Specialist leads external outreach on monitoring and evaluating HIV activities, representing the Mission to relevant GoM ministries and officials, other donors and development actors, civil society, academia and media. S/he reports on HIV activities in frequent data calls and reports, the PEPFAR Regional Operational Plan and annual portfolio reviews. S/he works with individuals from USAID/Washington, the USAID West Africa Regional Office in Ghana and the Office of the Global AIDS Coordinator (OGAC) at the State Department in answering questions and inquiries related to PEPFAR data. The individual in this position provides technical guidance and coordination to USAID funded partners in the area of HIV programming.

• Lead for coordinating with West Africa Regional PEPFAR programs, reporting and analyzing data and ensuring overall harmonizing of West Africa Regional PEPFAR plans and goals.
• Responsible for PEPFAR reporting requirements, monitoring of key indicators, preparation, presentation at quarterly data and activity reviews.
• Responsible to coordinate budget and data needs with relevant Health and Mission staff.
• Coordinates the monitoring and evaluation aspects of USAID/Mali’s health portfolio with the GoM, implementing and cooperating partners and related stakeholders.
• As a technical expert, s/he establishes and works closely with counterparts in the Ministry of Health, cooperating partners, and related stakeholders to advance HIV data collection and reporting services portfolio in the country, as per key national strategies, policies, and guidelines.
• Represents the Health Team and provides key technical input at key forums, working groups, and steering committees.
• Advocates for, and ensures best practices in reaching PEPFAR reporting requirements with other related activities.

3. Internal Technical Assistance and Policy Compliance 30% of time

The HIV M&E Specialist provides technical leadership in the areas of HIV programming and monitoring and evaluation. The individual in this position ensures the successful technical implementation of activities across the HIV portfolio. The Specialist provides recommendations to the USAID Health Office
regarding current and future programming, including the design and modification of program activities, determination of program direction, monitoring and evaluation and corrective action(s).

- The HIV M&E Specialist interfaces within USAID/Mali, USAID/Washington, the USAID West Africa Regional Office, OGAC, and other United States Government Agencies on the health portfolio with a particular focus on HIV.
- S/he works closely with other health team colleagues to avoid duplication of efforts, find synergies in the activities undertaken, and promote efficiencies in program planning and implementation.
- Provides Technical Assistance (TA) to USAID and to the U.S. Government Country Team for PEPFAR.
- Participates in the regular monitoring, periodic evaluations, and review of USAID-funded projects, including program analysis and strategic planning for public health.
- 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.

3. Supervisory Relationship

The HIV M&E Specialist reports directly to the Health M&E Specialist.

4. Supervisory Controls

None

10. AREA OF CONSIDERATION: All Malian Citizens and Local Residents with valid work permit at the time of application.

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

12. POINT OF CONTACT: Human Resources Management Section - Email: bamakohrmvaencancies@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

A. Education: A Bachelor’s degree in public health or health sciences (Medicine, Pharmacy, Nursing, etc.) is required.

B. Prior Work Experience: A minimum of five years of progressively responsible duties in public health M&E program administration and management, including previous work in HIV monitoring and evaluation is required. Prior experience
working for an international organization, a Malian governmental institution, or legal work in a private sector institution required.

C. **Language Proficiency (level and specialization):** Level IV (fluent) written and oral English and French proficiency is required.

D. **Job Knowledge:** An in-depth knowledge of the Government of Mali’s HIV strategy, policies and approach is required. A thorough knowledge of the concepts, principles, techniques, and practices of public health and infectious diseases, particularly HIV, is required, as well as thorough knowledge of standard HIV indicators and data analysis. Demonstrated strategic planning and management experience in overseeing public health programs in general. Strong negotiation and diplomatic skills and ability to facilitate agreement among various partners to promote the HIV/AIDS agenda. S/he is required to understand and appreciate PEPFAR’s’s strategic direction, and its principal accomplishments and challenges.

E. **Skills and Abilities:** Ability to rapidly collect and analyze large quantities of data and to use that data to make programmatic recommendations. Strong skills in computer applications used for data analyses, including Microsoft Excel. Ability to present complex data analyses in a way that is easily understandable to outside audiences. Strong skills in Microsoft PowerPoint. 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 Malian 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, commitment to teamwork and transparency, and a high ability to exercise good judgment, discretion and patience. Further, the individual in this role will be flexible and possess the ability to accept and react to changing policy direction with professionalism and poise.

III. **EVALUATION AND SELECTION FACTORS**

To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

1. Education 10 points
2. Prior Work Experience 25 points
3. Language Proficiency 15 points
4. Knowledge 20 points
5. Skills and Abilities 30 points
Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations.

To be considered for this position, applicants must meet the minimum qualifications required.

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply. Current employees with an “Overall Summary Rating of Needs Improvement” or “Unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.

HOW THE SELECTION WILL BE MADE:

The successful candidate will be selected based upon:

1. Preliminary review of the applicants submitted package to establish that minimum requirements are met;
2. Tests: Candidates may be tested on English writing skills, Microsoft Office proficiency, or any technical skills test that might be deemed appropriate may be required;
3. Interviews;
4. Reference checks.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and/or interviewed. Applicants will be contacted (Step 2) for testing and interviews. Based on the results of the tests, however, an applicant otherwise identified for interview could be removed from the interview list. Following the interviews (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct reference checks (Step 4&5) prior to advising the TEC of the results of these checks. References may be solicited from current as well as former supervisors in addition to the references you provide in your application package.
IV. PRESENTING AN OFFER

Qualified candidates for this position should submit the following documents to be considered. Failure to do so may result in a determination that the application is not qualified. Only shortlisted applicants will be contacted.

1. **Resume or curriculum vitae (CV)** relevant to the position for which the applicant is applying;
2. **Cover letter** of not more than three (3) pages describing how the incumbent’s skills and experience fit the requirements of the subject position.
3. Applicants are required to provide three (3) to five (5) **professional references** with complete contact information including email address and telephone numbers. References should have knowledge of the candidate’s ability to perform the duties set forth in the application and must not be family members or relatives.
4. **Copy of Academic Transcripts**.
5. Applicants must provide their **full mailing address with telephone, email address** and should retain for their records copies of all enclosures that accompany their submissions.

Submit Application

Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov

with the below reference number in the subject line.

**Please indicate the Vacancy Reference Number in the subject line of your email:** 72068819R10003

Please note that all cv/resumes and cover letters must be in English, otherwise the application package is incomplete and will be rejected.

**CLOSING DATE FOR THIS POSITION IS:** June 20, 2019

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Executive Office/CO informs the successful Applicant about being selected for a contract award, the EXO/CO will provide the successful Applicant instructions about how to complete the following.

1. Medical Examination;
2. Security Investigation;
3. Employee Biographical Data Sheet (Form AID 1420);
4. Application for Employment in the Foreign Service of the United States (Form OF 174).
VI. **BENEFITS/ALLOWANCES**

The incumbent will be compensated in accordance with the U.S. Mission to Mali’s Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, and comprehensive medical insurance subsidy. Final compensation will be based on the position grade and negotiated within the corresponding market value.

VII. **TAXES**

The successful Applicant will be subject to host country tax laws.

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

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


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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations).

IX. **EQUAL EMPLOYMENT OPPORTUNITY:**

The U.S. Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. We strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.