JOB VACANCY ANNOUNCEMENT
U.S. /TCN PERSONAL SERVICES CONTRACTOR
(US/TCN PSC OFFSHORE HIRE)

1. Solicitation Number: SOL-685-17-000010
2. Issuance Date: August 22, 2017
3. Closing Date/Time: September 21, 2017 17:00 p.m. (Senegal time)
4. Position Title: PRESIDENTIAL MALARIA INITIATIVE ADVISOR
   (The final compensation will be negotiated within the listed market
   value based on the successful candidate’s salary history, work
   experience and educational background. Salaries over and above the
   top of the pay range will not be entertained or negotiated.)
6. 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.)
7. Organization Location of Position: Dakar, Senegal
8. Direct Supervisor: Health Office Director
9. Supervisory Exercised: PMI FSN Program Manager
    (Two years from date of appointment with a preferable start date of
    December 1, 2017 and with an option to extend for up to three
    additional years after the first two.)
11. Place of Performance: Dakar, Senegal
    TCNPSCs - Employment authorization
A. COUNTRY BACKGROUND

Senegal was selected as a President’s Malaria Initiative (PMI) country in 2006. Large-scale implementation of malaria control activities began in FY 2007 and progressed rapidly with significant progress demonstrated to date.

Senegal has a population estimated at 15.1 million in 2017, with approximately 3.0 million children less than five years of age and 603,000 pregnant women. Malaria is endemic throughout Senegal and 100% of the population is at risk of the disease. Malaria is still a high priority for the government, even though the number of reported cases of malaria has dropped significantly since 2007-2008. While the decline in the first year can be partially ascribed to a change in the malaria case definition that now requires parasitological confirmation of all cases, the proportion of all outpatient visits due to confirmed malaria continued to fall, from 6% in 2008 to 3% in 2009. In 2015, the NMCP adopted an updated policy of testing all patients under the age of five with fever, regardless of any other signs or symptoms. This broadening of the definition of a suspect case of malaria resulted in a 97% increase in the number of suspect cases and an 85% increase in the number of confirmed cases from 2014 to 2015.

The 2016 continuous Demographic and Health Survey (cDHS) showed that under-five mortality continued to fall, from 121 per 1000 live births in 2005 to 51 in 2016, a 58% drop in eleven years. The proportion of households owning at least one insecticide-treated net (ITN) increased from 20% in 2005 to 82% in 2016, and the proportion of children under five sleeping under an ITN the previous night increased from 7% to 67%, with similar trends for pregnant women. The proportion of pregnant women receiving two doses of intermittent preventive treatment with sulfadoxine-pyrimethamine (SP) fell from 52% in 2008 to 39% in 2010, a decline due to many factors including problems in maintaining supplies of the drug. With focused effort on strengthening availability and distribution of the drug, 60% of pregnant women received at least two doses of SP during their pregnancy in 2016.

The Annual Malaria Operational Plan (MOP) for Senegal is developed in close consultation with the National Malaria Control Program (NMCP) and with participation of nearly all national and international partners involved with malaria prevention and control in the country. The activities that the PMI is proposing to support fit in well with the Ministry of Health Strategic Plan for Malaria Control. Candidates may access the Senegal MOP at http://www.pmi.gov/resource-library/mops

B. POSITION DESCRIPTION

USAID is responsible for all activities conducted in Senegal under PMI. The Malaria Advisor is responsible to USAID for the implementation of all PMI activities and reports directly to the Health Office Director. The Malaria Advisor shall provide specialized, senior-level technical expertise in malaria, as well as leadership, guidance and overall direction on the development and execution of PMI in collaboration with the PMI Centers for Disease Control (CDC) Malaria Advisor. The Malaria Advisor shall liaise with backstops for PMI in USAID Washington, CDC counterparts in country and Atlanta, and USAID personnel working within and overseeing the Mission’s activities related to malaria control. These responsibilities include providing expert malaria technical guidance and advice to the NMCP and district-level counterparts, and other malaria control partners, including other United States Government (USG) entities working in malaria prevention and control. The Malaria Advisor shall exercise extensive independent judgment in planning and carrying out tasks, in representing the USG in
critical technical and policy forums, in resolving problems and conflicts, and in taking steps necessary to meet deadlines. The Malaria Advisor will also represent USAID at functions; approve policy documents; provide technical guidance and/or directly manage contracts, agreements and grants; budget; and develop planning documents and work plans.

USAID/Senegal’s health development objective (DO) includes malaria activities as an important component of its portfolio. PMI supported malaria activities shall be fully integrated into USAID’s health DO. Malaria activities that are implemented within ongoing bi-lateral Cooperative Agreements will remain under the authority of the respective Agreement Officer Representative responsible for those Agreements.

As the incumbent will be called upon to assist with all aspects of the Health portfolio, s/he must possess specific technical expertise in the area in health and malaria treatment, prevention and control in particular, and possess an understanding of the social, economic and cultural determinants and implications of the epidemic in Senegal and neighboring countries, as well as have the experience and skills required to help formulate the USG position on malaria and make important policy decisions as a key representative of the USAID/Senegal Mission.

Specifically, the Advisor shall be responsible for the following PMI-related activities, in close collaboration with the CDC Malaria Advisor and USAID staff working in the health sector:

- Ensure that all activities are consistent with internationally accepted technical best practices for malaria control and relevant to the specific epidemiology of Senegal and neighboring countries;
- Collaborate with senior staff of the NMCP and other partners, such as the Global Fund, WHO, UNICEF, World Bank and non-governmental organizations (NGO) and faith-based organizations (FBO) to design, plan and implement malaria prevention and control activities consistent with the malaria control coverage needs identified by the strategy and plans of the NMCP and PMI;
- Plan malaria prevention and control activities consistent with the malaria control coverage needs identified by the strategy and plans of the NMCP and PMI. The incumbent is primarily responsible for the development of the Malaria Operational Plan (MOP), in coordination with the Senegal Country team;
- Represent USAID and ensure effective communication and coordination between PMI-funded activities and malaria programs funded by other donors and the GOS in Senegal;
- Provide technical support to all partners and managerial support as needed during the implementation phases of the initiative to ensure the quality of interventions supported and that programmatic targets are met;
- Work with suppliers and partners to ensure that quality commodities are purchased in a timely and cost effective manner. Also, ensure that pharmaceuticals and other commodities are delivered to health service delivery points to avoid stock-outs. Ensure that the absorptive capacity exists in implementation sites to receive, manage and distribute these items effectively;
- Ensure accountability of funds provided by PMI;
- Work with the NMCP and other partners to develop and execute a monitoring and evaluation plan to be implemented through existing MOH systems and existing USG supported mechanisms. Carry out
monitoring and evaluation visits to implementation sites to ascertain all quantitative and qualitative data is collected properly and ensure programmatic quality and value for money are maintained;

- Ensure that PMI financial and technical reports in Senegal are prepared and submitted as required. More specifically, provide and coordinate inputs to PMI/Washington for the development and completion of the Annual Report (accurate data in the AR template, success stories, etc.);

- Serve as the Government Agreement Technical Representative (GATR) on the NMCP Fixed Amount Reimbursable Agreement and/or Activity Manager on PMI funded awards;

- Supervise the USAID FSN PMI Program Manager.

C. OVERALL DUTIES AND RESPONSIBILITIES

The Malaria Advisor, in collaboration with the PMI CDC Technical Advisor, shall oversee the technical design, planning, implementing, and monitoring of PMI-related activities. S/he shall work in tandem with the PMI CDC Technical Advisor in liaising with backstops for PMI in USAID/Washington, counterparts at CDC Atlanta, USAID personnel working within and overseeing the Mission’s health activities and providing technical and managerial support to the NMCP Director and the staff and helping to build capacity within the NMCP. In addition, the Malaria Advisor shall represent USAID and the USG on various national and international technical and policy forums.

The Malaria Advisor is supervised by the USAID/Senegal Health Office Director with occasional oversight from the USAID/Washington PMI Director. The Malaria Advisor will supervise the FSN PMI Program Manager. Both the Malaria Advisor, the CDC Resident Advisor and the FSN PMI Program Manager will be fully integrated within the USAID/Senegal Health Office and participate in Technical Office wide activities.

Specifically, the Malaria Advisor shall provide:

- Management of Activity Implementation (35%)

The incumbent, in collaboration with the NMCP, will be responsible for providing technical guidance to Activity Managers and collaborating agencies, to ensure sound management of malaria interventions implemented under PMI. This includes but is not limited to malaria prevention and control activities such as behavior change and communication activities, bednet purchase and distribution through the existing health services and at the community level, antimalarial drug purchase and distribution through the existing health services, IPT coverage and the diagnosis and treatment of acute malaria, and the indoor residual spraying conducted under the initiative. The incumbent, in collaboration with the PMI CDC Technical Advisor, will also be responsible for monitoring and reporting the results of all PMI activities. The Malaria Advisor serves as the Government Agreement Technical Representative on the NMCP Fixed Amount Reimbursable Agreement; assists Activity Managers to manage and oversee services and deliverables provided by contractors and grantees, in accordance with USAID program management regulations, procedures, and practices; and provides in-depth review of work plans including strategies and approaches proposed by implementing partners to carry out activities. The incumbent is also expected to have a working knowledge of other health programmatic activities and actively seek to identify synergies and create linkages for greater efficiency in programming foreign assistance resources. The GATR Designation letter can be found in Annex 4.

The Malaria Advisor will supervise the PMI FSN Program Manager on a day-to-day basis. Performance will be evaluated on the basis of specific work objectives and benchmarks pre-determined with the Malaria Advisor.
• **Technical Leadership (25%)**

The incumbent, working in collaboration with the NMCP and Washington, will be responsible for developing and providing expert malaria technical guidance and advice to guide planning and implementation of malaria control interventions. The incumbent will be responsible for developing annual work plans in line with PMI objectives and goals. This will include but is not limited to: case management of malaria in health facilities and at the community level; distribution of LLINs through health facilities; large-scale campaigns; engagement of the private sector; intermittent preventive treatment of pregnant women; indoor residual spraying; and the development of information, education and communications materials to promote the use of these interventions.

• **Partner Relationships (20%)**

Successful performance in this position depends upon establishing and maintaining productive collaborative relationships with a wide range of partners and stakeholders, the MOH, provincial governments, World Bank, Global Fund, WHO, UNICEF, other Donors, and NGOs dealing with issues focusing on malaria. The Advisor shall, therefore, develop and maintain relationships with these partners and stakeholders in order to effectively ensure that all USG PMI activities are complementary and enhance all other malaria activities being implemented in the country. The incumbent will participate in meetings hosted by the NMCP on malaria and play a technical leadership role in the sector.

• **Teamwork (10%)**

The incumbent is a member of the USAID Health Office and is required to work closely with the rest of the team under the leadership of the Health Office Director to meet USAID health objectives in Senegal. The incumbent is also expected to have regular communication with USAID/Washington PMI and CDC/Atlanta PMI teams.

• **Monitoring and Evaluation (10%)**

Monitoring and evaluation is a key component of the PMI. The Malaria Advisor shall be responsible for working with the PMI CDC Technical Advisor to develop a monitoring and evaluation plan aligned with PMI targets, as well as ensuring that PMI partners develop project monitoring plans and report in a timely manner on their activities. It is also expected that the Malaria Advisor shall provide expert advice and practical experience to help the MOH, the NMCP and other partners to monitor inputs and outcomes, and progress towards PMI goals.

D. **SUPERVISION AND MANAGEMENT RESPONSIBILITIES**

**Supervision Received:** The Malaria Advisor will report to the USAID/Senegal Health Office Director.

**Supervision Exercised:** The Malaria Advisor will supervise the PMI FSN Program Manager.

**Exercise of Judgment:** The Malaria Advisor must exercise sound and independent judgment in the course of carrying out the assigned duties. Position requires a high level of ability with regard to understanding PMI-malaria policies and regulations and the ability to analyze situations and accurately apply those regulations and make sound judgments.

**Authority to make commitments:** The Malaria Advisor does not have the authority to make legal determinations that have the effect of binding the U.S. Government.

**Nature, Level and Purpose of Contacts:** The Malaria Advisor establishes and maintains solid working relationships with all levels of Mission personnel, contractors and Host country government officials.
Time required to perform full range of duties: The Malaria Advisor is expected to be an expert in the field of managing health programs and malaria procedures.

Physical Demands/Work Environment: The work is performed in an office setting with frequent visits to the field.

E. TERM OF PERFORMANCE/COMPENSATION

The term of the contract will be for two years to start o/a December 1, 2017 and with an option to extend for up to three additional years after the first two, subject to availability of funds, HR/Washington’s approval and validity of security/medical clearances. Renewal of the contract is also based on the need for continued services and satisfactory job performance. The position must be re-advertised, and position description reviewed after the 5 year period based on the same terms and conditions mentioned above for renewals.

The position has been classified at a GS-14 level. The actual salary of the successful candidate will be negotiated within that pay band, depending on qualifications and previous salary history. Salaries over and above the top of the pay range will not be entertained or negotiated. Currently, post differential for Senegal is 20%, and One Rest & Recuperation trip as per AIDAR Appendix D.

F. QUALIFICATION, EXPERIENCE AND EVALUATION CRITERIA

Applicants who meet the required qualifications for the Malaria Advisor position will be evaluated based on information presented in the application and obtained through reference checks. USAID reserves the right to conduct telephonic interviews with the most qualified and ranks candidates and make the interview a key deciding factor in selection.

Please note that only shortlisted/finalist applicants will be interviewed or contacted. USAID does not pay for any expenses associated with the interviews unless expenses are pre-authorized.

Education (15 points)
Minimum of a Master’s degree in public health, international health, tropical medicine, or social sciences from a recognized institution and/or clinical qualifications. Specialized experience in malaria is required in areas including but not limited to vector control, entomology, clinical case management of malaria, and epidemic surveillance and forecasting.

Work Experience (35 points)
The incumbent will have at least 10 years of progressively responsible experience in designing, implementing and managing malaria and other health programs in developing countries, with a preference given to candidates with African experience. Demonstrated technical leadership, program management, strategic planning, policy experience and problem-solving skills working on complex projects in a highly sensitive environment are required. Preference will be given to those candidates with proven knowledge and experience with USAID programs, procedures and systems for program design, procurement, implementation, management and monitoring.

Knowledge, Skills and Abilities (35 points)
(a) Analytical ability to interpret public policies and assist in the development of revised policies, in order to strengthen the health policy environment with a particular focus on malaria in Senegal. Management skills
required to develop and implement effective malaria prevention and treatment program activities involving financial and human resources. Administrative skills are required to assist in the oversight of cooperating agency technical advisors and institutional contractors.

(b) Skill in conceptualizing programs, policies, and plans and developing strategies for their management and implementation. The candidate must be able to integrate short and long range objectives of the USAID Health Team and PMI with the cultural/organizational needs of the government.

(c) Knowledge and skills in quantitative and qualitative evaluation methods; experience in designing and evaluating malaria activities in Africa. The incumbent must have proven skills in capacity building and mentoring local staff in a developing country.

(d) Demonstrable skills are required in working effectively with health personnel of diverse cultural backgrounds, negotiating agreements on matters of program strategy and performance, writing, administration, and management. Ability to navigate and manage politically sensitive issues related to malaria control.

(e) Teamwork and Interpersonal Skills: Excellent leadership, communications and interpersonal skills are critical to this position.

(f) The incumbent must:
   (i) Be able to work effectively with a broad range of USG personnel and partners, and have demonstrated skills in donor coordination and collaboration. Ability to work both independently and in a team environment to achieve consensus on policy, program and administrative matters is a must.

   (ii) Have the ability to work effectively in a team environment and communicate highly technical health information to both health and non-health audiences, and achieve consensus on policy, project, research, and administrative matters.

**Language Communication & Computer Skills (15 points)**

The incumbent must have:
(a) Proven ability to communicate quickly, clearly and concisely – both orally and in writing in English and French at the 4/4 or equivalent level. Demonstrated ability to make sensitive oral presentations logically and persuasively to senior USG and GOS officials and donors.

(b) Excellent verbal communication skills, tact and diplomacy are required to establish and develop sustainable working relationships at the highest level and a high level of trust with public/private organizations. Have superior verbal communication skills to negotiate activity plans and resolve activity implementation issues with counterparts, partners and team members. Ability to communicate technical information to health and non-health audiences. Excellent written communication skills are required to prepare regular and ad hoc reports, activity documentation and briefing papers.

(c) Excellent computer skills (MS Word, Excel, Power Point, and Outlook, Access, SPSS and other statistical and other relevant software) are required for effectively operating in this position. Good computer skills are required to implement, analyze, monitor, and manage activity goals, inputs, outcomes, and achievements.

**TOTAL: 100 points**
I. **INSTRUCTIONS TO APPLICANTS**

Interested individual must submit:

- A cover letter of application highlighting your reason for applying for the position;
- Most current curriculum vitae (CV) or resume;
- Fully completed and hand-signed copy of Form a302-3. Form can be found at [http://www.usaid.gov/forms/](http://www.usaid.gov/forms/)
- Three (3) references who are not family members or relatives, with a working telephone and email contacts.

Please reference the solicitation number on your application, and as the subject line in any cover letter. Only the highest ranking applicants will be selected for an interview.

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.

The applicant’s references must be able to provide substantive information about his/her past performance and abilities. **USAID/Senegal reserves the right to obtain from previous employers relevant information concerning the applicant’s past performance and may consider such information in its evaluation. (The a302-3 must be signed and those submitted unsigned will be rejected).** Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

Applications must be received by the closing date and time at the address specified in the cover letter and should be sent to the following email address:

usaiddakar-hr@usaid.gov
Attn.:  Acting Sup. Regional Executive Officer

II. **LIST OF REQUIRED FORMS FOR PSCs:**

Forms outlined below can found at

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.**
III. **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](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](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)

IV. **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.

A. **BENEFITS:**

- Employee's FICA Contribution (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
- Access to Embassy medical facilities, commissary and pouch mail service (If applicable)

B. **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. Separate Maintenance Allowance (Section 260)
6. Educational Allowance (Section 270)
7. Educational Travel (Section 280)
8. Post Differential (Chapter 500)
9. Payments during Evacuation/Authorized Departure (Section 600) and
10. Security & Medical Clearances

**FEDERAL TAXES:** USPSCs are not exempt from payment of Federal Income taxes.