



# USAID | INDIA

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**SOLICITATION NUMBER: USAID/17-05**

**ISSUANCE DATE:** August 4, 2017

**CLOSING DATE/TIME:** August 25, 2017 Indian Standard Time (IST)

**SUBJECT:** Solicitation for Foreign Service National/Cooperating Country Personal Service Contractor (FSN/CCN PSC)

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 the attached Solicitation No. USAID/17-05. 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 solicitation.

Sincerely,

Edward Michalski  
Contracting Officer

USAID/India is accepting applications for the following Foreign Service National (FSN) Personal Services Contract (PSC) position, to be filled subject to funds availability.

**Solicitation No.** : **USAID/17- 05**

**Position Title** : Project Management Specialist (HIV/AIDS Prevention)

**Opening Date** : August 4, 2017

**Closing Date** : August 25, 2017

**Number of Positions** : One (1)

**Office** : Health Office (HO)

**Grade** : FSN- 11

**Place of Performance:** The position is based at New Delhi.

**Working Hours** : 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.

**STATEMENT OF DUTIES:**

The Project Management Specialist (HIV/AIDS Prevention) is a Foreign Service National senior-level professional in the USAID/India Health Office and reports to the Office Director or his/her designee. The incumbent has overarching strategic, technical, project management, and program/administrative responsibilities. S/he serves as a key liaison with the Government of India (GOI), the private sector, and other development partners, and functions with a high degree of technical independence related to the HIV/AIDS portfolio within the Health Office.

The incumbent provides expert technical leadership and guidance on the development and execution of USAID's HIV/AIDS prevention strategy. S/he represents USAID's HIV/AIDS portfolio with the GOI, other Indian institutions, and development partners to ensure that USG programs are planned and executed according to national plans and strategies; provides expert advice, and ensures that financial support and other assistance is targeted appropriately and in harmony with USG foreign assistance policies. Lastly, as a senior member of the Health Office team, the incumbent liaises often with cross-cutting programs, for example gender and other health systems activities as appropriate.

Broadly, the incumbent's responsibilities include:

**I. Strategic, Technical and Thought Leadership**

- Provides analyses, expert advice, updates on developments, and recommendations to senior Mission management and staff regarding the formulation of Mission strategy for assistance in HIV/AIDS prevention and on the management and implementation of related activities in the Mission's portfolio; identifies short- and long-range achievable, sustainable strategies and participate, as required, in the development of

Mission strategic plans, monitoring strategies, results analyses, resource requests, and other strategic planning and reporting documentation.

- Leads coordination efforts between USAID's HIV/AIDS prevention interventions and implementing partners and other USG health, HIV/AIDS, TB, and health systems strengthening partners, as well as with concerned parties within Indian and development partner institutions, to mainstream prevention efforts; represents USAID and proactively participate in coordination of activities and issues with GOI, the private sector, other donor agencies, appropriate local public-sector and non-governmental entities, the Global Fund, and others; represents USAID with multi-lateral donor coordination organizations and in defining the donor technical, policy, and program agenda with the GOI.
- Provides expert technical advice and strategic direction for HIV/AIDS prevention on behalf of USAID/India in policy dialogue and planning undertaken in collaboration with Indian authorities and partners, private-sector entities, international organizations, other US Government (USG) agencies, and development partners; uses negotiating and influencing skills as a trusted thought leader to champion appropriate approaches and interventions to bring sustainable change, applying market-based partnerships, methods, processes, guidelines, or best practices to achieve and build on success; represents USAID/India with active participation at meetings, seminars, and conferences on HIV/AIDS.
- Stays abreast of latest technologies and innovations that can be applied to prevent new HIV/AIDS infections, particularly innovations using experimental designs that will produce significant breakthroughs in the prevention-to-care continuum, including private-sector models leading to impact in containing the HIV epidemic in India; follows best or promising practices from other countries that may be applicable to India or practices successful in India that could benefit other countries.
- Determines the additional analyses, assessments, or reviews required primarily for sound HIV/AIDS prevention strategies and activities, and to build a learning agenda that is a broad ranging, integrated approach to collaborating, learning, and adapting in order to improve or adjust programs in the portfolio; designs and oversees the implementation of such analyses or assessments; and participate in, coordinate, or manage USAID inputs into assessments conducted in conjunction with other USG Agencies (e.g. CDC), international organizations, other donors, or other stakeholders.

## **II. HIV/AIDS Portfolio Management**

- Serves as the project manager for select HIV/AIDS activities; manages and oversees HIV/AIDS implementing partner performance through regular site visits, routine reports, assessments/evaluations, and participation in technical working groups and other forums to monitor activities and verify asset use; ensures that issues are identified in a timely manner and that recommended follow-up actions are carried out; identifies successes, best practices, innovations, and lessons learned for sharing on a national and global level.

- Ensures strategic information, monitoring and reporting systems are in place to assess progress in HIV/AIDS assistance toward achieving Mission, President's Emergency Plan for AIDS Relief (PEPFAR) and goals; provides technical input in the development of Performance Monitoring Plans for both specific projects and activities and for the portfolio as a whole; develops a monitoring/evaluation/learning (MEL) agenda for HIV/AIDS programs with a rigorous monitoring system that gauges progress and provides for course correction or other adjustments; routinely reviews the capacity building needs of the implementing partners, especially local entities, and develop plans to address any deficits.
- Manages and oversees the HIV/AIDS program budget and finances in coordination with Health and Financial Management office leadership; ensures that program/activity expenditures, accruals, and pipelines are monitored and that corrective action is taken when needed; ensures appropriate and timely funding actions.
- Provides information for a coordinated response by HIV/AIDS staff to Program Office, PEPFAR Office of the Global AIDS Coordinator (OGAC), or Office of HIV/AIDS/Washington requests for information or participation, such as participation in strategic planning exercises, or providing portfolio information.

### **III. Representation and Coordination**

- Establishes and maintains relationships with senior and mid-level officials at the Ministry of Health at the national and sub-national levels, as well as private-sector leaders and representatives, primarily to design, implement, and monitor programs that support efforts to reduce the transmission of HIV/AIDS and achieve PEPFAR goals.
- Plays an active leadership role in the U.S. Government President's Emergency Plan for AIDS Relief (PEPFAR) program and the technical working groups coordinating effectively with Centers for Disease Control and Prevention (CDC) and other USG stakeholders.
- Provides information for a coordinated response by HIV/AIDS staff to Program Office, PEPFAR Office of the Global AIDS Coordinator (OGAC), or Office of HIV/AIDS/Washington requests for information or participation, such as participation in strategic planning exercises, or providing portfolio information.
- Provides ad hoc functional leadership when assigned to processes or special projects, or as point person for important visitors from the U.S., including Congressional Delegations, high-level officials from the OGAC, other important USG officials or officials from the Global Fund to Fight AIDS, Tuberculosis, and Malaria (GFATM).

#### **AREA OF CONSIDERATION:**

The position is open to Foreign Service Nationals (also called Cooperating Country Nationals), which means an individual who is a cooperating country (India) citizen or a non-

cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

**PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands.

**POINT OF CONTACT:**

Ms. Vandana Sharma, Human Resources Specialist.

**MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:**

**a. Education:** A Master's degree or equivalent in public health, business administration, management or a related area (such as health promotion, social sciences, international health, or development) is required.

**b. Experience:** A minimum of five years of progressively responsible (increasing responsibility for human, financial, or material resources) professional-level experience in program development, implementation and management for HIV Prevention, including experience with coordination with national and international organizations, is required.

**c. Language Proficiency:** Level IV fluency in English and Hindi (speaking, reading and writing) is required.

**d. Knowledge:** The incumbent must have: in-depth knowledge of technical and programmatic HIV/AIDS issues and the approaches to address them; knowledge of evaluation methods, both quantitative and qualitative; and of private-sector approaches and innovation frameworks, as well as promising and best practices related to prevention of HIV/AIDS in the public and private sector; demonstrated knowledge of strategic planning, policy formulation, providing technical leadership, facilitating private-sector partnerships, and/or program management in a complex and highly sensitive environment; and of implementing international HIV/AIDS best practices, guidelines and standards; strong demonstrated knowledge of HIV programming, proven ability to produce demonstrable technical and program results; and proven knowledge of working with HIV infected individuals, substance abuse populations, and socially, ethnically and economically diverse populations.

**e. Skills and Abilities:** The incumbent must: possess the ability to establish and maintain effective working relationships with counterparts from USAID, USAID implementing partners, GOI, private sector and non-governmental organizations; have high quality analytical skills and the ability to assess ongoing public health interventions to evaluate their efficacy and efficiency; possess aptitude to communicate openly and effectively in English, both orally and in writing; have word-processing and computer skills and excellent interpersonal skills and an ability to work in a team environment.

**EVALUATION AND SELECTION FACTORS:**

Candidates will be evaluated and ranked on the following criteria to a maximum score of 100 points:

- Job knowledge and skills (20 points)

- Ability to work as a part of team (20 points)
- Work Experience (20 points)
- Communication (20 points)
- Writing Skills (20 points)

**HOW TO APPLY:**

1. Interested applicants must apply on Application for Employment as a Locally Employed Staff or Family Member Form (DS-174) (attached). Please note: Must answer all the questions in DS-174 application form.

You may also click the link below to access the above form:

[http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174\\_0.doc](http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc)

**Applications not submitted in the specified form by the closing date will not be accepted.**

2. Submit **electronic copies** of applications to: [indiaper@usaid.gov](mailto:indiaper@usaid.gov)

**Or**

**Print copies** of applications to:

Human Resources  
 United States Agency for International Development  
 U.S. Embassy  
 Shantipath, Chanakyapuri  
 New Delhi – 110 021

3. **Applicants must specify the position title in Box No. 1 and solicitation number in Box No. 3 of the Application Form.** Applications without reference to a specific advertisement number will not be accepted.
4. Please also indicate in Box No. 3 of Application Form (DS-174) as to where you heard about this vacancy announcement. Please choose one of the options:
  - USAID/India website
  - Internal Circulation
  - Other (Please specify)

**LIST OF REQUIRED FORMS FOR PSC HIRES:**

Once the Contracting Officer (CO) informs the successful candidate about being selected for a contract award, the CO will provide the successful candidate instructions about how to complete and submit the required forms related to mandatory medical and security clearances.

**BENEFITS AND ALLOWANCES:**

The successful candidate will be explained in detail about the benefits and allowances for FSN/CCN employees as per the Mission Policy.

**TAXES:**

All Locally Employed Staff (including FSN/CCN) are required to pay income tax to the Government of India.

**USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs:**

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

1. USAID Acquisition Regulation (AIDAR), Appendix J, "Direct USAID Contracts with a Cooperating Country National for Personal Services Abroad," including contract clause "General Provisions," available 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)
2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> .
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/OGES%20Regulations>

**NOTES:**

**Probationary Period:** FSN employees currently serving their probationary period or with less than one year of USG service are not eligible to apply. Employees who have moved to a new position (anytime after completing their initial probationary period) are required to be in their present position for not less than 120 days before applying for another USG position.

**Compensation:** The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service National employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate's responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

**Age Requirement:** Consistent with local law, customs, and practices, the separation/retirement age for Foreign Service National employees is 60 years.

**Equal Employment Opportunity:** It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.