

SOLICITATION NUMBER: SOL-442-15-000001

ISSUANCE DATE: December 15, 2014

CLOSING DATE: January 26, 2015

CLOSING TIME: 4:00 p.m., Cambodia time

SUBJECT: Solicitation for U.S. Citizens or Third Country Nationals, Personal Services Contractor: Senior Health Systems Strengthening and HIV Technical Advisor for USAID/Cambodia

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens or Third Country Nationals for a personal services contract (PSC) position as a Senior Health Systems Strengthening and HIV Technical Advisor as described in the attached solicitation.

Submissions must be made in accordance with the attached information, being received by USAID/Cambodia at or before the due date/time. Applications must include salary history for the previous three years and the names and contact information (email addresses and/or working telephone numbers) for at least three references with knowledge of the applicant's experience. The review of any applications received after the closing date and time of this solicitation is at the sole discretion of USAID. The award of a contract hereunder is subject to the availability of funds.

Interested applicants must submit all the materials required by the solicitation:

- a. Optional Application for Federal Employment, Optional Form 612, available at: <http://www.usaid.gov/sites/default/files/OF612.pdf>
- b. Cover Letter with curriculum vitae
- c. Salary history for the previous three years
- d. Three personal references. (Reference checks will be conducted only of applicants selected for interview.)

Complete, signed application packages should be submitted by email to rahl@usaid.gov with courtesy copy to cheng@usaid.gov. Incomplete or unsigned applications will NOT be considered. Digital signatures are acceptable.

Applicants should retain for their records a copy of all enclosures which accompany their applications. Any questions regarding this solicitation may be directed to the Executive Officer, Mr. Reid Ahl, who may be reached by phone at 855-23-728-394 or by e-mail at rahl@usaid.gov. Applicants should confirm with Ms. Chhorvy Heng at cheng@usaid.gov that their email submissions were successfully received by the required due date.

Sincerely,

Reid H. Ahl
Executive Officer

SOL-442-15-000001, Senior Health Systems Strengthening and HIV Technical Advisor

Solicitation for U.S Citizens or Third Country Nationals, Personal Services Contractor: Senior Health Systems Strengthening and HIV Technical Advisor for USAID/Cambodia

1. **SOLICITATION NUMBER:** SOL-442-15-000001
2. **ISSUANCE DATE:** December 15, 2014
3. **CLOSING DATE:** January 26, 2015, 4:00 pm Cambodia time.
4. **POSITION TITLE:** Senior Health Systems Strengthening and HIV Technical Advisor
5. **MARKET VALUE:** GS-14 (ranging from \$85,544 to \$111,203)
Salary to be paid within this grade will depend on experience, qualifications, and salary history. The standard compensation package also includes a contribution for life and health insurance and a contribution to FICA. If the selected candidate qualifies as an off-shore hire under USAID regulations, the employee will receive the post differential approved for Phnom Penh, Cambodia (currently set at 25% of base pay), housing, international travel, shipment benefits, and other applicable allowances.
6. **PERIOD OF PERFORMANCE:** To start on or about July 1, 2015 for a period of two years with the possibility of extensions. Extensions will depend on the need for continuation of such services, availability of funds, satisfactory performance, and the needs of the USAID/Cambodia Mission.
7. **PLACE OF PERFORMANCE:** Phnom Penh, Cambodia
8. **STATEMENT OF WORK:**

INTRODUCTION TO USAID/CAMBODIA

The Office of Public Health and Education (OPHE), USAID/Cambodia's largest technical office, is responsible for managing an FY 2014 Operating Year Budget (OYB) of approximately \$10 million in PEPFAR funding for HIV/AIDS and \$20 million in other health resources. Combined, the funding streams account for approximately half of the total FY2014 USAID/Cambodia funding.

The Senior Health Systems Strengthening (HSS) and HIV Technical Advisor will serve as the health systems strengthening subject matter expert based in the Office of Public Health and Education, USAID/Cambodia. S/he will provide technical guidance and leadership on issues related to policy/guideline development, ensure the technical quality of HSS and PEPFAR programs, and represent U.S. government (USG) policy at high-level meetings on health systems strengthening with the Cambodian government, donors, United Nations (UN) Agencies and other stakeholders. The incumbent will advise on all aspects of health systems strengthening programming, including, but not limited to, health financing, quality of care and drugs, human resource capacity development, governance, logistics and supply chain management, health information systems, and health care reform issues.

HIV/AIDS has been a success story in Cambodia with more than a 50% reduction in prevalence and more than 80% treatment coverage. Cambodia is one of the first countries to have an elimination strategy and is actually poised to achieve it by 2020. As such, PEPFAR is in a unique situation for transitioning responsibility and promoting host country ownership to maintain the elimination trajectory. The Senior HSS and HIV Technical Advisor will be on the forefront of advising on areas of the HIV response that require strengthening to make a lasting system, as well as supporting the U.S. government (USG) and the Cambodian government with developing financing mechanisms that will sustain prevention and treatment efforts. In carrying out his/her responsibilities, the Senior HSS and HIV Technical Advisor will coordinate

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HSS activities across all USG-funded health programs, including, but not limited to, family planning and reproductive health, malaria, tuberculosis, nutrition, HIV/AIDS, and water and sanitation. The Senior HSS and HIV Technical Advisor will receive day-to-day direction from the Director of the Office of Public Health and Education.

I. BASIC FUNCTION OF THE POSITION

The HSS and HIV Technical Advisor will provide technical and management leadership among all USG agencies, development partners, all levels of government, the private sector, and international technical organizations in support of the USAID Health and USG PEPFAR Programs in Cambodia. The Advisor must have experience and skills in strategic thinking and analysis, technical leadership, program planning and implementation, advocacy, effective communications, and program management. The Advisor will be a recognized HSS expert with experience in the field of HIV/AIDS. As part of an overall coordination and advocacy role with USG and all other HIV/AIDS partners, s/he will be responsible for providing direction, management, technical assistance and oversight to the USG's portfolio of HSS and HIV/AIDS projects/activities in Cambodia. S/he will serve in an advisory and program management capacity for all HSS activities in the USAID/Cambodia portfolio and as a technical resource for PEPFAR. S/he will provide technical and management leadership among development partners, all levels of government, the private sector and international technical organizations in support of USAID HIV programs which are implemented under the overall framework of the USG PEPFAR Program in Cambodia. S/he will also be expected to guide the use of USG resources that result in a stronger, more integrated health delivery system. S/he will provide advice to USAID and USG agencies to ensure and enhance the effectiveness of activities through high quality design, well-managed implementation, and appropriate monitoring and evaluation. S/he will provide advice on health and related policy matters, including health financing and universal health coverage. S/he will be responsible for relevant report writing components of the annual Operational Plan, Country Operational Plan as well as other required reporting.

Under the direct supervision of the OPHE Office Director, the Advisor will work as part of the USAID OPHE office, supporting both the HSS and HIV teams to provide technical oversight to those programs. S/he will provide day-to-day program management and oversight for specific HSS and HIV activities with an emphasis to achieve cross-cutting, multi-sectoral approaches. The Advisor will facilitate communication and maintain collaborative working relationships with mid-to senior level government officials of the Royal Government of Cambodia (RGC), development partners and non-governmental organizations. The Advisor will focus heavily on the Ministry of Health's (MOH) Health Strategic Plan-2 (HSP-2) and the Health Strategic Plan-3 (HSP-3) transition which begins in 2016, and the development partner efforts in support of the MOH (termed the Health Sector Support Program – HSSP), to ensure more streamlined health financing for the poor and vulnerable, while addressing the quality of care.

S/he is expected to function with a high degree of independence and work as a member of the USAID OPHE office and work closely with the US CDC and other USG agencies, including the Department of Defense and Peace Corps.

II. MAJOR DUTIES AND RESPONSIBILITIES

Leadership, Technical Advice and Coordination (65%)

- Serve as primary technical advisor on the USAID Health portfolio with respect to health systems strengthening, including health financing, policy, commodity security, logistics management and human resources, working closely with the USG PEPFAR team and other USG agency teams.
- Provide technical leadership on HIV/AIDS to the USAID Mission, the broader USG

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PEPFAR Team, and USAID implementing partners in coordination with the Agreement Officer's Representative/Contracting Officer's Representative (A/COR).

- Provide advice on health and related policy matters and inquiries to USAID and USG agencies.
- Work in close collaboration with key stakeholders to achieve the goals, objectives, and results based on USG and RGC priorities.
- Provide on-going advisory and analytical inputs for the USG on the HIV Strategic Plan, HSP-2/3 and HSSP-2/3.
- Work closely with the RGC, bilateral and multilateral agencies and other key stakeholders to strengthen HSS collaboration at the national level to support the development of country ownership and capacity.
- Monitor and advise on key health reform developments in Cambodia.
- Monitor current public health literature, reports, international guidelines and standards and best practices in HSS and provide recommendations in developing innovative approaches to designing, implementing and evaluating health and systems-related programs in Cambodia.
- Provide technical assistance to the partners with the annual PEPFAR Expenditure Analysis exercise.
- Support the design and interpretation of costing exercises conducted across PEPFAR and OPHE's health portfolio.
- Lead discussions with USAID, PEPFAR, and the RGC on increased country financing of critical health programs and coordinate higher level discussions with the US Embassy.
- Coordinate with the MOH to support health systems strengthening, with a focus on health financing for the poor and vulnerable, quality of care and universal health coverage.
- Develop a common strategy and advise donor partners on a coordinated technical assistance mechanism to the MOH for HSP-2/3.
- Provide technical advice to ensure USG program investments are consistent with international norms and standards and are synergistic with other investments made by partnering agencies.
- Identify policy and advocacy needs and gaps and determine best approaches to address these gaps.
- Develop a health delivery strategy, financing modalities, and a policy engagement strategy that is appropriate and effectively aligned with the USAID Cambodia Country Development Coordination Strategy, Country Operational Plan for PEPFAR, and the MOH's HSP-2/3.
- Serve as a technical resource for HIV to the USAID HIV Team, US CDC and relevant USG agencies.
- Coordinate with relevant members on HIV and HSS to support multi-sectoral programming and technical accuracy.
- Provide technical advice to ensure greater HIV/AIDS program integration at the service delivery point, as well as in relevant supporting policies to achieve an overall stronger health system.
- Provide technical advice on the PEPFAR transition, and coordinate with health sub-sectors to ensure smooth implementation.
- Monitor global health and development issues and provide on-going advice to USAID and the USG related agencies.
- Actively participate and represent USG, as appropriate, in relevant sector/thematic fora or working groups.
- Ensure regular liaison and close consultation with USAID and USG staff members, as well as with the Regional Development Mission/Asia Senior Technical Advisor for HSS based in Bangkok.
- Support effective engagement with key bilateral and multilateral donors, the Global Fund for AIDS, TB, and Malaria, international organizations and global health agencies at the country, regional and global level to include participating in-country site visits.

Program Management (30%)

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- Manage operational and planning processes to assure development of a balanced and focused HSS portfolio and across all health sub-sectors.
- Provide day-to-day management support to USAID HSS and HIV activities, including participating on a regular basis in project management meetings to provide direction on HSS and HIV/AIDS.
- Communicate findings from information collected during site visits, assessment reports, performance statistics and other available data to provide programmatic recommendations to the USAID HIV/AIDS Team, USG PEPFAR team and, as appropriate, implementing partners and RGC counterparts.
- Serve as Agreement/Contracting Officer's Technical Representative and/or Activity Manager for bilateral and field support health systems strengthening and HIV activities.
- Meet regularly with USG partners and key stakeholders to discuss issues related to program vision, strategy, design and development/implementation on health systems and HIV activities.
- Provide technical inputs on annual project work plans and participate in USAID project portfolio reviews.
- Provide technical and program assistance (including drafting briefing papers, cables, and memos for information and action) for HIV/AIDS activities.
- Conduct regular site visits to review program implementation and meet with beneficiaries. Based on information collected during field visits, communicate findings and recommendations to the OPHE office and PEPFAR team and, as appropriate, implementing partners and MOH counterparts.
- Verify the quality of data, and track and synthesize performance indicators. Ensure all routine and ad hoc reporting requirements reflect the appropriate HSS and HIV indicators and relevant data report against targets.
- Review USAID partner performance reports to ensure the partner(s) are in compliance with bilateral government policies and with the performance expectations outlined in their work plan and in their contract agreement(s).
- Based on personal observations, assessment reports, performance statistics and other available data, make programmatic recommendations to OPHE office and PEPFAR team.
- Assist in the preparation of key HSS and PEPFAR planning and budget documents, such as the Operational Plan, PEPFAR Country Operation Plan, PEPFAR portfolio reviews, PEPFAR Annual and Semi-Annual Performance Reports and congressional notifications.
- Maintain specific and in-depth knowledge of applicable USG laws and legislative directives as well as regulations, particularly regarding the allowable use of HIV/AIDS funds in the spectrum of programming.

Other Duties as Assigned (5%)

Other duties routinely include support for official visits to the USAID/Cambodia Mission.

III. Qualifications and requirements

US citizens or third-country nationals may apply. Applicants selected will be subject to security investigation and must meet eligibility requirements for facility access. Applicants must also obtain a medical clearance by the Department of State prior to posting to Phnom Penh.

Extensive high-level advisory experience with international development organizations or similar senior management experience is required. Experience in the Southeast Asia Region is highly desirable, knowledge of or experience working in the Cambodia context is preferred. Excellent interpersonal, communications, and analytical skills are required. Familiarity with USG rules, regulations, and systems is preferred.

Specific requirements:

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- An advanced degree in public health, health economics, health systems, or other field related to international development and/or public health.
- Experience working with health systems and health care reform at the national and/or local (district/community/service facility) level.
- Five years of progressively responsible experience in health systems strengthening, including health financing and policy, and program design, oversight and implementation of health systems strengthening activities.
- Minimum of five years of progressively responsible experience in HIV. Southeast Asia experience is desired; Cambodia experience is preferred.
- Experience in program design, strategic planning, and program management, implementation and evaluation of health programs with demonstrated technical expertise in health systems strengthening and HIV, particularly in a developing country context.
- Demonstrated skills that indicate effective writing and speaking/oral presentations.
- Demonstrated leadership ability and interpersonal skills to include flexibility, patience, facilitation, team building and conflict/problem solving skills in a cross-cultural environment.
- Working knowledge of the USAID programming, process, documentation and business practices is desirable.
- Experience with and working knowledge of other donor programs and donor coordination processes, such as The Global Fund, is highly desirable.

Supervision Received:

The incumbent will be supervised by the Office Director of the Office of Public Health and Education, USAID/Cambodia.

Available Guidelines:

The incumbent will follow Mission, PEPFAR and Agency-specific policies, guideline and procedures, OPHE established administrative operating procedures, policies and formats. Oral guidance from the immediate supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall health activities, including but not limited to the Automated Directives System (ADS), Mission Orders Mission Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents.

Authority to Make Commitments:

The incumbent will have no independent authority to commit U.S. Government (USAID/Cambodia) funds on behalf of the U.S. Government.

Exercise of Judgment:

In instances not clearly covered in written guidelines, the incumbent will use his/her own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Pensive, balanced judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected of the incumbent in dealing with colleagues at USAID, other USG government agencies and the RGC as well as representatives from donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution.

Nature, Level and Purpose of Contacts:

As the lead USG representative on HSS and HIV, the incumbent will be in frequent contact with the multiple ministries within the RGC, donors, NGOs and other key stakeholders involved in health and systems strengthening. The incumbent will represent the USG on relevant RGC and various ministry working groups and technical discussions on issues related to health and systems strengthening activities. The Senior HSS and HIV Technical Advisor will lead collaboration and coordination efforts with the RGC, donors, and other relevant partners on health systems strengthening and HIV to ensure technical and programmatic synergy.

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The incumbent will be required to maintain solid working relationships with USAID colleagues and senior members of other USG agencies. In addition, the Senior HSS and HIV Advisor will dialogue and collaborate with mid to high level members of the host government, multi- and bi-lateral organizations, private sector entities, representatives of non-governmental organization, and other local and international groups.

Supervision exercised: None

Time required to satisfactorily perform the full range of duties: The incumbent must be able to perform the full range of duties within six months of arrival at post.

IV. Selection Criteria:

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. Following is the evaluation criteria for this position:

1. Education Requirements (10 pts)

An advanced degree in public health, health economics, health systems, or other field related to international development and/or public health.

2. Relevant Experience (30 pts)

- Experience working with health systems and health care reform at the national and/or local (district/community/service facility) level.
- Five years of progressively responsible experience in health systems strengthening, including health financing and policy, and program design, oversight and implementation of health systems strengthening activities.
- Minimum of five years of progressively responsible experience in HIV. Southeast Asia experience is desired; Cambodia experience is preferred.
- Experience in program design, strategic planning, and program management, implementation and evaluation of health programs with demonstrated technical expertise in health systems strengthening and HIV, particularly in a developing country context.
- Demonstrated skills that indicate effective writing and speaking/oral presentations.
- Demonstrated leadership ability and interpersonal skills to include flexibility, patience, facilitation, team building and conflict/problem solving skills in a cross-cultural environment.
- Southeast Asia experience is desired, Cambodia experience is preferred.
- Working knowledge of the USAID programming, process, documentation and business practices is desirable.
- Experience with and working knowledge of other donor programs and donor coordination processes, such as The Global Fund, is highly desirable.

3. Technical Knowledge (30 points)

Demonstrated through relevant experience and training:

- Comprehensive knowledge of the concepts, principles, techniques and practices of health systems strengthening.

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- Comprehensive knowledge and understanding of health sector reforms and policies.
- Strong technical skills in providing technical support and capacity building for health systems strengthening, including but not limited to health financing, universal health care, quality of care, and human resources for health in developing countries.
- In-depth knowledge of state-of-the-art approaches to strengthen health systems in developing countries, both in the public and private sectors.
- Familiarity with USG policies and requirements, to include PEPFAR.
- Experience working collaboratively with senior managerial and technical host- country counterparts, donors, and other stakeholders at national and decentralized levels.

4. Communication/Interpersonal Skills and Abilities (30 points)

Demonstrated through relevant experience and training:

- Excellent interpersonal skills, tact and diplomacy, used in establishing and maintaining a wide range of senior-level and working-level contacts with governmental, non-governmental, and private-sector entities.
- Ability to work effectively in teams and collaborate in a multi-agency setting.
- Leadership ability and interpersonal skills including flexibility, patience, facilitation, team building and conflict/problem solving skills required in a cross-cultural environment.
- Success in working in complex office operations, and often under pressure of short deadlines and multiple demands.
- Outstanding writing and speaking/presentation skills used to prepare analytic briefings for key USG and other leaders/decision makers.
- Management and analytical skills required to strategize, develop, manage, implement and evaluate effective health and systems strengthening activities.
- Financial management, administrative skills as well as qualitative and quantitative skills necessary to track the performance of implementing partners.
- Computer literacy, including ease and skill in using word processing programs, email, spreadsheet applications, and presentation software.

Selection Process:

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, the finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. 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.

APPLYING

Qualified individuals are required to submit:

- 1) A U.S. Government Optional Form, OF 612 (available at the USAID Cambodia Website, <http://cambodia.usaid.gov> or www.usaid.gov/forms/)
- 2) Cover letter, curriculum vitae, salary history for the previous three years, and three personal references who have knowledge of your prior experience. (Reference checks will be

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conducted only of applicants selected for interview.)

Applications must be received by the closing date and time at the address specified in the cover letter.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

LIST OF REQUIRED FORMS FOR PSCS

Forms outlined below can found at

<http://www.usaid.gov/forms/>

1. Optional Form 612.
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.

CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCS

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website to determine which AAPDs and CIBs apply to this contract.

<http://www.usaid.gov/work-usaid/aapds-cibs>

BENEFITS/ALLOWANCES

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

BENEFITS:

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Eligibility for Worker's Compensation
- Annual and Sick Leave

FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes, FICA, and Medicare.