

SOLICITATION NUMBER: SOL-442-15-000019

ISSUANCE DATE: September 28, 2015
CLOSING DATE: October 14, 2015
CLOSING TIME: 4:00 p.m., Cambodia time

SUBJECT: Solicitation for a U.S. Personal Service Contractor (PSC) President's Malaria Initiative (PMI) Resident Malaria Advisor, 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 for a personal services contract (PSC) position as a President's Malaria Initiative (PMI) Resident Malaria 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) of 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:

1. Cover Letter;
2. Curriculum Vitae or resume;
3. Form AID 302-3 (available at <http://www.usaid.gov/forms/>);
4. Supplemental document addressing the evaluation factors;
5. Salary history for last three years; and
6. List of three professional references who are familiar with your work experience.

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, CM
Executive Officer

SOL-442-15-000019, President's Malaria Initiative (PMI) Resident Malaria Advisor

Solicitation for a U.S. Personal Service Contractor (PSC) President's Malaria Initiative (PMI) Resident Malaria Advisor, USAID/Cambodia

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ISSUANCE DATE: September 28, 2015

CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: October 14, 2015, 4:00 p.m., Cambodia time

POSITION TITLE: President's Malaria Initiative (PMI) Resident Malaria Advisor

MARKET VALUE: GS-14 Equivalent (\$86,399 - \$112,319 per annum). The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. The standard compensation package includes 25% post differential, a contribution for life and health insurance and a contribution to FICA.

PERIOD OF PERFORMANCE: Two Years (2 years) (o/a November 29, 2015 – November 28, 2017)

PLACE OF PERFORMANCE: USAID/Cambodia – Phnom Penh, Cambodia

AREA OF CONSIDERATION: U.S. Citizens or permanent residents/registered aliens (“green card holders”)

SECURITY ACCESS LEVEL: Facility Access / Employment Authorization

STATEMENT OF WORK:

INTRODUCTION AND BACKGROUND

In May 2009, U.S. President Barack Obama announced the Global Health Initiative (GHI) which is a comprehensive effort to reduce the burden of disease and promote healthy communities and families around the world. The President's Malaria Initiative (PMI) continues to be a core component of GHI and in 2011, PMI initiated activities in the Greater Mekong Sub-Region (GMS). The PMI is an interagency Initiative led by USAID and implemented in partnership with the Centers for Disease Control (CDC). In FY13, the PMI team developed a Malaria Operational Plan (MOP) comprising of the six GMS countries including Cambodia, Burma, Thailand, Vietnam, Lao and Yunnan Province (People's Republic of China). PMI's primary goal in this region and for Cambodia in particular is to effectively respond to artemisinin resistance through implementing malaria control and preventions in selected geographic areas where emerging artemisinin resistance are present.

Both malaria morbidity and mortality rates in Cambodia have declined over the last decade due to increased government commitment and along with that commitment, substantial financial and technical support from the international community. The total number of treated malaria cases in the public sector was halved from 115,614 reported cases in 2001 to 74,166 reported cases in 2012 and was further reduced by 40 percent in 2013 with roughly half of malaria cases being tested and treated by Village Malaria Workers. While there has been a rapid reduction in malaria cases in-country, Cambodia still faces many challenges especially in epidemiological pattern changes, reaching mobile and migrant populations as well as in case management of artemisinin resistance. In particular, plasmodium falciparum resistance to artemisinin drugs has been confirmed in western Cambodia; and treatment failures to artemisinins have been reported in nine provinces located on the Thai-Cambodia border and along the Laos-Cambodia and Vietnam-Cambodia borders.

DUTIES AND RESPONSIBILITIES

To successfully fulfill his/her role in this position, the Resident Malaria Advisor will focus his/her efforts in the four following areas:

Program and Activity Management

40 percent

The Resident Malaria Advisor will manage and oversee services and deliverables provided by contractors and grantees, in accordance with PMI and USAID program management regulations, procedures, and practices. Further the incumbent will advise Mission Management and PMI headquarters on the status of PMI and related malaria activities in Cambodia. The Resident Malaria Advisor will coordinate with relevant stakeholders, provide program oversight, and exercise independent technical and professional judgment in organizing, planning and supervising PMI program implementation including routine site visits. The incumbent will manage relationships and assignments independently and with minimal supervision as well as limited guidance. Descriptions of those relationships include:

- USAID implementing partners - The Resident Malaria Advisor ensures that malaria activities under all PMI/USAID Cambodia partners are well coordinated and in line with PMI's five year strategy, PMI headquarters guidelines as well as, integrated into the National Malaria Programs. S/he will serve as an Activity Manager or Contracting Officer's Representative (C/AOR) on a number of PMI programs with direct responsibility for the program management (including technical direction and guidance, as well as monitoring budgets and funding) of some of PMI's largest grants and contracts.
- The Resident Malaria Advisor is an integral member of the Mission PMI team which includes an FSN and Infectious Disease Team Lead in USAID/Cambodia and the GMS PMI team which includes PMI staff in the USAID/Regional Development Mission for Asia, USAID/Washington, and CDC/Atlanta. S/he provides technical direction, strategic planning and oversight of the implementation of the PMI program and malaria activities. This includes preparation and development of the annual Malaria Operational Plan, budget and reports, with the interagency GMS PMI team.
- Embassy Phnom Penh's Development Assistance Platform - The Resident Malaria Advisor ensures that all malaria activities are integrated appropriately and according to the principles of GHI. Additionally, s/he provides the Mission with technical advice on how best to achieve results. S/he will, as appropriate, work in other areas within the Mission (e.g. democracy and governance, economic growth, humanitarian assistance etc.) and other U.S. agencies as related to the U.S government's broader development goals.
- The Ministry of Health (MOH) and the National Centre for Parasitology, Entomology and Malaria Control (CNM) – The Resident Malaria Advisor shall develop and contribute his/her technical expertise to malaria prevention and control, and elimination activities as part of the national response.

Technical Oversight, Collaboration and Coordination

30 percent

The Resident Malaria Advisor will maintain familiarity with current scientific and medical literature as well as best practices in methods of malaria prevention and control as relevant to the Cambodia program, especially in regard to drug resistance, drug quality monitoring, vector control, malaria control and elimination intervention, entomological monitoring, operational research and surveillance. Additional expertise in health care seeking behavior particularly as it relates to community drug distribution and use of lower level facilities, drug and diagnostic policy issues, and strategic health communication for behavior change is desirable. Provide technical direction, strategic planning and oversight of the

implementation of the PMI program, and ensure that planned development results are achieved in a highly efficient, effective and timely manner, consistent with PMI guidelines and USAID regulations, policies and development principles. Work closely with senior and technical representatives from the Cambodian government, foreign embassies providing development assistance, international donor organizations, local and international non-governmental organizations (NGOs), private international organizations, other U.S. agencies, senior U.S. government officials and USAID and CDC technical staff.

The Resident Malaria Advisor will work closely with the following stakeholders as described below:

- Work with CNM to assist in developing and updating the National Treatment Guidelines, National Surveillance System and other national plans for best practices in vector control, treatment regimens, diagnosis, and other proven malaria control and elimination strategies at both the health facility, private sector, and community level based on medical and scientific literature, experience from other countries and operations research. Assist CNM to develop a potential donor platform for funding and technical discussion in the country to avoid duplicating activities and maximize available funding for malaria activities. Assist CNM in facilitating communication and coordination between PMI activities, other donors such as, the Gates Foundation and Asian Development Bank, the MOH and other line ministries, Global Fund principal recipients as well as, sub-recipients, the World Health Organization, other in-country stakeholders, purposely for broader health system strengthening efforts. This includes actively engaging during the Malaria Technical Strategic Group meetings and other sub-technical working groups as related to malaria.
- Work with the MOH to ensure that various offices within the MOH are in sync and working together to effectively plan, implement and monitor activities relevant to malaria prevention and control, and elimination.
- Work with health partners at the national, provincial and operational district level and private sectors to ensure effectiveness of programs at the community level.
- Work with PMI partners to communicate regularly and work jointly with other members of the USAID/Cambodia health team, PMI/Mekong Resident Advisors, and the PMI headquarter team including USAID/Washington and CDC/Atlanta.
- Coordinate with other OPHE staff and implementing partners working on cross-cutting health systems strengthening activities that support the national malaria program.

Monitoring and Evaluation Responsibilities

20 percent

Monitoring and evaluation is a key component of PMI. The Resident Malaria Advisor will be responsible for the following:

- Develop a monitoring and evaluation plan which is in line with PMI targets as well as, ensure that PMI partners develop project monitoring plans and reports in a timely manner.
- Provide expert advice and practical experience in helping CNM to develop and implement the national monitoring and evaluation plan on the National Strategic Plan for Elimination of Malaria 2011-2025 and the Malaria Elimination Action Framework 2016-2020. Subsequently, assist CNM to monitor inputs and outcomes and progress towards national elimination goals.
- Ensure audit accountability within the PMI program.

Related Duties

10 percent

The Resident Malaria Advisor will work within the context of supporting the U.S. Embassy in Phnom Penh's development assistance goals. The Resident Advisor will also represent USAID/Cambodia in appropriate international fora. S/he will work closely with the Mission PMI team (FSN Malaria

Specialist, Infectious Diseases Team Lead) and Regional PMI staff in Bangkok and other PMI Missions in the region as needed. The Resident Malaria Advisor will perform other related tasks as needed.

SPECIFIC DUTIES AND RESPONSIBILITIES

The incumbent must possess technical expertise in, including but not limited to, the areas of malaria behavior change communication, prevention and control, elimination, operational research, entomology, drug management and surveillance system. An overall understanding of the social, economic and cultural determinants and implications of the epidemic in Cambodia and its neighboring countries is an additional requirement. S/he requires the malaria field based experience and above technical skills to help formulate the U.S. Government position on malaria and make important policy decisions and manage the program as a key representative of the US Embassy Phnom Penh's Development Assistance Platform.

Specifically, the Resident Malaria Advisor shall:

- Ensure the PMI Team prepares and submits MOP, financial and technical reports to PMI HQ and relevant offices, as required;
- Liaise with USAID/Washington and CDC/Atlanta about the design, implementation and monitoring of the PMI program portfolio in Cambodia;
- Ensure that malaria prevention and control activities are integrated into overall USAID/Cambodia health portfolio and coordinated with regional PMI efforts
- Coordinate PMI activities with CNM and other donors and partners to avoid duplication of effort and programming gaps;
- Assist the OPHE team and other USAID/Cambodia offices to ensure full accountability and value for money of funds provided by the PMI;
- Provide technical support to all partners and managerial support as needed during the design and implementation phases of the project to ensure the quality of interventions supported and that programmatic targets are met;
- Ensure that all activities are consistent with internationally accepted best practices; relevant to the specific malaria epidemiology and artemisinin resistance context; and in-line with overall MOH strategic plans for malaria and the health sector;
- Represent PMI in Cambodia with host government and other in-country counterparts;
- Coordinate with other partners and support efforts to address malaria control and elimination commodity delivery gaps and help build technical and managerial capacity within the MOH at the national, regional, district and village levels;
- Work with suppliers and partners to ensure that programmatic commodities are purchased in a timely and cost effective manner. Also, ensure that the absorptive capacity exists in implementation sites to receive, manage and distribute these items effectively;
- Work with MOH 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;
- Collaborate with senior staff of CNM, and other development partners, such as Global Fund, World Health Organization, Asian Development Bank, and non-governmental organizations and

faith-based organizations to design, plan and manage the implementation of malaria prevention and control activities consistent with the malaria control coverage needs identified by the strategy and plans of CNM and PMI;

- Assist the CNM in ensuring effective communication and coordination between Global Fund partners, development partners and other stakeholders working on malaria control and elimination in Cambodia.

POSITION ELEMENTS

Supervision received: Formal supervision and evaluation will be by the OPHE Director of the USAID/Cambodia or his/her designee. The incumbent is required to use his/her initiative and discretion to make important technical and sometimes policy decisions. The incumbent is expected to perform responsibilities and duties with minimal guidance and supervision.

Available Guidelines: The incumbent is required to follow pre-established organizational and institutional frameworks. The Resident Malaria Advisor will work within the context of supporting Embassy Phnom Penh's Development Assistance Platform's broader development goals. The incumbent is also expected to interpret public policies and assist in the development of revised policies, therefore improving the policy environment related to malaria within the GMS Region.

Exercise of Judgment: The incumbent is required to exercise extensive independent judgment in planning and carrying out tasks. S/he will help formulate the U.S. government's positions on malaria and make important policy decisions and manage program as a key representative of the Embassy Phnom Penh's development assistance platform. Initiative and discretion is expected from the incumbent in dealing with a variety of stakeholders such as USAID implementing partners, the Cambodian government, international donor organizations, CDC technical staff, non-governmental organizations as well as other stakeholders. The incumbent will also be required to follow and adhere to the USAID Code of Ethics and Conduct.

Authority to Make Commitments: The incumbent will have no independent authority to make resource commitments or commit U.S. government funds on behalf of the U.S. government or the USAID Mission. With concurrence from the USAID/Cambodia OPHE Director, the incumbent will have authority to represent USAID in the articulation and negotiation of health program objectives.

Nature, Level and Purpose of Contacts: The incumbent will represent the U.S. government in critical technical and policy forums, in resolving problems and conflicts, and in taking steps necessary to meet deadlines. The incumbent will also perform inherently governmental functions such as officially representing PMI in public forums. To effectively function in this position, the incumbent will be required to establish and maintain solid working relationships with all categories of USAID/partners and stakeholders in the region. In addition, the incumbent will be required to develop and maintain an extensive range of high level contacts with senior level government officials in the Ministry of Health, senior level staff within the Global Fund, the World Health Organization, UNOPS, the Asian Development Bank, State Department, HHS/CDC, DOD, multilateral organizations, foreign embassies, and community leaders in the region to ensure proper coordination as well as the quality of interventions.

Supervision Exercised: The incumbent may supervise the FSN Project Management Specialist for Malaria.

Time Required to Perform Full Range of Duties: The first six months of employment will be considered a probationary period; the incumbent will be expected to perform the full range of duties by the end of that period.

MINIMUM QUALIFICATIONS AND SELECTION CRITERIA

In order to be considered for the position, a candidate must meet the Minimum Qualifications listed below. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered.

Reference checks will be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION

These are the minimum qualifications necessary to be considered for the position.

The position requires the minimum of a Master's Degree in public health, international health, or the sciences from a recognized institution. A minimum of five years of specialized experience in malaria is required in areas including, but not limited to malaria program design, management and implementation; vector control; entomology; malaria case management; and epidemic surveillance. Experience working in malaria in the Greater Mekong Sub-Region is strongly preferred.

SELECTION PROCESS

After the closing date for receipt of applications, a committee will be convened to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. 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; USAID will delay such reference checks pending the applicant's concurrence.

To meet basic eligibility requirements, the applicant must:

- Be a U.S. citizen or permanent resident/registered alien ("green card holder");
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to attain an employment authorization/facility access;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.

EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant’s writing, presentation, and communication skills. *On a supplement document included with the application package, applicants should cite specific, illustrative examples for each factor. Responses are limited to 1,000 words (approx. 1 typewritten page) per factor. Applicants are required to address each of the factors and describe specifically and accurately experience, training, education and/or awards they have received that would be relevant. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Selection and/or Evaluation Factors may result in the applicant not receiving full credit for pertinent experience.*

Factor #1: Describe your comprehensive knowledge, state of the art approaches, and understanding of issues surrounding malaria prevention and control in Cambodia and in the Southeast Asia region.

Factor #2: Outline your management and analytical skills to strategize, develop, manage, and implement the control and elimination of effective malaria activities.

Factor #3: Outline your experience and successes working collaboratively with senior managerial and technical host-country counterparts, donors and other stakeholders.

Factor #4: Describe your ability to work effectively in teams and collaborate in a multi-agency setting.

BASIS OF RATING: Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks.

Interview questions will probe skills regarding:

- Leadership, teamwork and interpersonal relationships;
- Effective communications; and
- Contributions to project successes.

The Applicant Rating System is as follows:

Factor #1	20
Factor #2	20
Factor #3	20
Factor #4	10

Interview Performance 30

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

APPLYING:

Qualified individuals are required to submit:

1. Cover Letter;
2. Curriculum Vitae or resume;
3. Form AID 302-3;
4. Supplemental document addressing the evaluation factors;
5. Salary history for last three years; and
6. List of three professional references who are familiar with your work experience.

Applications must be received by the closing data and time at the address specified in the covering correspondence.

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 applications may be selected for an interview.

LIST OF REQUIRED FORMS FOR USPSCs

Forms outlined below can found at <http://www.usaid.gov/forms/>

1. Offeror Information for Personal Services Contracts (Form AID 302-3)
2. *Declaration for Federal Employment (OF-306)
3. *Medical History and Examination Form (DS-6561)
4. *Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for non-Sensitive Positions (SF-85).
5. *Finger Print Card (FD-258)

*Forms 2 – 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#psc>

BENEFITS/ALLOWANCES:

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

BENEFITS:

Employer's FICA Contribution
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Annual Increase (pending a satisfactory performance evaluation)
Eligibility for Worker's Compensation
Annual & Sick Leave

ALLOWANCES (if Applicable)*

- (A) Temporary Lodging Allowance (Section 120)
- (B) Living Quarters Allowance (Section 130)
- (C) Post Allowance (Section 220)
- (D) Supplemental Post Allowance (Section 230)
- (E) Separate Maintenance Allowance (Section 260)
- (F) Education Allowance (Section 270)
- (G) Education Travel (Section 280)
- (H) Post Differential (Chapter 500)
- (I) Payments during Evacuation/Authorized Departure (Section 600)
- (J) Danger Pay (Section 650)

*Department of State Standardized Regulations

FEDERAL TAXES: USPSCs are required to pay Federal income taxes, FICA, and Medicare

ALL QUALIFIED APPLICATIONS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.