



USAID | CAMBODIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: SOL-442-16-000003

ISSUANCE DATE: December 1, 2015
CLOSING DATE/TIME: December 15, 2015,
4:00 p.m. Cambodia time

SUBJECT: Solicitation for a U.S./Third Country National Personal Services Contractor (PSC)

Dear prospective applicant:

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

Application must be made in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the application.

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

Sincerely,

Reid H. Ahl, CM
Executive Officer

Attachment 1: Solicitation a/s

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** SOL-442-16-000003
- 2. ISSUANCE DATE:** December 1, 2015
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** December 15, 2015, 4:00 p.m., Cambodia time
- 4. POSITION TITLE:** President's Malaria Initiative (PMI) Resident Malaria Advisor, USAID/Cambodia
- 5. MARKET VALUE:** \$86,399 - \$112,319 equivalent to GS-14. The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background.
- 6. PERIOD OF PERFORMANCE:** Two Years (2 years) (o/a February 1, 2016 – January 31, 2018)
- 7. PLACE OF PERFORMANCE:** USAID/Cambodia – Phnom Penh, Cambodia with possible travel as stated in the Statement of Work.
- 8. SECURITY LEVEL REQUIRED:** Facility Access / Employment Authorization
- 9. STATEMENT OF DUTIES:**
 - a. General Background and Purpose of the Contract:
 - 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.

- b. Statement of Duties to be Performed. 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

35 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 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 Ministry of Health (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. Subsequently, assist CNM to monitor inputs and outcomes and progress towards national elimination goals.
- Ensure audit accountability within the PMI program.

Related Duties

15 percent

The Resident Malaria Advisor will work within the context of supporting the U.S. Embassy in Phnom Penh's development assistance goals. The PMI/USAID Resident Advisor will represent PMI USAID/Cambodia in appropriate international fora. S/he will work closely with the Mission PMI team (FSN Malaria Specialist, Infectious Disease Team Lead) and Regional PMI staff in Bangkok and other PMI Missions in the region as needed. The PMI/USAID Resident Advisor will mentor and coach FSN staff on best practices in malaria prevention, control and elimination. The incumbent may also be called upon to support special projects or events which may require compiling information and/or escorting and briefing visitors.

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.
- c. **Supervisory relationship:** The incumbent may supervise the FSN Project Management Specialist for Malaria.
- d. **Supervisory Controls:** 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.

10. PHYSICAL DEMANDS: The work requested is sedentary in nature and does not involve undue physical demands. The position will require occasional travel within Cambodia, regionally, and internationally.

11. POINT OF CONTACT: Complete, signed application packages should be submitted by email to Mr. Reid Ahl at rahl@usaid.gov with a courtesy copy to Ms. Chhorvy Heng at cheng@usaid.gov. Incomplete or unsigned applications will not be considered. Digital signatures are acceptable.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

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

**Total experience of the successful candidate will be greater than five years.*

III. EVALUATION AND SELECTION FACTORS

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 listed in paragraph 2, below, in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene 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. The applicant's references must be able to provide substantive information about his/her past performance and abilities. 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") or a Third Country National (e.g.; a citizen of a country other than Cambodia);
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to attain 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.

2. 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 to address each factor. Responses are limited to 1,000 words (approx. 1 typewritten page) per factor. Applicants should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the 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.

3. 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. The Applicant Rating System is as follows:

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

Interview Performance 30

Interview questions will probe skills regarding:

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

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

Total Possible Points: 100

IV. APPLYING

1. Qualified individuals are required to submit:
 - a. Cover Letter;
 - b. Curriculum Vitae or resume;
 - c. Form AID 302-3 (available at <http://www.usaid.gov/forms/>);
 - d. Supplemental document addressing the evaluation factors;
 - e. Salary history for the last three years; and
 - f. List of three professional references who are familiar with your work experience.
2. Applications must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 11.
3. To ensure consideration of applications for the intended position, applicants must prominently reference the solicitation number in the application submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the contracting officer informs the successful applicant about being selected for a contract award, s/he will provide the successful applicant instruction about how to complete and submit the following 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)

VI. BENEFITS/ALLOWANCES

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

1. 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

2. ALLOWANCES (DSSR* Section)

- Temporary Lodging Allowance (Section 120)
- Living Quarters Allowance (Section 130)
- Post Allowance (Section 220)
- Supplemental Post Allowance (Section 230)
- Separate Maintenance Allowance (Section 260)
- Education Allowance (Section 270)
- Education Travel (Section 280)
- Post Differential (Chapter 500)
- Payments during Evacuation/Authorized Departure (Section 600)
- Danger Pay (Section 650)

*Department of State Standardized Regulations. Applicable allowances vary by post.

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare, and applicable state income taxes.

VIII. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPD) AND CONTRACT INFORMATION BULLETINS (CIB) 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>

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.