

**SOLICITATION NUMBER:** 72052020R10004  
**ISSUANCE DATE:** 04/16/2020  
**CLOSING DATE/TIME:** 04/30/2020

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC) – (Local Compensation Plan)**

Dear Prospective Offerors:

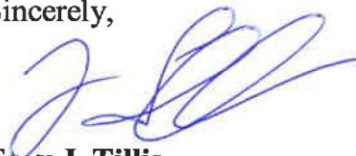
The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through VIII** of this solicitation. 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 information.

Sincerely,



**Troy J. Tillis**  
**Supervisory Executive Officer**



**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72052020R10004
2. **ISSUANCE DATE:** 04/16/2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 04/30/2020 before and/or on 3:00 p.m. Guatemalan local time (close of business).
4. **POSITION TITLE:** USAID Project Management Specialist HIV-AIDS (Care and Treatment)
5. **MARKET VALUE:** CCN-11, Q.342,348.00 to Q.530,640.00.

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID/Guatemala*. Final compensation will be negotiated within the listed market value.

6. **PERIOD OF PERFORMANCE:** Five (5) years. The services provided under this contract are expected to be a continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds.
7. **PLACE OF PERFORMANCE:** USAID Guatemala, Km 6.5 Final Boulevard Los Proceres, Santa Catarina Pinula with possible travel as stated in the Statement of Work.
8. **SECURITY LEVEL REQUIRED:** Regional Security Office certification.

**9. STATEMENT OF DUTIES**

a) ***General Statement of Purpose of the Contract.***

The USAID Project Management Specialist (HIV/AIDS Care and Treatment) serves as a technical leader and resource in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of HIV/AIDS Care and Treatment programs/projects/activities. The Specialist serves as the in-house subject matter leader on HIV/AIDS Care and Treatment, and the Mission and USG representative in policy, strategic, and technical engagements with the host-country Ministry of Health (MOH), USG interagency, international and bilateral organizations, and donor agencies to address technical issues and coordinate efforts in implementation of HIV/AIDS Care and Treatment activities. The work includes serving as a Program/Project Manager and Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) for significant and targeted interventions, and/or as an Activity Manager for centralized programs, providing technical assistance to the appropriate host-country Ministry in the development of host country policies, and the design and management of in-country programs/projects/activities, reflecting best practices in HIV/AIDS Care and Treatment.

The Specialist works with the host government and other donors to ensure a well-coordinated approach to HIV/AIDS Care and Treatment.

The Specialist works in a complex and rapidly evolving country context, requiring regular contact and collaboration, at technical and policy levels, with counterparts and senior members in the host government, with the private sector, with other donor and international organizations, and with other USG entities.

The Specialist exercises extensive judgment in planning and carrying out tasks, in resolving problems and conflicts, and in taking steps necessary to meet deadlines.

The Specialist serves as a COR/AOR, with a program/project/activity portfolio that has an estimated annual burn rate at least in the US\$5-10M range; or, as an Activity Manager with responsibility for activity in the US\$10-20M range. Note: This is a Standard Position Description (SPD), designed for use in multiple locations; for this reason, percentages of time for each Major Duty are omitted.

*b) Statement of Duties to be Performed*

**Technical and Strategic Leadership**

The USAID Project Management Specialist (HIV/AIDS Care and Treatment) provides a high level technical guidance, including clinical HIV Care and Treatment recommendations, to the Mission and the Ministry of Health from the Central American countries in HIV/AIDS Care and Treatment including counterparts and senior level officials; provides direction in the design, implementation, monitoring, and evaluation of HIV/AIDS Care and Treatment programs/projects/activities and interventions; and provides oversight to the annual HIV/AIDS Care and Treatment budget, ensuring costs remain within budget planning levels, and that efficiency is maximized. The Specialist works closely with other units within the Health Office, and across the USAID Mission, to optimize opportunities for cross-sectoral integration, and the leveraging of resources across the different program components; and, works closely with the Health Systems Strengthening Team to ensure adequate planning towards uninterrupted availability of key HIV commodities, including ARVs, test kits, and essential laboratory reagents. The Specialist provides technical leadership in quality and performance improvement, working with key stakeholders to improve the quality of facility and community-level HIV Care and Treatment services, by applying evidence-based guidelines, approaches, and tools; and, liaises with the other technical advisors and MOH staff to institutionalize and scale up quality improvement for HIV Care and Treatment service delivery. The Specialist provides strategic and technical leadership in the preparation of key annual and mid-term planning and reporting documents, including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, and Semi-Annual and Annual Progress Reports; and, supports the annual PEPFAR budget preparation process, providing technical assistance to USG financial teams and technical working groups in completing the PEPFAR Funding Allocation to Strategy Tool (FAST), and any other new tools that may be provided for use in the planning processes.

Through literature review, research and regular communication with local and international

stakeholders, the Specialist keeps abreast of emerging developments in the national and global HIV Care and Treatment landscape, and advises accordingly on how policies, strategies, and technical guidelines can most effectively be incorporated to enable the Mission to maintain fidelity and relevance in its HIV/AIDS Care and Treatment programs. The Specialist provides oversight and guidance to USAID IPs newly emerging and highly efficacious approaches to HIV/AIDS Care and Treatment program/project/activity implementation; with the Strategic Information Team, advise on the development of tools (dash boards, league tables, etc.) that support continuous learning and adapting to further improve and evolve the USAID knowledge base and data management capability related to HIV/AIDS Care and Treatment activities; and, advises on targeted analyses of HIV/AIDS data to inform program/project/activity planning and implementation.

### **Representation and Reporting**

The Specialist represents USAID and PEPFAR at designated national, regional, and international meetings, in particular those relating to HIV/AIDS Care and Treatment, including regular participation in national-level HIV/AIDS technical working groups and related committees; represents USAID on the inter-agency USG PEPFAR Inter-Agency Technical Team, along with the Team Leader; represent USAID at meetings outside of the HIV/AIDS field, as requested by the Mission Director, Health Office Chief, or the Team Leader; responds to a wide range of work-related requirements as a member of the PEPFAR Team, including responding to requests for information from USAID Washington, OGAC, and the Congress; establishes strategic working relationships with senior host-government officials at the national and district level, donor agencies, civil society organizations, private-sector health counterparts, and Medical Associations in order to enhance the sharing of information on HIV/AIDS Care and Treatment, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs/projects/activities; and, serves as a USAID representative on inter-agency forums related to HIV/AIDS Care and Treatment.

### **Supervision, Coaching/Mentoring and Staff Support**

The Specialist provides advice and guidance to other Health Office and HIV/AIDS Team colleagues on matters relating to HIV/AIDS Care and Treatment, and how best the other program components could contribute to ensure an effective service cascade.

- c) ***Supervisory Relationship.*** The USAID Project Management Specialist (HIV/AIDS Care and Treatment) works under the very general supervision of the Health Office Chief, and the closer but general supervision of the HIV/AIDS Division Chief or Team Leader. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Health Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.
- d) ***Supervisory Controls.*** Continuing supervision of other Health Office and/or

Mission staff is not contemplated. Oversight of short- and medium- term technical contractors and TDYers is contemplated, requiring the Specialist to prepare interim performance assessments for long-term TDYers and contractors. The Specialist provides mentoring and coaching in key areas of HIV/AIDS Care and Treatment, especially on newly emerging evidence and approaches to foster common knowledge across the portfolio.

**10. AREA OF CONSIDERATION:** All interested applicants. Cooperating Country National Personal Service Contractor (CCNPSC). Cooperating country national means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

**11. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** [guatemalavacancies@usaid.gov](mailto:guatemalavacancies@usaid.gov), Andrea Gramajo

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**1. EDUCATION:** The work requires the equivalent of a US-style Medical Degree (MD) or Public Health Physician, or a US-style Advanced (Master's or Equivalent) Degree in Public Health, in a field related to PLHIV, or a closely related field.

**2. PRIOR EXPERIENCE:** A minimum of five to seven years of progressively responsible experience in the field of public health programming in developing or middle-income countries, with a focus on HIV/AIDS Care and Treatment, is required. This experience must demonstrate that the Specialist has strong clinical skills in HIV/AIDS Care and Treatment. The Specialist must have demonstrated technical leadership in public health program management, planning, policy experience, and problem-solving skills while working on complex programs/projects/activities in a highly sensitive environment. Experience working in an English-language work environment with USAID or USAID-funded health and HIV/AIDS programs is highly desirable. Experience working in more than one Central American country is desirable.

**3. LANGUAGE:** Level 4 (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required.

## **III. EVALUATION AND SELECTION FACTORS**

The following evaluation factors for screening minimally qualified applicants are established. The Technical Evaluation Committee will establish the competitive range/cut-off points per the evaluation factors listed below:

- 1. WRITTEN EXERCISE (25 PTS)**
- 2. CASE STUDY (25 PTS)**
- 3. INTERVIEW (50 PTS)**

Applicants are encouraged to provide a narrative for each selection criteria listed above in the form of a cover letter. This information will be used for evaluating and scoring each minimally qualified applicant. **The TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview, a written exercise, and case study exercise, and the CO must consider findings from the reference checks as part of the hiring determination.**

**Be sure to include your name and the solicitation number at the top of each page.**

#### **IV. PRESENTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer form DS-174 Application for U.S. Federal employment along with a cover letter and resume written in English. The DS-174 Application form can be found in [https://www.usaid.gov/sites/default/files/documents/1877/LOCALLY\\_EMPLOYED\\_STAFF\\_APPLICATION\\_FORM\\_DS-174.pdf](https://www.usaid.gov/sites/default/files/documents/1877/LOCALLY_EMPLOYED_STAFF_APPLICATION_FORM_DS-174.pdf)
2. Offers 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 12**.
3. Copies of credential documents (i.e., degree, training certificates, etc.)
4. Application must be submitted ONLY via [guatemalavacancies@usaid.gov](mailto:guatemalavacancies@usaid.gov) and the email subject must say: **Solicitation 72052020R10004, Project Management Specialist HIV/AIDS (Care and Treatment) CCN-PSC-11.**
5. Please submit the application only once; and
6. Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at 03:00 p.m. (Close of Business).
7. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

#### **V. LIST OF REQUIRED FORMS FOR PSC HIRES (If applicable)**

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

## **VI. BENEFITS/ALLOWANCES**

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

1. **BENEFITS:**  
Group life insurance, medical coverage, retirement plan, annual leave and sick leave, Bonus 14, Christmas Bonus.
2. **ALLOWANCES:**  
Miscellaneous benefit allowance.

## **VII. TAXES**

The employees are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

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

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third 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/OGE%20Regulations>

**\*\*\* END OF SOLICITATION \*\*\***

### **EQUAL EMPLOYMENT OPPORTUNITY:**

*The U.S. Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guatemala also strives to achieve equal employment opportunity in all personnel operations.*

*The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*