SOLICITATION NUMBER: 72012120R02

ISSUANCE DATE: 11/13/2019

CLOSING DATE/TIME: 12/04/2019 at 11:59 p.m. Kyiv Time

SUBJECT: Solicitation for a Project Management Specialist (eHealth), Cooperating Country National Personal Services Contractor (CCN PSC) the 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 V 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,

/s/

Nathan Drury
Contracting Officer
1. GENERAL INFORMATION

1. SOLICITATION NO.: 72012120R02

2. ISSUANCE DATE: 11/13/2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: 12/04/2019 at 11:59 p.m. Kyiv Time

4. POSITION TITLE: Project Management Specialist (eHealth)

5. MARKET VALUE: Basic Annual rate (in U.S. Dollars): $28,811 to $37,461

   In accordance with AIDAR Appendix J and ADS 309, the Local Compensation Plan (in effect at the
time) of the U.S. Embassy to Ukraine forms the basis of compensation. The LCP consists of the
salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of
compensation. Final basic compensation will be negotiated within the listed market value. Salaries
over and above the top of the pay range will not be entertained or negotiated. This salary range is not
inclusive of other benefits and allowances.

6. PERIOD OF PERFORMANCE: Employment under any contract issued under this solicitation is of
a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract
clauses, provisions, and regulatory requirements concerning availability of funds and the specific
duration of the contract shall apply. The initial CCNPSC contract will be for an initial year period,
with the possibility of renewing annually for up to four (4) additional years. The option years may be
exercised based upon satisfactory contractor performance, mutual agreement between the Contractor
and USG, continued Mission requirements and the continued availability of funds.

7. PLACE OF PERFORMANCE: Kyiv, Ukraine

8. SECURITY LEVEL REQUIRED: Foreign Service National Security Certification

9. STATEMENT OF DUTIES:

   The Project Management Specialist (eHealth) position is located in the Office of Health (OH) and will be a part of
the Health Reform team. As such, the position will have a focus on the role of technology in health ("eHealth"), in
particular as related to anti-corruption, disease surveillance and transparency initiatives. Based on a detailed
understanding of legislation, policy, and practices related to the use of technology in public administration and
public health, the position will serve as the primary point of contact in the Mission for eHealth issues. In this
capacity, the individual will work closely with the Director of OH and will also collaborate across technical offices
in USAID/Ukraine, including Economic Growth and Democracy and Governance Sector.

MAJOR DUTIES AND RESPONSIBILITIES:

The position of Project Management Specialist (eHealth) has two main components:

1. The position will work with and advise the Ukrainian public sector and civil society on implementation of
eHealth. This will include government to government (G2G) initiatives, government to citizens and businesses
(G2C/B), and initiatives lead by civil society and business (C/B2G). As such, the position will require a strong
working relationship with key central government entities and selected municipal governments, civil society and the
private sector, as well a close collaboration with other donors and partners.
2. The position will also serve as an internal e-health advisor and program manager to the USAID/Ukraine Mission as well as the US Embassy team in Kyiv. This will include ongoing analysis of the Mission’s e-health development efforts and performing ad hoc analysis of issues relevant to the promotion and introduction of e-health and appropriate ICTs in the region. Management of USAID/Ukraine’s e-health programs and development of key indicators for other activities which include eHealth components will also be required. The Project Management Specialist (eHealth) will be responsible for, but not necessarily limited to, the following duties and responsibilities:

A. External and Internal Expert Advisor Role:

The Project Management Specialist (eHealth) will develop and maintain close working relationships with key stakeholders in the Government of Ukraine, selected regional and municipal governments, civil society and the private sector to ensure full understanding of issues, challenges, and opportunities related to eHealth in Ukraine. Based on this, the individual will offer guidance and advice, as appropriate, on a range of issues including development of legislation and policy, as well as technical implementation and communications. Similarly, the eHealth Specialist will collaborate closely across Mission technical offices to provide insight and guidance on implementation of eHealth components within projects and discrete activities. The individual will also participate in donor coordination efforts related to eHealth. Specific responsibilities include:

1. Develops and maintains working relationships with key individuals at host country ministries, agencies and departments.
2. Develops and maintains working relationships with key individuals in selected municipal governments.
3. Interacts frequently with representatives of civil society and the private sector on issues related to eHealth.
5. Based on a clear understanding of the landscape, provide internal Mission guidance on needs and program opportunities related to eHealth.
6. Develop initial concept and design papers for proposed initiatives and funding consideration.
7. Attends and contributes to public events and discussions related to eHealth.
8. Maintains close contact with USAID Washington programs focused on technology, data systems and innovation.

B. Direct Management of Program Activities

The Project Management Specialist (eHealth) will provide guidance, support and assistance to carry out programs in broadly related to technology in health by designing, managing, monitoring, and evaluating programs within this part of the OH and Mission portfolio. S/he maintains regular contact with USAID implementing partners, other donors, NGOs, government officials, civil society leaders, and other stakeholders to advance these programs. The Specialist will participate in donor coordination efforts related to these program areas. As COR/AOR or Alternate for a number of activities, the incumbent provides technical and managerial oversight. Specific responsibilities include:

1. Serves as COR/AOR or Alternate COR/AOR for a number of activities.
2. Represents OH at Mission meetings and intra-USG meetings relevant to programs managed.
3. Monitors and facilitates program achievements via effective communication with implementing partners. Tracks and monitors partner activities. Analyzes work plans submitted by implementing partners to ensure that proposed activities support achievement of results. Makes frequent site visits and field trips to document progress and to identify problems.
4. Initiates and tracks internal working documents and prepares implementation reports on activities.
5. Maintains regular working-level contacts with host country officials, NGOs and international organizations in activities related to eHealth.
6. Prepares reports and documentation as required for the activities managed.
7. Manages program budgets, ensuring that sufficient resources are allocated to activities. Analyzes pipelines and mortgages, and assures timely obligation of funds.
8. Prepares GLAAS requests in relation to program needs.
9. Maintains official files and records for designated programs in eHealth.

C. Strategic Planning and Donor Coordination

The incumbent contributes significantly to Mission strategic planning by providing analysis and recommendations on technology in government administration and health, with a focus on disease surveillance, anti-corruption issues and transparency. The specialist tracks and monitors key developments and proposed reforms to ensure USAID’s
programs are designed and managed to respond to needs, opportunities and challenges. The incumbent conducts research and analysis to support current and future programming. S/he keeps abreast of current events in Ukraine through personal contacts and by monitoring media information on issues related to eHealth. The incumbent also advises and coordinates closely with other donors, including other parts of the USG, on issues and programs concerning eHealth. S/he participates in and helps organize donor coordination meetings related to these program areas.

D. Other Program Support

As part of his/her overall responsibilities, incumbent will provide support to other programs in the OH portfolio. This might include tasks such as organizing and attending meetings and events, participating in Mission working groups, preparing and filing project documentation, preparing responses to requests for information about OH or USAID programs, arranging embassy services (e.g., translation, transportation, visitor access) and preparing procurement requests. S/he may act as control officer for Mission or USG officials during field trips or visits, and may help prepare for such trips by organizing events, and providing background/briefing materials, etc. S/he may occasionally be required to act as a translator/interpreter.

SUPERVISORY RELATIONSHIP: The incumbent will report to the Director of the Office of Health or his/her designee.

SUPERVISION EXERCISED: Supervision not anticipated.

10. AREA OF CONSIDERATION: Open to All Interested CCN (Cooperating Country National) Candidates.

“Cooperating country” means the country in which the employing USAID Mission is located.

“Cooperating country national” (“CCN”) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

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

12. POINT OF CONTACT: Completed offers (including all required documents - see section IV below) must be submitted electronically to: kyivvacancies@usaid.gov. When submitting an application, the solicitation number and the title of the position are to be mentioned in the subject line of the email.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: Minimum Bachelor's Degree equivalent with a computer science, economics, health degree or related field.

Prior Work Experience: At least five years of work experience in the field of information technology. At least two years of experience must be in the area of e-Health systems, either through development, procurement and/or implementation of digital/ IT technology projects, and/or support of public policy related to use of digital technology in public health.

Language Proficiency: Level IV (fluent) in English, and fluency in Ukrainian or Russian.

Only offerors clearly meeting the above minimum qualifications will be considered for further evaluation.
Foreign Service National Security Certification and Medical Clearances: The ability to obtain the required foreign national security certification and medical clearances for the position is considered a minimum qualification. See section V below.

The probationary period is three months.

III. EVALUATION AND SELECTION FACTORS

Selection Process and Basis of Evaluation: Offerors who clearly meet the aforementioned minimum education and work experience qualification requirements may be further evaluated through review of the offeror’s submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through technical/language tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Reference checks may be conducted with individuals not provided by the offeror, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/highest-ranked offeror at the conclusion of evaluations.

10 points – Education: Minimum Bachelor’s Degree equivalent with a computer science, economics, health degree or related field. Additional education in the aforementioned areas is desired.

30 points – Experience: At least five years of work experience in the field of information technology. At least two years of experience must be in the area of e-Health systems, either through development, procurement and/or implementation of digital/IT technology projects, and/or support of public policy related to use of digital technology in public health. Additional experience in the aforementioned areas, especially with the US Government (USG), is desired.

30 points – Knowledge: Understanding of the use of information and communication technologies (ICTs) in support of healthcare administration and/or service provision systems is essential. In addition, a competent grasp of data security and an understanding of basic cybersecurity issues are essential. A broad knowledge of Ukraine’s e-government systems and healthcare system development is essential. Understanding of project management principles, including budgeting, is essential. Advanced knowledge in one or more of the aforementioned areas is desired.

30 points – Skills and Abilities: Strong interpersonal skills and the ability to establish and maintain contacts with officials at varying levels, including donors, representatives of civil society, the private sector, and members of the international community and Government of Ukraine is essential. Ability to plan and manage complex projects to achieve results, working as part of a team within a framework of broad guidance and supervision. Ability to obtain, organize, analyze, evaluate, and present and defend information and clearly communicate (verbally and in writing) information in a clear, concise manner is crucial to success in the role. Intermediate computer skills, include spreadsheets and office information systems are essential. Ability to work independently with minimal supervision under tight deadlines is critical to success in the role. Advanced skills/abilities in one or more of the aforementioned areas are desired.

TOTAL POSSIBLE POINTS: 100 points
IV. PRESENTING AN OFFER/APPLYING FOR THIS POSITION

1. Eligible Offerors are required to complete and submit through email all the below documents in English in order to be considered for the position.

   a. **Completed DS-174** (application for Employment as Locally Employed Staff) which can be retrieved here: [https://eforms.state.gov/Forms/ds174.pdf](https://eforms.state.gov/Forms/ds174.pdf)

      Offerors must thoroughly complete the DS-174 form in English and are advised to include all of their current and previous work experience related to this position. Offerors may use continuation pages to further explain their relevant work experience, if needed.

      An Internal Offeror’s experience acquired before/after joining U.S. Government should correspond to the information provided in the Official Personnel Folder (OPF). Any discrepancy found between the current application form (DS-174) and the information provided in the OPF related to offeror’s qualifications could make the offeror ineligible for the position.

   b. **A cover letter** of no more than 2 pages that demonstrates how the Offeror’s qualifications meet the evaluation and selection factors in section III. Excess pages (beyond 2) will not be read or considered.

   c. **A CV or standard resume** of no more than 4 pages.

      Offerors who do not include all above required documents in their offer submission will not be considered for this position.

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 by email with appropriate attachments. Documents/offers received through links to Google Drive, Sky Drive, and/or any other private cloud computing database/websites will not be considered.

3. To ensure consideration of offers for the intended position, Offerors are to prominently reference the Solicitation number in the offer submission.

   *NOTE: Due to the high volume of applications received, we may only contact applicants who are being considered. Thank you for your understanding.*

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the HR unit will provide the successful Offeror instructions about how to complete and submit the following forms, needed to obtain medical and security/facility access.

1. Questionnaire for Employment Authorization (U.S. Embassy Kyiv form)
3. Certificate of Criminal Records (obtained from the pertinent authorities)

Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.
VI. BENEFITS/ALLOWANCES

The local compensation plan (LCP) is the basis for all compensation payments to locally employed staff /CCNPSCs. The LCP consists of the salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance, and retirement allowance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
   a) Health and Life Insurance coverage
   b) Defined Contribution Fund 12%

2. ALLOWANCES (as applicable):
   a) Meal Allowances: The annual amount is $853 for employees working on a full time basis.
   b) Family Allowances: The mission provides a child allowance. Grants amounts are subject to change as determined by the Ukrainian State Budget Law.

Additional information may be provided to the selected offeror at time of salary offer.

VII. TAXES

Locally Employed Staff are responsible for paying local income taxes. The U.S. Mission does withhold year-end 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:


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<th>ITEM NO (A)</th>
<th>SUPPLIES/SERVICES (DESCRIPTION) (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
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   - AAPD 16-03 Expanded Incentive Awards for Personal Services Contracts with Individuals
   - AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts

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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations).
EQUAL EMPLOYMENT OPPORTUNITY: The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.