



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: June 16, 2014

CLOSING DATE: June 27, 2014 @ 12:30 Hours, Ghana Time

SUBJECT: SOLICITATION No. 624-14-013 RESIDENT HIRE U.S.PERSONAL SERVICES CONTRACTOR HEALTH SYSTEMS STRENGTHENING AND POLICY ADVISOR

Ladies/Gentlemen:

The United States Government, represented by the United States Agency for International Development/West Africa (USAID/West Africa), is seeking applications from qualified U.S. citizens currently residing in Ghana interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation.

Submission shall be in accordance with this solicitation and at the place and time specified. In order to be considered for the position, a candidate must meet the minimum qualifications listed in the solicitation. The Health Systems Strengthening and Policy Advisor position will be located in Accra, Ghana.

All application packages are to be submitted to:

Via courier **Regional Executive Office
USAID/West Africa
No. 24 Fourth Circular Rd. CT
P.O. Box 1630
Accra, Ghana**

OR

Via email: accrapsc@usaid.gov. Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be in a format compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. **All applications and OF612/SF171 forms submitted must be signed. Incomplete and Unsigned applications will not be considered.**

Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

USAID/West Africa anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application.

Sincerely,

Janine Scott
Executive Officer

U.S. Agency for International Development
No. 24 Fourth Circular Rd.
P. O. Box 1630, Accra-Ghana

Tel: 233-302-741-200
Fax: 233-302-741-365

SOLICITATION NUMBER: 641-14-013

ISSUANCE DATE: June 16, 2014

CLOSING DATE/TIME: June 27, 2014 AT 12:30 Hours, Ghana Time

POSITION TITLE: Health Systems Strengthening and Policy Advisor

MARKET VALUE: (60,877.00 - \$79,138.00) the market value for this position is equivalent to GS-12 level. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

AREA OF CONSIDERATION: Open to all U.S. citizens currently residing in Ghana. Proof of residency must be provided with application. Citizenship, if dual, must be clearly stated.

PERIOD OF PERFORMANCE: Two (2) years with an option to extend. Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds.

PLACE OF PERFORMANCE: Accra, Ghana

SECURITY/MEDICAL CLEARANCE: Must obtain Employment authorization and medical clearance within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

1.0 BACKGROUND

USAID/West Africa is an independent Operating Unit of the United States Agency for International Development (USAID), responsible for managing development programs that cover 21 countries¹, seven of which have bilateral USAID missions. The Strategic Plan of USAID/West Africa envisions “*Social and economic wellbeing advanced by West Africans.*” The Mission is committed to achieve this goal through programs in the following areas: peace and governance, health, agriculture and food security,

¹ USAID/WA's regional health program served the following 21 nations: Benin, Burkina Faso, Cameroon, Cape Verde, Chad, Côte d'Ivoire, Equatorial Guinea, Gabon, The Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, São Tomé and Príncipe, Senegal, Sierra Leone, and Togo. Eighteen of the 21 USAID/WA countries have a US Embassy presence (Equatorial Guinea is supported by Cameroon, Guinea Bissau by Senegal, and São Tomé and Príncipe by Gabon). The USAID/WA health program also includes activities in all 15 member countries of ECOWAS.

environment and natural resources management and trade and investment. USAID/West Africa coordinates and enhances other USAID programs in the region and builds and sustains partnerships with West African governments and regional institutions to focus on four foreign policy objectives:

- Peace & Security
- Governing Justly & Democratically
- Investing in People (health and education)
- Economic Growth (Agriculture, Trade and Investment and Natural Resource Management)

With more than 350 million inhabitants, the West Africa region ranks as the poorest with the lowest level of human capital development, and the highest in population growth, and maternal and child mortality. Almost half of the 510,000 women dying worldwide as a result of complications related to pregnancy and childbirth occurs in sub-Saharan Africa. Regional health systems are severely limited, with inadequate service provision in most national programs. Most institutions have limited absorptive capacity. Inter-governmental and national partners are limited by weak regional and national systems and inadequate financial support. The USAID/West Africa Health office, under the Investing in People objective, works to increase utilization of quality health services through West Africa partners. The vision of the office is to be a *“recognized leader in improving health status of vulnerable populations in West Africa, especially that of women and children, by promoting and building partnerships to scale up evidence based interventions”*.

2.0 BASIC FUNCTION OF POSITION

The Health Systems Strengthening and Policy Advisor is an integral member of the West Africa Regional Health Office. S/he provides technical advice, management and administrative support to projects and programs in the portfolio which involve commodity security and logistics management and health systems strengthening, especially with respect to family planning and reproductive health. S/he helps design, manage, monitor and evaluate such activities, and provides input into USAID planning and reporting documentation. S/he will be designated as a Contracting/Agreement Officer’s Representative (COR/AOR) or Activity Manager for one or more activities.

3.0 MAJOR DUTIES AND RESPONSIBILITIES

Specific responsibilities for this USAID/WA-funded position shall include but not be limited to:

Technical Assistance/Project Management (50%)

- A. Provide substantive technical and programming advice to the health portfolio with respect to commodity security, logistics management, and health system strengthening. The incumbent will provide support to the reproductive health/family planning (RH/FP), MCH, and HIV/AIDS portfolio, in particular the RH/FP commodity security systems in the region. In addition, s/he will provide technical guidance in related subject areas to the Mission as well as implementing partners in the regional countries as appropriate. Technical Assistance will be provided in areas including, but not limited to:

- Ensuring that plans for commodity security and logistics are included in regional initiatives, as appropriate;
 - Reviewing grant proposals and detailed implementation plans;
 - Assisting in the identification and replication of best practices;
 - Participating in the development of effective RH/FP, MCH, malaria, HIV/AIDS, systems strengthening, and commodity security logistics systems advocacy agendas; and
 - Assisting in the integration of health programs (e.g., RH/FP into MCH, infectious diseases, malaria, and nutrition and HIV/AIDS) as appropriate.
 - Lead policy and advocacy dialogue in HIV/AIDS and RH/FP by identifying needs and gaps and best approaches to support host countries in filling gaps.
 - Lead the Regional Health Office's emerging agenda in health care financing by identifying opportunities to work with other partners and donors to advance the region's priority of universal health coverage.
- B. As this position is cross-cutting, the incumbent will work closely with other technical advisors within the office to identify policy and advocacy needs and gaps and determine the best approaches to address these gaps. This will include review of work plans of grantees, and program monitoring.
- C. The incumbent will be designated the COR/AOR or Activity Manager for one or more implementing mechanisms, and will provide technical and management oversight to those activities according to USAID standards. In this regard the incumbent will prepare briefing documents and conduct all USAID business (activity reports, memos, etc.) as required to carry out such management responsibilities. The incumbent will also assist implementing partners in the preparation of work plans consistent with the strategic objective and results package expected of the programs.

Monitoring and Evaluation/Data Analysis and Reporting (30%):

Provide input into and ensure that all USAID reporting requirements on impact and financing of activities are met and, where necessary, assist implementing partners in setting up reporting and tracking systems to provide such information in an efficient and timely manner. Monitoring and evaluation responsibilities will include travel in the region to observe and report on program-funded partner interventions. Assist in the review and analysis of data and information on relevant technical areas as a basis for providing up-to-date information on impact, effectiveness, and outputs of programs. Assist in drafting annual progress reports and conducting data quality assessments (DQAs) of implementing partners.

Maintaining USG and Partner Relationships (10%):

- A. Draft materials for use in USAID communication relating to health system

strengthening and commodity security logistics systems; this includes speeches, press releases, briefing papers, etc.;

- B. Assist in drafting reports for submission to Washington;
- C. Coordinate closely with entire USAID/West Africa health team, as well as stay informed of other USAID/WA activities and relevant bilateral and non-presence country activities;
- D. In collaboration with grantees and supervisor, engage donors, NGO and other regional networks and public sector organizations to leverage resources for reproductive and family health commodities in the region.

Other work as delegated by the Senior Health Advisor and Senior HIV/AIDS Advisor or the Health Office Director in support of achieving Mission health objectives and goals. (10%)

This includes responsibilities for being the point person for the health team for a selected number of countries.

Travel: Requires estimated 20-30% travel within the region;

4.0 EVALUATION CRITERIA REQUIRED FOR THE POSITION

MINIMUM REQUIREMENT:

A. EDUCATION:

Master's Degree from an accredited institution in public health, medicine, nursing, or similar discipline is required. At least two years of experience in the management of commodity logistics systems in a regional and/or bilateral project is highly desired.

B. TECHNICAL KNOWLEDGE:

Knowledge of commodity security and logistics systems is required; knowledge of USAID commodity procurement, while not required, is a strong advantage. Formal training and experience in RH/FP maternal/child health, HIV/AIDS, malaria management or related discipline is recommended. Good analytical skills and an ability to comprehend reports, analyze, and evaluate programs.

C. PRIOR WORK EXPERIENCE:

A minimum of five years of progressive responsibilities in implementing RH/FP, HIV/AIDS, malaria, policy and/or MCH programs is required. At least one year liaison or work experience with bilateral and multilateral donors such as USAID, the UN agencies, public sector and/or NGO entities is desired.

D. COMMUNICATION SKILLS:

The incumbent must have excellent interpersonal skills and ability to establish and maintain professional and effective contacts with counterparts and other donors, implementing partner chiefs-of party and technical staff is required. Excellent oral and written communication skills in French required.

E. LANGUAGE

Must be bilingual in French and English; should be able to draft and read complex technical documents in English as well as conduct technical discussions in both languages (S3/R3).

SELECTION CRITERIA:

A. **EDUCATION (10%):** A Master's Degree from an accredited institution in public health, medicine, nursing, or similar discipline is **required**. Formal training and experience in RH/FP, maternal/child health, HIV/AIDS, commodity security logistics or related discipline is highly desirable.

B. **EXPERIENCE (30%):** A minimum of five (5) years of progressively responsible experience in the implementation of policy, RH/FP, MCH, HIV/AIDS, and/or commodity security systems programs is required. Experience with commodity supply and logistics management preferred.

C. **LANGUAGE PROFICIENCY (20%):** Must be bilingual in French and English and should be able to draft and read complex technical documents in English as well as conduct technical discussions in both languages (Level 3).

D. **SKILLS AND ABILITIES (40%):** The incumbent is required to:

- (1) Have a strong understanding of the health systems challenges in the region
- (2) Have skills in conceptualizing programs, policies and plans and developing strategies for their management and implementation, including financial and human resources.
- (3) Proven skills in project management, including skills in working effectively with diverse cultural backgrounds, negotiating agreements on matters of program strategy and performance, writing, administration, and management.
- (4) Interpersonal skills to work effectively as part of a team.
- (5) The ability to establish and maintain professional and effective contacts with counterparts and other donors, implementing partner chiefs-of party and technical staff is required.
- (6) Have excellent writing skills in English.
- (7) Have good computer skills.

5.0 OTHER SIGNIFICANT FACTS:

SUPERVISORY CONTROL: The Health Systems Strengthening and Policy Advisor is supervised by the Supervisory Health Officer or designee. Once general guidance is provided and assignments are set, the incumbent is required to exercise extensive judgment in planning and carrying out tasks, including the specific approach to be

taken, the resolution of problems and conflicts, and meeting of deadlines. Completed work is reviewed for quality, appropriateness, and conformance. The incumbent is required to work in a collaborative fashion with other professional staff inside and outside USAID/WA. The incumbent is expected to keep his/her supervisor apprised of progress in assigned activities.

A high degree of independent professional judgment is required, such as when consulting with bilateral missions, other donors active in reproductive health commodity security and family planning and HIV/AIDS policy and advocacy work, and in identifying opportunities for collaboration and coordination of interventions; the incumbent will provide leadership in family planning and HIV/AIDS policy and advocacy dialogue. The incumbent will work with the bilateral USAID and regional authorities to strengthen reproductive health commodity security and the policy and advocacy arena including identifying innovative approaches that can be utilized to respond to recurrent bottlenecks in health systems in West Africa. The incumbent will initiate consultations with appropriate bilateral and international officials, as well as with West African national and regional organization officials. The incumbent will establish contact with influential persons in West African national, regional and international organizations, NGOs/PVOs and USG agencies (US Embassies, DOS, CDC, DOD, etc), as well as the private sector, in order to implement of USAID/West Africa vision of a Center of Learning and Leveraging.

GUIDELINES: The incumbent must be familiar with USAID assistance management regulations. S/he will need to apply these regulations and understand when guidance or approval should be requested from the Regional Acquisition and Assistance Office. Some of the knowledge, methods, and techniques from the occupational field are established and commonly accepted. However, in some important respects they are not well defined, or are controversial or untested, and frequently require interpretation and modification. A variety of clear, definitive guidelines is available that permits a choice of alternate courses of action. Some situations however, require interpretation and deviation from existing guides.

COMPLEXITY: The incumbent must be able to assume a wide range of various strategic programmatic and project management tasks and be able to independently identify the appropriate action needed. Clear guidance is not always available.

SCOPE AND EFFECT: The scope of the incumbent's work will be very wide s/he is likely to work on a wide range of activities.

PERSONAL CONTACTS: Incumbent will interact extensively with USAID/West Africa Staff to complete various assignments. This may entail consultation with senior staff related to management and public relations elements of the program.

NATURE, LEVEL AND PURPOSE OF CONTACTS: The purpose of the incumbent's contacts with USAID staff will be to complete activity designs, manage projects, and provide documentation about activities as necessary. The primary purpose of the contact is to formally represent the organizational unit and to give or obtain technical opinions, explain and interpret policies and objectives, and to seek acceptance of recommendations on professional and/or administrative matters which may be controversial or novel. The contact does not involve policy making

except within the scope delegated by the supervisor. Frequent contacts with all Mission staff and project partners in the area of health system strengthening, and commodity supply and logistics.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The incumbent will be expected to travel throughout West Africa 20-30% of his/her time. While in Accra, s/he will be assigned an office at the US Embassy building.

SUPERVISION RECEIVED: The Health Systems Strengthening and Policy Advisor will work under the supervision of the Supervisory Health Officer or designee. The incumbent will receive annual performance evaluations written by the Supervisory Health Officer or designee.

SUPERVISION EXERCISED: The Health Systems Strengthening and Policy Advisor position is expected to be a non-supervisory position.

EXERCISE OF JUDGMENT: A high degree of judgment will be required to provide guidance and assistance to a wide variety of high level professionals and government officials throughout West Africa. Substantial reliance will be placed on the incumbent, a recognized expert and well-qualified professional, to independently plan, prioritize, and carry out the specific activities entailed in fulfilling major duties and responsibilities. The incumbent will be expected to resolve problems that arise by determining the approaches to be taken and methodologies to be used; making independent judgments that can be defended as necessary.

The use of good judgment on sensitive topics related is essential. The incumbent must be able to exercise independent judgment in prioritizing assigned tasks and in dealing with stakeholders at all levels and in the appropriate cultural and political context.

AUTHORITY TO MAKE COMMITMENTS/OBLIGATIONS: The incumbent cannot make financial commitments on behalf of the U.S. Government. However, because of the incumbent's expertise and standing as a well-qualified professional in his/her field, weight will be given to his/her recommendations when commitments are made by those with the authority to do so.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The incumbent will be expected to travel throughout West Africa 20-30% of his/her time. While in Accra, s/he will be assigned an office at the US Embassy building.

TIME REQUIRED TO PERFORM FULL RANGE OF DUTIES: 2 years

POST ENTRY TRAINING: Post entry training will focus on USG rules and regulations that govern grants, contracts and field support activities; USG activity management and procurement systems; USG technical guidance concerning HIV/AIDS and Family Planning/Reproductive Health. Other formal training, attendance at workshops, seminars and conferences (both internal and external) may be provided from time to time depending on the availability of funds and if determined to be in direct support of activities.

6.0 INSTRUCTIONS TO APPLICANTS:

Interested individuals are required to submit the following:

- Fully completed and hand-signed copy of Application for Federal Employment Form (OF-612).
- Cover letter and a current resume/curriculum vita (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
- Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

OF612 forms must be signed. Incomplete and unsigned applications will not be considered.

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

1. Standard Form OF-612
- *2. DS-6561 Physical Examination
- *3. SF-86 Questionnaire Sensitive Positions (for National Security)
- *4. FD 258 Finger Print Card
- *5. AID 500-4 Fair Credit Reporting Act of 1970, as amended
- *6. AID 500-5 Notice Required by the Privacy Act of 1974
- *7. AID 610-14 Authority for Release of Information
- *8. AID 6-85 Foreign Activity Data (AID 6-85a continuation page)
- *9. AID 6-1 Request for Security Action

** Forms 2 through 9 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.*

7.0 ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance including Personal Service Contracts. AIDAR Appendix D applies to USPSCs and can be found at: <http://www.usaid.gov/work-usaid/aapds-cibs>

8.0 BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a resident –hire USPSC is normally authorized the following benefits:

BENEFITS:

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

FEDERAL TAXES: USPSCs are not exempt from payment of Federal and State Income Taxes.

(END OF SOLICITATION)

Clearance/Approval Page: Solicitation No. 624-14-012 for Local Hire USPSC Program & Research Analyst.

Clearances:

RHO: cleared via email

REXO: _____ Date: _____

Approved by:

**Alexandre Deprez
Regional Mission Director**