



**SUBJECT: Solicitation for a US/Third Country National (TCN) Personal Service Contract (US/TCNPSC)
President's Malaria Initiative (PMI) Advisor, GS-14**

SOLICITATION NUMBER: SOL-687-16-00006

ISSUANCE DATE: December 16, 2015

CLOSING DATE: January 15, 2016, 18:00 Local Time

Ladies and Gentlemen,

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 the attached solicitation.

Application must be in accordance with the **Attachment, 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,

Timothy Pruett
Contracting Officer



USAID
FROM THE AMERICAN PEOPLE

MADAGASCAR

ATTACHMENT

**SOLICITATION FOR A PERSONAL SERVICE CONTRACT
PRESIDENT'S MALARIA INITIATIVE (PMI) ADVISOR, GS/14**

I – GENERAL INFORMATION

- 1. SOLICITATION NUMBER** SOL-687-16-00006
- 2. ISSUANCE DATE** December 16, 2015
- 3. CLOSING DATE/TIME
FOR RECEIPT OF APPLICATIONS** January 15, 2016 – 18:00, Madagascar time
- 4. POSITION TITLE:** President's Malaria Initiative (PMI) Advisor
- 5. NUMBER OF POSITIONS:** One
- 6. MARKET VALUE:** The position is the equivalent of a GS-14 salary (basic salary ranging from \$86,399 to \$112,319 per annum). Final compensation will be based on individual's qualifications, salary and work history, experience and educational background. Salary above the top of the pay range will not be entertained or negotiated.
- 7. PERIOD OF PERFORMANCE:** Two (2) years from date of appointment with an option of One-year extension options up to a maximum of 5 years subject to the availability of funds.
- 8. PLACE OF PERFORMANCE:** USAID/Madagascar
U.S. Embassy
Lot 207 A, Point Liberty
Andranoro Antehiroka
Antananarivo 105
Madagascar
- 9. EVALUATION FACTORS:** Evaluation will be done on a 100-point Scale: Education (10%); Work Experience (20%); Knowledge and Abilities (25%); Interpersonal Skills and Teamwork (15%); Language Fluency (30%)
- 10. SECURITY ACCESS:** USG Secret Level is preferred for US Citizen
- 11. AREA OF CONSIDERATION:** US Citizens
Third Country National (TCN: other than US and Malagasy Citizens)

II. STATEMENT OF WORK/POSITION DESCRIPTION

SCOPE OF WORK

A. BACKGROUND

Malaria prevention and control are major foreign assistance objectives of the U.S. Government (USG). The President's Malaria Initiative (PMI) was launched in June 2005 as a 5-year, \$1.2 billion initiative to rapidly scale up malaria prevention and treatment interventions and reduce malaria-related mortality by 50% in 15 high-burden countries in sub-Saharan Africa. With passage of the 2008 Lantos-Hyde Act, funding for PMI was extended. In addition, PMI developed a U.S. Government Malaria Strategy for 2009–2014. This strategy included a long-term vision for malaria control in which sustained high coverage with malaria prevention and treatment interventions would progressively lead to malaria-free zones in Africa, with the ultimate goal of worldwide malaria eradication by 2040-2050. Consistent with this strategy and the increase in annual appropriations supporting PMI, four new sub-Saharan African countries and one regional program in the Greater Mekong Sub region of Southeast Asia were added in 2011. The contributions of PMI, together with those of other partners, have led to dramatic improvements in the coverage of malaria control interventions in PMI supported countries, and all 15 original countries have documented substantial declines in all-cause mortality rates among children less than five years of age.

In 2015, PMI launched the next six-year strategy, setting forth a bold and ambitious goal and objectives. The PMI Strategy 2015-2020 takes into account the progress over the past decade and the new challenges that have risen. Malaria prevention and control remains a major U.S. foreign assistance objective and PMI's strategy fully aligns with the U.S. Government's vision of ending preventable child and maternal deaths and extreme poverty. It is also in line with the goals articulated in the RBM Partnership's second generation global malaria action plan, Action and Investment to defeat Malaria (AIM) 2016-2030: for a Malaria-Free World and WHO's updated Global Technical Strategy: 2016-2030. Under the PMI Strategy 2015-2020, the U.S. Government's goal is to work with PMI-supported countries and partners to further reduce malaria deaths and substantially decrease malaria morbidity, towards the long-term goal of elimination.

In December 2006 Madagascar's selection as a PMI country was announced, with full implementation beginning with FY 2008 funding. Due to the political crisis from 2009-2013, PMI was not able to provide direct assistance to the government. While this restrict PMI's ability to work closely with the government, activities continued and focused on supporting the National Strategic Plan for malaria through programmatic integration with other USAID activities as well as other key partners. More specifically, PMI worked through the USAID community-based platform of 17,000 community health volunteers to deliver life-saving interventions. Following the internationally recognized free and fair elections in December 2013 and the lifting of the USG restrictions in May 2014, PMI was able to reengage with the Government of Madagascar at all levels of the health system and at the community level to implement the National Malaria Control strategy with its six interventions: Insecticide-treated nets, indoor residual spraying, malaria in pregnancy, case management, behavior change communication, operational research, monitoring and evaluation and health systems strengthening.

Malaria is a major health problem in Madagascar. The epidemiology of malaria varies considerably in different regions of the country. On the East Coast transmission is stable and perennial, and the West Coast has one long, rainy transmission season and a brief dry season. Almost one third of the Central Highlands is above 1,500 meters elevation, where malaria transmission rarely occurs.

In the rest of the Central Highlands, however, transmission is seasonal and moderately unstable with occasional epidemics. The semi-desert South has highly seasonal transmission and is also vulnerable to epidemics.

B. OVERALL DUTIES AND RESPONSIBILITIES:

The USAID PMI Malaria Advisor is USAID's senior advisor on all issues involving malaria. The USAID PMI Malaria Advisor will provide leadership, guidance and overall direction on the development and execution of the PMI in collaboration with the CDC PMI Malaria Advisor. S/he will be responsible for implementing the PMI program by guiding, coordinating and managing the human and financial resources to achieve stated results. The USAID PMI Malaria Advisor supervises a team of one Foreign Service National (FSN) Senior Health Specialist and one FSN Program Assistance Specialist.

The USAID PMI Malaria Advisor fulfills a range of supervisory and oversight responsibilities including program management and implementation, analytical, evaluative and administrative duties of broad scope. S/he is responsible for the overall management of the PMI budget including annual budget planning and reporting and tracking mission and field support funds. Program management duties include technical leadership as well as effective and efficient oversight and monitoring to ensure that program performance, objectives and results are achieved in accordance to work plans and formal agreements.

The USAID PMI Malaria Advisor is responsible for fostering coordination and requires continuing/regular contact between Health, Population and Nutrition (HPN), and the USAID Food Security and Disaster Assistance unit, implementing partners (both contractors and grantees), Government of Madagascar (GOM) institutions and officials, civil society organizations, private and corporate sector partners and donors. The USAID PMI Malaria Advisor will play a lead role in technical discussions related to malaria with the GOM; Non-Governmental Organizations (NGOs); the private sector; USG cooperating agencies, such as the Centers for Disease Control (CDC); and USAID Washington and regional staff. S/he is expected to be entrepreneurial, resourceful, and innovative to attract promising initiatives and leverage donor funds to expand the portfolio and achieve positive people level health impacts.

The USAID PMI Malaria Advisor will have broad USAID experience and understanding of USAID/Madagascar's development programs and thus will independently carry out the functions of this position, based on general procedural guidelines and policy direction from the supervisor. S/he will be under the supervision of and report to the USAID HPN Director or his/her designee. The USAID PMI Malaria Advisor will work in collaboration with the PMI CDC Advisor and will liaise with backstops for the PMI in USAID/Washington, counterparts in CDC Atlanta, and USAID personnel working within and overseeing the Mission's activities.

C. STATEMENT OF WORK

Strategic Orientation and Coordination (40%)

- Serves as a program manager, responsible for planning, implementing, and coordinating the PMI program in partnership with the CDC PMI Malaria Advisor, including developing the annual Malaria Operation Plan (MOP). Formulates and evaluates program strategies and activities. Develops program priorities (funding needs, targets, and personnel) to respond to national directives and senior management's emphasis (both USAID/Madagascar and PMI/Washington). Prepares or directs broad programs to meet national goals. Prepares and develops short and long-

term objectives, plans and systems; establishes priorities; and, coordinates, correlates and integrates PMI activities with those of other resources and activities.

- Serves as an expert advisor in malaria. Coordinates the implementation of national and regional PMI initiatives. Ensures that all activities are consistent with the national strategy and internationally accepted best practices. Coordinates activities of the implementing partners to ensure the PMI program is coherent, properly integrated with USAID, national and other donor programs and that USAID interests are safeguarded.
- Represents Mission management at inter- or intra-agency committees, task forces, or working groups that require expert knowledge of agency policies, practices and interests regarding PMI and malaria related issues. Supports USAID/Madagascar communication/coordination with GOM, Ministry of Public Health (MOH), multi-lateral, bilateral and private donor programs as they relate to the PMI program.
- Designs, plans, and participates in workshops, seminars, and conferences of cooperating agencies, donors, academics, and representatives of other development organizations. Disseminates results of evaluations and studies of sectorial programs.
- Maintains productive collaborative relationships with a wide range of partners and stakeholders, the MOH, regional and local authorities, World Bank, Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM), World Health Organization (WHO), United Nations Children's Fund (UNICEF), other donors, and NGOs dealing with issues focusing on health and malaria. Participates and contributes to technical and coordination meetings hosted by MOH and other partners.
- Analyzes data and information to provide up-to-date information for decision-making regarding impact, effectiveness, and necessary inputs and outputs needed for PMI programs. Collects and disseminates information, and drafts regular progress and status reports.
- Communicates regularly and works jointly with other members of the USAID/Madagascar Mission, USAID/Washington Global Health Bureau, USAID contractors and grantees, CDC in Madagascar and CDC Atlanta.

Activity Development and Design (25%)

- Plans, develops, and implements project development activities in malaria. Participates in geographic and central Bureau review of proposed projects and programs, policy, and technical input.
- Provides project development support on the design and implementation of Mission portfolio. Leads the design and development of malaria projects, including initial conceptualization of projects; preparation of scopes of work for feasibility studies; selection of study contractors; and review and approval of completed feasibility studies.
- Reviews project proposals for economic, financial, technical, social, and environmental soundness; and recommends or takes appropriate actions. Reviews or oversees the review of PMI contractor and grantee selection and approval, including related documents such as invitations for bid, plans, and specifications for professional services. Initiates or coordinates evaluation of PMI projects during or following project completion, to ascertain project and cost effectiveness, including implications for future financing.

Program Management and Implementation Oversight (35%)

- Provides technical and managerial assistance to the Malaria teams, MOH, and Madagascar public, nonprofit and private sector institutions in the design, management and implementation of the Mission's PMI portfolio.
- Responsible for developing and approving PMI budget updates and programming. Assists in developing methods to track program implementation, performance, and results. Monitors

financial, logistical and informational aspects of USAID-supported programs; assuring compliance with USAID legal and reporting requirements. Assists MOH and implementing partners set up reporting and tracking systems to provide correct, complete information in a timely manner.

- Oversees the management of projects being implemented under PMI. Manages and oversees services and deliverables provided by contractors and grantees, in accordance with USAID program management regulations and procedures, and practices. Conducts monitoring and reports the results of PMI activities.

Fulfills a range of supervisory, administrative, and oversight responsibilities in collaboration with the CDC PMI Malaria Advisor. Articulates and communicates to the team the assignment, problems to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion. Informs the supervisor of performance management issues/problems and recommends/requests related actions.

III. POSITION INFORMATION

Organization Location of Position

USAID/Madagascar, Health Population and Nutrition (HPN) Office
U.S. Embassy
Antananarivo, Madagascar.

Supervision Received

Reports to the HPN Director or his/her designee. Work assignments are in the broadest terms and performance is evaluated in terms of accomplishments and compliance with laws and regulations.

Supervision Exercised

Supervises and reviews work of a staff of one to three Foreign Service Nationals.

Medical and Security Clearance

The selected individual will be required to obtain a medical clearance from State M/MED prior to service overseas. Also, a security clearance or facility/computer access must be initiated prior to travel to post of duty.

IV. SKILLS AND QUALIFICATIONS REQUIRED/SELECTION CRITERIA

Education (10 points)

A Master's Degree in public health, international health, public administration, management or related advanced development degree from a recognized institution, and/or clinical qualifications.

Experience (20 points)

10 years of progressively responsible experience in designing, implementing and managing health programs in developing countries, with a preference given to candidates with African experience. Demonstrated technical leadership, program management, strategic planning, policy experience and problem solving skills working on complex projects in a highly sensitive environment are required. A minimum of 5 year experience with USAID programs and demonstrating proven knowledge and experience with USAID procedures and systems for program design, procurement, implementation, management and monitoring are preferred. Experience in Madagascar is desirable.

Knowledge and Abilities (25 points)

Demonstrated technical knowledge of public health, infectious diseases and malaria prevention and control. Demonstrated experience in working with governmental and/or non-governmental organizations in the health or related sector. Knowledge of USAID requirements and procedures is highly desirable.

- A thorough knowledge of US government legislation relating to development assistance, USAID programming policies, regulations, procedures, and documentation requirements for strategy and project design, implementation, management, and evaluation; and, of the objectives, methodology, and status of the programs to which assigned.
- Ability to interpret public policies and assist in the development of revised policies as required. Management skills required to develop and implement effective malaria prevention and treatment program activities involving financial and human resources.
- Skill in conceptualizing programs, policies, and plans and developing strategies for their management and implementation. Ability to integrate short and long-range objectives of the PMI program within the cultural/organizational needs of the government.
- Strong program management and organizational skills. Ability to work effectively independently and in a team environment.
- Administrative skills to assist in the oversight of cooperating agency technical advisors and institutional contractors.
- Knowledge and skills in quantitative and qualitative evaluation methods; experience in designing and evaluating malaria activities in Africa.
- Excellent computer skills (MS Word, Excel, Power Point, and Outlook, Access, SPSS and other statistical and other relevant software) are required for effectively operating in this position.

Interpersonal skills and teamwork (15 points)

Excellent leadership, communications and interpersonal skills are critical to this position:

- Proven skills in capacity building and mentoring local staff in a developing country. Skills in working effectively with health personnel of diverse cultural backgrounds, negotiating agreements on matters of program strategy and performance, writing, administration, and management. Ability to navigate and manage politically sensitive issues.
- Ability to work effectively with a broad range of USG personnel and partners. Skills in donor coordination and collaboration. Ability to collaborate with host-country officials in program implementation and interact with governments, partners, contractors and other stakeholders at the highest levels such as Ministerial, Chief Executive Officer, Chief of Party or equivalent.
- Ability to communicate highly technical health information to both health and non-health audiences, and achieve consensus on policy, project, research, and administrative matters. Excellent written communication skills in English to prepare regular and ad hoc reports, activity documentation and briefing papers.

Language Fluency (English 20 points, French 10 points)

Must have proven ability to communicate quickly, clearly and concisely -both orally and in writing- in English and French.

Fluency in English at the native proficiency level is required (FSI 5/5 equivalent):

- Speaking proficiency is functionally equivalent to that of a highly articulate, well-educated native speaker and reflects the cultural standards of a country where the language is natively spoken.
- Reading and writing proficiency is functionally equivalent to that of the well-educated native reader.

Fluency in French at the general professional proficiency is required (FSI 3/3 equivalent):

- Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.
- Able to read at a normal speed and with almost complete comprehension of a variety of authentic prose material on unfamiliar subjects.

V. APPLYING

For applicants to be considered for this position, the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.

1. AID 302-3, Offeror Information For Personal Services Contract Form

Qualified applicants are requested to submit complete and hand-signed Offeror Information For Personal Services Contract (AID 302-3) available at the USAID website, on www.usaid.gov/forms. Applicants are required to sign and scan the certification at the end of the AID 302-3.

2. Resume/Curriculum Vitae

Applicants shall submit a resume or a curriculum vitae which will contain the following information:

- a) Personal Information: Full name, mailing address (with zip code), email address, day and evening phone numbers, country of citizenship, if applicable highest federal civilian grade held (also give job series and dates held);
- b) Education: date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);

- c) **Work Experience:** provide the following information for each of your paid and non-paid work experience related to the job for which you are applying: job title (include series and grade if federal job), duties and accomplishments (do not send job descriptions), employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor. In addition, applicants should highlight or make special note of relevant significant awards and achievements. This may include information that was listed in the AID 302-3 form.

3. Appendix

Supplemental document specifically addressing the Evaluation Factors shown in the solicitation: applicants are required to address each of the Evaluation Factors on a separate sheet describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Other pertinent information related to the qualifications required for the position, including job-related training courses (title and year), job-related skills; for example, other languages, computer software/hardware, tools, machinery, typing speed, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested). Be sure to include your name and the announcement number at the top of each additional page. Failure to address the selection and/or Evaluation Factors will result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

4. Reference Persons

Applicants are required to provide three (3) to five (5) references with complete contact information, including E-mail address and telephone numbers, who are not family members or relatives, with working telephone and email contacts. The references must be able to provide substantive information about your past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's AID 302-3 form and/or resume. The interviewing committee will delay such reference check pending communication with the applicant.

5. Application Submission

Applications must be received by January 15, 2016, 18:00 local time via email at the address: antananarivoUSAIDHR@usaid.gov

Please note that attachments to e-mail must be in Word format (.doc) and Adobe Acrobat format (.pdf) only. Applications in zip or other compressed format will be rejected.

6. Marking Application

To ensure consideration of applicants for the intended position, please mark on your e-mail subject line:

SOL-687-16-00006 [your name]

7. Late Submissions

Qualified individuals should note that applications must be received by the closing date and time at the address specified in the cover letter or they will not be considered eligible for evaluation or award, unless Contracting Officer determines that the documents were mishandled by the receiving agency. The closing time for the receipt of applications is 18:00, local time (GMT+3), on the date specified on the covering letter to this solicitation. You are directed to Federal Acquisitions Regulation, Part 15.208 “Submission, modification, revision, and withdrawal of proposals” for further information. USAID/Madagascar reserves the right not to award any contract as a result of this solicitation.

POINT OF CONTACT

Ms. Josée Ramanaly

antananarivoUSAIDHR@usaid.gov

Phone: + (261) 33 44 320 00

VI. LIST OF REQUIRED FORMS FOR PSCs

- AID 302-3. Available at <http://www.usaid.gov/forms>

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

- DS 6561, Pre-Assignment for Overseas Duty for Non-Foreign Service Personnel. Found at <http://www.state.gov/m/med/c35188.htm>
- Request for Security Action (AID 6-1)
- SF-86, Questionnaire for Sensitive Positions (for National Security)
- Finger Print Card (FD-258)
- Fair Credit Reporting Act of 1970, as Amended (AID 500-4)
- Foreign Activity Data (AID 6-85)
- OF-126, Residence and Dependency Report
- SF-144, Statement of Prior Service - Worksheet

VII. REGULATIONS/BENEFITS/ALLOWANCES

i) USAID Regulations:

1. Contract Information Bulletins (CIBs): AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this web site <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which CIBs apply to this contract.
2. AIDAR: The Agency for International Development Acquisition Regulation (AIDAR) Appendix D - Direct USAID Contracts with U.S. Citizens or U.S. Residents for Personal Services Abroad found at: http://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf is the primary regulation governing USPSCs for USAID.

ii) Benefits, Allowances and U.S. Taxes: As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances (however, as conditions at post change, benefits and allowances may also be changed):

1. Benefits:

- a) Employee’s FICA Contribution
- b) Annual Contribution towards Health and Life Insurance

- c) Pay Comparability Adjustment - - Annual across the board salary increase for USG employees and USPSCs
- d) Worker's Compensation
- e) Annual increase
- f) Vacation and Sick Leave
- g) Access to Health Unit if employee and/or dependents are medically cleared to serve at post of assignment

2. Allowances * (If Applicable):

- a) Post Differential (Section 500)
- b) Living Quarters Allowance (Section 130)
- c) Temporary Lodging Allowance (Section 120)
- d) Post Allowance (COLA)(Section 220)
- e) Supplemental Post Allowance (Section 230)
- f) Payment During Evacuation (Section 600)
- g) Education Allowance (Section 270)
- h) Separate Maintenance Allowance (Section 260)
- i) Educational Travel (Section 280)

* Dept of State Standardized Regulations (DSSR) (Government Civilians Foreign Areas)

3. In-Kind Allowances:

The US Government will provide the following in-kind allowances, on par with US Direct Hires at the same location, in lieu of some allowances in paragraph "2. Allowances* (If Applicable)" above:

- a) Housing
- b) Furniture
- c) Appliances
- d) Furnishings (drapes/blinds, rugs, lights, etc.)
- e) Utilities
- f) Guard Services for Residence

4. Federal and State Taxes:

a. Federal Taxes: USPSCs are not exempt from payment of Federal Income taxes and these will be withheld from compensation payments.

b. State Taxes: USAID does not withhold state taxes from compensation payments. State taxes are solely between the employee and the employee's state of official residence.

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

END OF SOLICITATION