



**The Solicitation closing date has been extended until January 30, 2022/ 23.59 hours Indian Standard Time (IST)**

**SOLICITATION NUMBER: 72038622R10003**

**ISSUANCE DATE: December 21, 2021**

**CLOSING DATE/TIME: January 30, 2022 / 23.59 hours Indian Standard Time (IST)**

**SUBJECT: Solicitation for Cooperating Country Personal Services Contractor (CCN PSC - Local Compensation Plan) - Development Assistance Specialist (HIV/AIDS) (This solicitation is being publicized to collect the interested and eligible applications in anticipation of a vacancy and will be filled once the vacancy is created.)**

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 a contract as described in this solicitation.

Offers must be in accordance with Attachment 1 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 Attachment 1.

Sincerely,

R. Christopher Gomes  
Contracting Officer

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**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: 72038622R10003**
- 2. ISSUANCE DATE: December 21, 2021**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **January 30, 2022 / 23.59 hours Indian Standard Time (IST)****
- 4. POINT OF CONTACT:** Ms. Vandana Sharma, Human Resources Specialist, e-mail at [indiaper@usaid.gov](mailto:indiaper@usaid.gov).
- 5. POSITION TITLE:** Development Assistance Specialist (HIV/AIDS)
- 6. MARKET VALUE:** INR 2,873,935 – INR 4,457,939 equivalent to FSN-12. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/India. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Initially, five years Cooperating Country National Personal Services Contract will be issued, with the possibility of extension depending on the need, satisfactory performance, and funds availability. Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of series of sequential contract; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.
- 8. PLACE OF PERFORMANCE:** New Delhi (with possible travel, if applicable, as per the Statement of Duties). 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals - The position is open to Cooperating Country Nationals, which means an individual who is an Indian citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in India.
- 10. SECURITY LEVEL REQUIRED:** Security Clearance from the Embassy/Consulate's Regional Security Office.

**11. STATEMENT OF DUTIES**

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

The Development Assistance Specialist (HIV/AIDS) serves as the Division Chief for the Health Office's HIV/AIDS Division, leading a highly visible and complex program combatting HIV/AIDS. The Division Chief will play a significant thought-leadership and

representational role to ensure that USAID/India's HIV/AIDS program remains at the cutting-edge and supports the vision of the Government of India's and the President's Emergency Plan for AIDS Relief (PEPFAR) program. The incumbent is a highly seasoned technical and managerial expert with a strong understanding of India's HIV/AIDS systems and with significant leadership, organizational, technical, writing/editing, and interpersonal skills. The Division Chief manages a team of two senior health professionals and oversees the management of PEPFAR financial, human and other resources. The Division Chief is a recognized leader and expert in HIV/AIDS and provides high-level technical expertise to the Government of India (GOI) at the national and sub-national level to strengthen capacity and commitment to reach HIV/AIDS epidemic control in India. The incumbent will train, advise, and assist staff throughout the annual program design, implementation, reporting and evaluation cycles and manage the development and implementation of USAID India's contribution to the annual Regional Operational Plan (ROP). The Division Chief will guide her/his team to identify, test and demonstrate new ways of doing business that include innovation and advance the Agency's private sector engagement strategy. The incumbent will play a significant representational role, positioning USAID at the forefront of India's response to achieve HIV/AIDS epidemic control. The incumbent will serve as the primary USAID PEPFAR representative in interagency and regional program strategic planning processes. The Division Chief will directly liaise and represent the Health Office with high-level GOI members, high-ranking state government officials, bilateral donors, UN organizations, NGOs, and other pertinent agencies and organizations to advance USAID's health priorities across India.

Following the PEPFAR Asia Regionalization In August 2018, the incumbent will support the *consolidation and sharing of expertise and technical assistance* across countries in a region, including the integration of programs to *increase efficiency of PEPFAR programs* through the consolidation of functions; sharing technical expertise across the region in an integrated manner; ensure that there is joint understanding of current program implementation to reach Regional Operation Plans; facilitate discussions to determine optimal composition of regional operating units and contribute towards creating a regional operation system focusing on governance, coordination and communication; provide program support and guidance to the 11 bilateral missions members of the PEPFAR Asia Regional Program; manage the development and implementation of USAID India's contribution to the annual ROP; to ensure monitoring and evaluation functions, including performance and financial reporting.

**b) Statement of Duties to be performed**

**A. Strategic Planning, Portfolio Management, and Monitoring 60%**

The incumbent provides technical leadership and high-level advice to the Mission and PEPFAR India as well as the Regional Asia PEPFAR Program. S/he undertakes policy and technical analysis across HIV prevention, care and treatment in close collaboration with the GOI at the national and sub-national levels, professional networks, the private sector, civil society organizations, and other partners, in order to develop a better understanding of key challenges and policy impediments in targeted health sectors.

The incumbent serves as the principal advisor to the Health Office (HO) Director for all PEPFAR related investments in India. S/he serves as a technical mentor and guide to the

HIV/AIDS team and handles all complex issues, including negotiations with the National AIDS Control Organization (NACO), State and Districts AIDS Control societies and other ranking state government officials and dealing with matters of a high degree of difficulty. S/he is a member of the PEPFAR steering Committee, where s/he engages with other USG agencies negotiating for consensus on strategic technical directions, engagement with the GOI leadership, interpreting and analyzing data and reporting the Office of Global AIDS Coordinator.

The incumbent keeps the HO abreast of current HIV/AIDS policies and guidelines and leads the development of the annual ROP, interpreting the guidance for all stakeholders at the central and state level as well as other multilaterals such as UNAIDS (The Joint United Nations Programme on HIV and AIDS), World Health Organization and the Global Fund. S/he conducts consultations with stakeholders, including the private sector; tracks legislative developments related to key health sectors; and collects, analyzes, and synthesizes information to inform and strategically guide USAID and US Government (USG) program planning. S/he provides high level guidance to the Mission on HIV/AIDS programming priorities and interventions which are evidence-based and result-oriented.

S/he utilizes existing and new health policy analyses to define and identify policy reform interventions, especially those that leverage innovative interventions, incorporate technological solutions, and can be scaled up in multiple contexts. The incumbent identifies partnerships and innovations that can help to promote effective, efficient, socially and financially viable sustainable development interventions that impact people's lives and have the potential for scale. The incumbent will provide strategic leadership to USAID for the implementation of sustainable programming including cost-effective costing of programming from the start, as an integral part of program design. Additionally, the incumbent provides expert guidance and lead the sustainable financing initiative for India to ensure effectiveness in the implementation of the national HIV/AIDS program, ensuring services from testing to treatment to access to viral load testing are available to all without fear for stigma and discrimination.

S/he serves as the technical liaison and representative of USAID in the PEPFAR steering committee and other interagency meetings. Serves as the multilateral coordinator, liaising with the Global Fund and the UNAIDS on HIV/AIDS to engage and advocate for increased efficiency in the implementation of the National Program.

## **B. HIV Team Supervision and Technical Oversight**

**25%**

Provides technical oversight and supervisory guidance to the planning, design, project implementation, technical strategies, information systems, and monitoring, evaluation, and learning agenda for the PEPFAR portfolio. Leads the preparation of PEPFAR annual reports, performance monitoring plans, congressional budget requests and other special reports and reviews; drafts correspondence to the local government, USAID/Washington and implementing partners as required. Ensures proper management of the overall PEPFAR budget and finances, including procurement planning, usage of program funds, and oversees Agreement Officer's Representatives / Contracting Officer's Representatives (AORs/CORs) monitoring of pipelines.

Assists the HO Deputy Director with technical, administrative, and managerial leadership for HIV staff by regularly convening team meetings, ensuring information sharing and collaboration among HIV staff and projects; monitoring deadlines to ensure they are met; and raising issues with the HO Deputy Director and Office Director as necessary. Takes responsibility for drafting resource requests, such as the ROP, the health Operating Plan, the Congressional Budget Justification, and Mission Resource Requests; takes responsibility for drafting reports for the HIV portfolio, including for PEPFAR and the USAID Annual Performance Report.

The incumbent supervises Agreement Officer's Representative (AOR) and/or the Contracting Officer's Representative (COR) of HIV/AIDS flagship activities and provides technical and programmatic oversight and management; ensures timely review and approval of annual implementation work plans; conducts routine site monitoring visits ensuring that activities are carried out as planned and reported to USAID; reviews reimbursement claims for approval and/or disapproval of payments; prepares quarterly accruals and monitors expenditures and pipelines information to ensure that funding obligations are maintained at adequate levels to deliver against approved work plans; maintains official filing both electronic and hard-copy as per Agency policies. Reviews staff work objectives and professional development plans; monitors the division of labor; prepares performance evaluations and training plans; assesses the need for TDY assistance; and provides direct supervision to two FSN staff; and one senior PSC GS 15 Senior Technical Advisor.

Leads and/or participates in preparing for and responding to audits of PEPFAR assistance by ensuring that appropriate documentation is available for the auditors' review; that audit interviews, meetings and/or site visits are organized as requested; that the mission entrance and exit meetings are well represented; that audit recommendations and closure memos are timely submitted; and the findings are shared across interested parties. Assess HIV/AIDS gaps across the cascade at the national, state and district level and provide technical assistance and directions to the team and stakeholders to implement corrective activities in response to the Office of the Global AIDS Coordinator to accelerate programs to reach epidemic control by 2025. Play a lead role in asserting USAID's convening technical power across the HIV/AIDS sector to address policy and technical issues that are slowing down progress towards epidemic control

**C. Program, Administrative, and Representational Duties**

**15%**

Ensures a coordinated response by HIV Team staff to the Mission's Program Development Office, the Office of the Global AIDS Coordinator (OGAC), the Office of Global Health, or the Office of HIV/AIDS/Washington requests for information or participation, such as participation in strategic planning exercises, or providing portfolio information. Serves on Technical Evaluation Committees for activity procurements and/or new personnel recruitment by chairing those related to HIV or others, as assigned. Provides *ad hoc* leadership when assigned to processes or special projects, or as point person for important visitors from the U.S., including Congressional Delegations, high-level officials from OGAC, other important U.S. Government officials or officials from the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM).

Carries out such other tasks related to PEPFAR, broader OH efforts, or Mission working groups assigned to innovation, public-private partnerships, etc., as might be assigned from time-to-time by Mission or HO management. Handles all assigned work either independently or, as required, as part of sub-teams, according to established Mission policies, practices, and programmatic guidance, as in effect and in accordance with all applicable USAID regulations and guidance as provided in the USAID Automated Directives System (ADS), mission orders and notices and elsewhere. Resolves problems that arise by determining the approaches to be taken and methodologies to be used; by developing, coordinating, and clearing proposed solutions with all necessary parties; and then taking appropriate actions necessary to resolve the problem.

- c) **Supervisory Relationship:** The incumbent acts independently with little daily supervision by the Health Office Director, and/or his/her designee; in this instance the Deputy Health Office Director.
- d) **Supervisory Controls:** Assignments are made orally and in writing. Most assignments occur in the normal course of the work, and the majority may be self-generated, but the incumbent is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The position reports to the HO Deputy Director overseeing the Infectious Diseases portfolio.

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A Master's degree or host country equivalent in medicine, public health, health sciences, or a management related field is required.
- b. **Prior Work Experience:** A minimum of seven years (7) of progressively responsible professional-level experience within the field of HIV and AIDS, with experience in both the field implementation and policy levels is required.
- c. **Language Proficiency:** Level IV, strong written and oral proficiency in English and Hindi is required.
- d. **Job Knowledge:** In-depth technical knowledge related to HIV and AIDS, with knowledge of the epidemic in the Asia Region is required. A detailed knowledge of the concepts, and principles related to infectious disease issues, particularly HIV and AIDS, and the strategies most effective for implementing health interventions is required. Either medical knowledge or advanced public health training and significant specific disease-related experience is required. Understanding of the transmission and pathogenesis of the infectious diseases; how to detect and provide treatment; and how to promote community control and individual prevention of HIV is required. Practical knowledge of health services and the international, national, and local infectious diseases response is required.
- e. **Skills and Abilities:**

- Must have high level of analytical skills. Work requires continual attention to detail with the ability to define problems, collect data, establish facts, and draw valid conclusions.
- Excellent project management and organization skills, good time management and the ability to meet deadlines are required.
- Strong people skills and ability to interact, communicate, establish and maintain effective work relationship with stakeholders at all levels (internal and external) are required.
- Capability to effectively present technical information to top management, clients, public groups and/or senior government officers, particularly non-health audience are required.
- Proficient in the use of computers and Microsoft Office applications is required.
- Able to travel frequently within/outside the region to support USAID projects is required.

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

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Candidates will be evaluated and ranked on the following criteria to a maximum score of 100 points:

- Education (10 points)
- Job Knowledge and Skills (20 points)
- Work Experience (30 points)
- Skills and abilities (20 points)
- Written and Verbal Communications (20 points)

### **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit form DS-174 (Application for Employment as a Locally Employed Staff or Family member(attached). **Please note: Must answer all the questions in DS-174 application form.** You may also click the link below to access the above form:  
[http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174\\_0.doc](http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc).
2. Submit **electronic copies** of applications to: [indiaper@usaid.gov](mailto:indiaper@usaid.gov).
3. Applicants must specify the position title in Box No. 1 and solicitation number in Box No. 3 of the Application Form (DS-174). Applications without reference to a specific solicitation number will not be accepted.

4. 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**.
5. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
6. Offerors may attach a covering letter and/or resume/curriculum vitae to support their application.

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Instructions and forms related to mandatory security clearance.
2. Instructions and forms related to mandatory pre-employment medical examination and clearance.

Note: The selected candidate must obtain a U.S. Government security and medical clearances (as indicated above). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details on how to obtain Medical clearance and Security Clearance will be provided once a job offer is made and accepted. You must be available to start work within 30 days as soon as valid medical and security clearance are obtained.

#### **VI. BENEFITS AND ALLOWANCES**

The successful candidate will be explained in detail about the benefits and allowances for Cooperating Country National employees as per the Mission Policy.

#### **VII. TAXES**

The Mission does not assume any obligation or responsibility to withhold local income taxes from LE Staff salaries. LE Staff are fully responsible for accurately reporting taxable income to tax authorities and paying income taxes.

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

USAID regulations and policies governing **CCN and 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/ads/policy/300/aidar>

2. **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award.
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/resources\\_standards-of-conduct](https://www.oge.gov/web/oge.nsf/resources_standards-of-conduct).

**NOTES:**

**Probationary Period:** This is the initial period of employment with the U.S. Mission during which Locally Employed Staff (including Cooperating Country National) demonstrate their qualifications for continued employment. The probationary period for Mission India is one year. Staff may be separated without notice or with appropriate notice, during or at the end of the probationary period, with or without specific cause.

The internal employees currently serving their probationary period are not eligible to apply. The internal employees who have moved to a new position (any time after completing their initial probationary period) are required to be in their present position for not less than one year before applying for another USG position.

**Relocation and Housing:** Applicants living outside New Delhi / NCR must note that if selected for the position, no resettlement travel or housing benefit/allowance is associated with the position. It would be the candidate’s responsibility to make his/her own arrangements to travel to New Delhi in a timely manner for the mandatory pre-employment clearances and subsequently for joining.

**Age Requirement:** As per the Mission policy, the mandatory retirement age for Cooperating Country National employees is 60 years.

**Equal Employment Opportunity:** It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.