SOLICITATION NUMBER: 72038622R10019

ISSUANCE DATE: July 19, 2022

CLOSING DATE/TIME: August 9, 2022 / 23.59 hours Indian Standard Time (IST)

SUBJECT: Solicitation for Cooperating Country Personal Services Contractor (CCN PSC - Local Compensation Plan) – Development Assistance Specialist (Senior Health Systems Strengthening, Secondary and Tertiary Care Advisor)

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

Digitally signed by R. Christopher Gomes
Date: 2022.07.18 10:13:24 +05'30'
I. **GENERAL INFORMATION**

1. **SOLICITATION NO.: 72038622R10019**

2. **ISSUANCE DATE: July 19, 2022**

3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: August 9, 2022 / 23.59 hours Indian Standard Time (IST)**

4. **POINT OF CONTACT: Ms. Vandana Sharma, Human Resources Specialist, e-mail at indiaper@usaid.gov.**

5. **POSITION TITLE: Development Assistance Specialist (Senior Health Systems Strengthening, Secondary and Tertiary Care Advisor).**

6. **MARKET VALUE: INR 2,873,935 to INR 4,457,939 equivalent to FSN-12. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/India. This market value includes Basic Salary, Housing Allowance and Miscellaneous Benefits Allowance. This market value does not include benefits and allowance mentioned under Section VI. 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’s Regional Security Office.**

11. **STATEMENT OF DUTIES**

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

   The USAID Development Assistance Specialist (Senior Health Systems Strengthening, Secondary and Tertiary Care Advisor) plays a leadership role developing and implementing
USAID’s Health Systems Strengthening strategy in India with a particular focus on integrated care and strengthening critical care management in secondary and tertiary level institutions. S/he provides technical leadership on Health Systems Strengthening (HSS) for USAID/India’s health portfolio with an annual budget of approx. $35+ million, which leverages over ten times the resources from the Government of India (GOI), state governments and the private sector and is implemented at the national level and across 20+ states of India.

The incumbent provides strategic advice to the GOI and state governments in planning and programming investments to strengthen critical care in secondary and tertiary level health care facilities. S/he also provides technical advice and guidance for health policy and advocacy, supply chain management, digital health solutions, public financial management, and disaster response during public health emergencies and pandemic situations. S/he provides leadership to shape the design of integrated health systems, including conceptualizing new programs linked to tuberculosis (TB) and other infectious diseases from an HSS point of view. The incumbent works with multiple stakeholders to ensure alignment with GOI priorities in the design and delivery of interventions that build a resilient, responsive, and integrated health system that is able to handle existing and emerging infectious disease threats. S/he directly liaises with and represents the USAID/India Health Office with high-level GOI officials, high-ranking state government representatives, bilateral donors, large international foundations, UN organizations, Non-Governmental Organisations (NGOs), the private sector, and other pertinent agencies and organizations to advance USAID’s HSS secondary and tertiary care priorities in India. The incumbent leads efforts to guide and support the GOI to strengthen health system resilience to respond to public health emergencies and withstand individual and community level shocks. The job holder reports to Division Chief, Health Systems Strengthening, and is required to perform work-related travel.

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

**Strategic and Technical Leadership (35%)**

The incumbent provides technical leadership and high-level strategic advice to the Mission in priority health areas, particularly on critical care in secondary and tertiary level health care systems, health policy and advocacy, supply chain management, digital health solutions, public financial management, and USAID’s disaster response during public health emergencies. S/he undertakes policy analysis in close collaboration with the GOI at the national, state and city levels, professional networks, the private sector, civil society organizations, and other partners, to identify key challenges and policy impediments that affect health systems in India, particularly those that impact Reproductive, Maternal, Newborn, Child and Adolescent Health (RMNCH+A), TB, HIV and COVID-19 outcomes for vulnerable populations. The incumbent serves as a principal advisor to the Health Office Director and Deputy Director on HSS, focusing on critical care management in secondary and tertiary level institutions, and is responsible for handling many complex issues, including negotiations with senior ranking national, state, and local government officials, and dealing with matters of a high degree of difficulty. S/he is responsible for interpreting and analyzing data and reporting to the Health Office and Mission leadership on progress towards achieving health goals as well as program and policy challenges and constraints. The incumbent keeps Health Office leadership informed of current health research and significant events related to
Indian health systems and resilience; advises senior Mission management, U.S. Embassy leadership and others of health activities and programs that may impact USAID; tracks legislative developments related to key health sectors; and collects, analyzes, and synthesizes information to inform and strategically guide USAID and U.S. Government (USG) program planning. S/he synthesizes complex research and policy documents to define requirements and identify reform interventions, especially those that leverage innovative approaches; and identifies effective, financially viable, and sustainable health partnerships and innovations that have the potential for scale. S/he manages, provides oversight and technical expertise to a large percentage of projects in the HSS portfolio ensuring an integrated systems approach for accelerated RMNCH+A, TB, HIV and COVID-19 outcomes for the most vulnerable populations. The incumbent works to ensure that HSS innovations implemented with USAID resources are appropriately documented and, if proven effective, scaled through public and/or private resources. The incumbent develops programmatic and technical guidance for HSS activities for the entire USAID Health Office portfolio and advises the USAID Health Office and its partners in the assessment, development and implementation of sound HSS programs, engaging at the national, state, and local levels, when required.

**Project Design, Management and Oversight (35%)**

The incumbent manages a variety of complex and highly technical awards and relationships independently on a day-to-day basis, identifying and resolving program issues, assuring that all activities are carried out in a technically sound and cost-effective manner, and assuring that activities are carried out in accordance with all applicable Mission and Agency program priorities, directives, and regulations. The incumbent ensures that monitoring and reporting systems are in place to assess progress in health activities towards achieving Mission and GOI goals; provides technical input in the development of Performance Monitoring Plans for both specific projects and activities and for the portfolio as a whole; develops a learning agenda for project activities with a rigorous monitoring system that gauges progress and provides for course correction or other adjustments. The incumbent oversees the review and documentation of implementing partner performance through regular site visits, routine reports, assessments/evaluations, and participation in technical working groups and other fora to monitor activities and verify asset use; ensures that issues are identified in a timely manner and that recommended follow-up actions are carried out; identifies successes, best practices, innovations, and lessons learned for sharing on a national and global level; routinely reviews the capacity building needs of the implementing partners, especially local entities, and develops plans to address any deficits. Additionally, the incumbent manages and oversees activity budgets and finances in coordination with Health and Financial Management office leadership; ensures that program/activity expenditures, accruals, and pipelines are monitored, and that corrective action is taken when needed; and ensures appropriate and timely funding of actions.

**Technical Assistance, Coordination and Representation (30%)**

The incumbent has a significant and influential role establishing and sustaining close collaborative and professional relationships with Ministry of Health (MOH) leadership both at the national and state levels, other related GOI ministries/bodies including the National Health Systems Resource Centre, the Ministries of Urban Development, and Social Justice and Empowerment, and NITI Aayog, the Indian government’s premier policy think tank responsible for advising the Prime Minister’s Office on budget allocations and policy. Working in consultation with senior Mission leadership, the incumbent negotiates with high
level GOI counterparts regarding the design, development and implementation of integrated health programs and the types and amounts of support to be provided by each stakeholder. S/he influences GOI resource allocation and programmatic funding for health systems strengthening, advising GOI and state health officials in planning and implementing a USD $3 billion health systems strengthening package announced by the Prime Minister to combat the COVID-19 pandemic and build resilient health systems to address any future public health threats. Incumbent also works to guide government resources ($8.5 billion recently allocated by GOI) for building pandemic preparedness infrastructure in critical care, oxygen eco-system, and lab strengthening for diagnosis and genomic sequencing along with any new public resource allocations that amplify USAID HSS investments. S/he leads USAID national and sub-national level quarterly review partner meetings, identifies challenges, and establishes change management practices to resolve bottlenecks in sustaining/scaling USAID investments in health systems in India, using GOI resources.

Consistent with the overall Mission strategy, the incumbent independently cultivates / maintains contacts and dialogues with high ranking appointed and elected government officials as well as private sector/non-governmental organization (NGO) chief executives at the local, regional, and national levels. As a Senior Advisor on HSS, the incumbent provides highly specialized technical advice and recommendations to strengthen critical care health systems and expand the coverage and quality of integrated health programs. Specifically, the HSS Advisor advises on programs in USAID and USG priority health areas, including strengthening healthcare workforce capacity and resilience, supply chain, quality of care, lab capacity, and the oxygen ecosystem in over 20 Indian states at the secondary and tertiary level. Together with counterparts, s/he monitors implementation of secondary and tertiary level critical care project/program activities to determine progress vis-a-vis objectives / benchmarks, identify problem areas, and recommend appropriate actions. S/he provides strategic and technical guidance to counterparts from the government (both at the national and sub-national level) in the formulation, implementation, and evaluation of specific components within the Assistance Agreement. With his/her stature, s/he influences GOI resources related to strengthening critical secondary and tertiary critical care, emergency response, and disaster preparedness. The incumbent also leads or participates in technical working groups and advisory groups and provides vital knowledge transfer to advance health systems efficiency.

S/he represents the health office, USAID, and the USG to stakeholders and external development partners in a wide variety of fora. S/he represents USAID during interagency and inter mission dialogues on policy advocacy issues related to HSS, including responses to public health emergencies, supply chain management of public health commodities, and the Coalition for Disaster Resilient Infrastructure. The incumbent builds relationships with private sector partners to leverage innovation, expertise, interests, and assets to address critical development challenges in health. External coordination responsibilities require the incumbent to demonstrate highly developed professional judgment and exceptional technical direction, leadership in the field, and management oversight. S/he also works to ensure internal coordination, within the Health Office and across other USAID office and program boundaries, that may offer opportunities to leverage investments and further target objectives. S/he leads ongoing information sharing efforts to identify, prioritize and develop cross-cutting and collaboration opportunities and to ensure an interdisciplinary approach to
achieve the larger systems goal of quality and equitable access to quality healthcare for vulnerable and marginalized communities.

c) **Supervisory Relationship:** The incumbent acts independently with little daily supervision by the Development Assistance Specialist (Deputy Office Chief).

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 incumbent keeps the Division Chief / Health Office leadership updated through periodic status reports and briefings. Completed work is reviewed from the overall standpoint of results achieved, milestones reached and other measurable outcomes.

12. **PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

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

a) **Education:** Possession of a Master's degree in a relevant field, such as Public Health, Health Administration, Medicine, Economics, health systems, planning, administration, financing, public financial management, epidemiology, or monitoring and evaluation is required.

b) **Prior Work Experience:** Minimum of seven (7) years of progressively responsible, professional-level experience in Health Systems Strengthening both at the policy and field implementation levels. The experience must provide the opportunity for policy work, program direction and visioning, strategic planning, and design, and/or program management. At least five years of this experience must be in a senior professional or management level in the GOI, international donor agencies, non-government organizations, host government institutions, or the private sector.

c) **Language Proficiency:** Fluency in English and Hindi is required at Level IV in speaking, reading, writing is required. Language competence may be tested.

d) **Job Knowledge:** The incumbent must have in-depth expert knowledge, understanding, and experience of HSS related issues to include planning, implementation, research, policy, advocacy and response in India. The incumbent must have a substantial grasp of health policy in general, and the institutional factors constraining health program growth and advancement in India; S/he also must have demonstrated state-of-the-art knowledge related to critical care management in secondary and tertiary institutions and priority health areas such as supply chain management, emergency response, pandemic preparedness as well as RMNCH+A, TB, HIV and other Infectious Diseases, and knowledge related to working or collaborating with other donors, governments, international organizations, the private sector, etc. S/he must have good knowledge or the potential to acquire such knowledge of U.S. government legislation relating to development assistance, USAID programming policies,
regulations, procedures, and documentation, and of the objectives, methodology, and status of the programs and projects to which assigned.

e) **Skills and Abilities:** The incumbent must possess strong skills in communication (oral and written), advocacy, and networking. S/he must have strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results. This position requires an outstanding ability to exercise flexibility and prioritization skills to be able to accept and react to evolving planning and implementation contexts. Must have an ability to exercise sound judgment, take initiative and offer leadership. S/he demonstrates timely decision-making and extensive judgment in planning and carrying out tasks. S/he has the ability to manage multiple tasks simultaneously, to work under pressure and produce results, and to work effectively in a collaborative team environment. The incumbent must have the ability to identify significant economic, political and social trends in the host country and assess their importance and impact on USAID development assistance objectives and programs. The incumbent must demonstrate excellent computer skills including skills with Microsoft Office, web-based databases, and electronic filing.

**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.

**A. SELECTION PROCESS:**

**Phase-I:** Offerors who meet the Education / Experience minimum qualifications will further advance to evaluation phase-II. Offerors who do not meet the Education / Experience minimum qualifications will be eliminated from further evaluation process.

**Phase-II:** The Applications of those Offerors who meet the Education / Experience minimum requirements will be further evaluated based on the evaluation factors below. The most highly rated Applications will further move to phase-III.

**Phase-III:** The Offerors determined to be most highly rated will be interviewed and asked to complete a written exercise. The interview and written exercise performance will be evaluated based on the evaluation factors given below to determine the most highly rated Offerors.

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

- Education (10 points)
- Job Knowledge (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%20Form%20DS-174_0.doc.

2. Offerors may attach a covering letter and/or resume/curriculum vitae to support their application.

3. Submit electronic copies of applications to: indiaper@usaid.gov.

4. 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.

5. 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.

6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

7. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated. * See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.

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**

1. **Bonus:** 20% of Basic Salary.
2. **Provident Fund:** 12% of Basic Salary - Under the Provident Fund (PF) scheme, a deduction of 12 percent of basic salary is made from the employee’s salary for each pay period. The U.S. Government contributes an equal rate of 12 percent of basic salary.
3. **Superannuation Fund:** 15% of Basic Salary - The Mission of the United States operates a noncontributory Superannuation Fund (SF). A contribution is made to the employee’s credit by the USG for each pay period of creditable service. The vesting period for superannuation is five years.
4. **Severance Pay (Gratuity):** This is a special lump sum payment made to an employee for loyal service to the Mission. Eligible employees are entitled to 5.75 percent of annual basic salary for each completed year of service with a minimum of five years of service and a maximum payment of 20 months of basic salary. Gratuity payment is calculated on the basis of the employee's basic salary at the time of separation. Severance Pay (Gratuity) would be applicable in accordance with U.S. Mission/India policy.
5. In addition, employees are covered under the Mission’s Medical and Hospitalization Plan for Locally Employed Staff, Group Accidental Death Insurance Plan, and optional Group Life Insurance Plan.

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:


2. **ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)**

   (a) **Definition.** As used in this clause -

   *United States or its outlying areas* means—

   (1) The fifty States;
(2) The District of Columbia;

(3) The commonwealths of Puerto Rico and the Northern Mariana Islands;

(4) The territories of American Samoa, Guam, and the United States Virgin Islands; and


(c) Personal Services Contracts with individuals. As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

**Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042**

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at https://www.saferfederalworkforce.gov/contractors/.


<table>
<thead>
<tr>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: TBD</td>
<td>1</td>
<td>LOT</td>
<td>$TBD</td>
<td>$TBD at Award after negotiations with Contractor</td>
</tr>
</tbody>
</table>

5. **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).

6. **PSC Ombudsman**: The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: [https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman](https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman).

   The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

**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.