



USAID | RWANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER/VACANCY ANNOUNCEMENT: 72069621R100003

ISSUANCE DATE: September 17, 2021

CLOSING DATE/TIME: October 04, 2021/12:00 p.m. (CAT)

SUBJECT: Solicitation for a Cooperating Country National Personal Services Contractor (CCNPSC)

Dear Prospective Offerors/Applicants:

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.


USAID/Rwanda is an Equal Employment Opportunity employer and does not discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. **Persons with disabilities are encouraged to apply.**

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a personal services contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,


Molly Steinbauer
Contracting and
Supervisory Executive Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72069621R100003
2. **ISSUANCE DATE:** September 17, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** **October 04, 2021, 12:00 p.m.** noon African Central Time
4. **POINT OF CONTACT:** Human Resource Office, e-mail kigalihr@usaid.gov.
5. **POSITION TITLE:** Health Promotion & WASH Specialist
6. **MARKET VALUE:** 34,681,317 to 56,638,330 Rwandan Francs equivalent to FSN-11 in accordance with AIDAR Appendix J and the Local Compensation Plan for the U.S. government agencies present in Rwanda. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The base period will be 2 years, estimated to start on o/a December 19, 2021, to December 18, 2023. Based on Agency need the Contracting Officer may exercise additional 3 option periods of 1-year for the dates estimated as follows:

| | |
|-------------|--|
| Base period | December 19, 2021, to December 18, 2023. |
| Option 1 | December 19, 2023, to December 18, 2024 |
| Option 2 | December 19, 2024, to December 18, 2025 |
| Option 3 | December 19, 2025, to December 18, 2026 |

8. **PLACE OF PERFORMANCE:** Kigali, Rwanda with possible travel as outlined in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Open to All Interested CCN (Cooperating Country National) Candidates. Cooperating Country Nationals as defined in AIDAR, Appendix J, Section (1)(7) "Cooperating country national" ("CCN") means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country."
10. **SECURITY LEVEL REQUIRED:** Facility Access / Employment Authorization

11. STATEMENT OF DUTIES**1. Basic Functions of Position**

USAID/Rwanda's Health Team oversees a budget of approximately \$84 million. The health portfolio covers maternal and child health, nutrition, Water, Sanitation and Hygiene (WASH)), family planning and reproductive health, infectious diseases (HIV/AIDS,

malaria), and health systems strengthening. USAID/Rwanda seeks a Program Management Specialist for Health Promotion and WASH who will spearhead health promotion and WASH activities and provide day-to-day program management including the functions of Agreement Office's/Contracting Officer's Representative (AOR/COR) and oversight for specific health promotion and WASH activities and cross-cutting, multi-sectoral approaches across the Mission. The incumbent will serve as a technical expert on Health Promotion and WASH and support programmatic and policy results in this area. This position reports directly to the Community Health and Empowerment Services (CHES) Team Leader and works closely with other program specialists in Health and other technical offices.

2. Major Duties and Responsibilities

a. Program/Technical Management:

50%

- As an expert and advisor in health promotion and WASH, the incumbent takes an active role in developing specific agency program goals and objectives. The incumbent provides programmatic leadership for USAID/Rwanda's health promotion and WASH interventions utilizing innovative, effective, appropriate, and sustainable development strategies. The incumbent prepares directives, memoranda, policy statements and proposals to introduce new initiatives and to recommend effective operations consistent with strategic objectives of USAID's health program in Rwanda.
- The job holder provides technical direction for proposals that result in a grant, contract and/or cooperative agreement for health promotion and WASH programs that are scientifically sound and incorporate USG policies and lessons learned. The incumbent works with the agency grants and contracts office, as well as partner representatives, to ensure that most current health promotion and WASH protocols are included in the signed grant, contract, or cooperative agreement.
- The job holder gives technical advice and monitors implementation of activities of each partner organization on a regular basis to ensure consistency with USG guidance and host country technical policies. S/he conducts regular site visits and meetings with representatives of implementing partners to review progress. The job holder draws attention to programming and management issues. S/he prepares regular and frequent oral and written reports to the Mission/Health Office, chief of party/country director, inter-agency USG committees and other interested parties on the progress of USG WASH activities.
- Working closely with senior and mid-level host government staff, implementing partners, donor partners, and the USG country team, the incumbent manages all programs under her/his purview to assure that health promotion and WASH objectives are achieved and/or appropriate remedial activities are instituted. In liaison with the Health and Mission M&E Specialists, s/he develops program evaluation strategies, methodologies and indicators for monitoring health promotion and WASH programs in accordance with standard guidelines and protocols. The position ensures that appropriate data management systems to monitor health objectives and indicators for health promotion and WASH programs

are in place and takes responsibility for the management of these systems within the health promotion and WASH technical area. The incumbent provides advice and recommendations to the health team in interpreting data on health promotion and WASH indicators.

- The job holder stays abreast of developments in the field of health promotion and WASH within the region and globally, and integrates these developments into USG/Rwanda programming as appropriate. S/he provides updated technical information to partners as it becomes available through the Social and Behavior Change (SBC) and WASH task forces in which she/he plays a role of USAID point of contact and facilitator.

b. Administrative Management:

35%

- The job holder is responsible for providing oversight and monitoring the budgets allocated to health promotion and WASH implementing/cooperative agreement partners within the job holder's portfolio. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities; quarterly pipeline reviews/budget status reports, following up on irregular findings, providing advice for realignments of budgets, and calculating accruals.
- The job holder prepares regular and ad hoc progress reports on health promotion and WASH activities. Readers of these reports include agency and Post management, other USG agency officials, and USG headquarters offices, and are ultimately used in reports to the U.S. Congress.
- The job holder maintains files and records specific to the activities/programs for which the incumbent is responsible. The job holder is responsible for data integrity and security of information in the reporting databases that does or may relate to health promotion (particularly as related to named individuals). Other program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panels, and awards. Whenever possible, these records will be filed electronically and entered into the reference system.
- The job holder prepares and presents briefings for Congressional and Executive delegations, industry leaders and other high-level visitors; participates in making arrangements for visits and serves as spokesperson as required. Serves as control officer for site visits for agency and inter-agency USG senior-level officials.
- The job holder maintains files and records of all activities implemented by a project for which the job holder is activity manager.

c. Coordination:

15%

- The job holder represents USAID/Rwanda on health promotion and WASH at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs senior agency officials, health country team and interested officials of other USG agencies as appropriate on the results of

such meetings and prepares written reports for submission to other interested parties.

- The job holder represents USAID in discussing and developing financial commitment targets for health promotion and WASH programs at administrative and strategic planning meetings. This includes all USG health implementing agencies.
- The job holder participates in technical working groups and their thematic subgroups to ensure effective coordination of work plan development, implementation strategies, and evaluation plans for health promotion and WASH activities in Rwanda.
- The incumbent participates with other USG professionals on in-country committees for health promotion and WASH . The purpose of such committees is to assess program needs and issues at the local level and develop strategies for communicating these needs/issues to the national level. The committees help to ensure consistency in the implementation of best practices for health promotion and WASH at national level. Based on information received in the national committees, the job holder may recommend revisions to USG team program policies and guidelines for health promotion and WASH
- On behalf of the USAID/Rwanda Health team, the incumbent participates with other stakeholders in the development of health promotion and WASH strategies. S/he reviews related partner work plans and participates in technical working groups and their subgroups to ensure integration of health and harmonization of interventions with other partners towards the realization of the Rwanda national health goals.

3. **Supervisory Relationship:** Directly supervised by the Community Health and Empowerment Services Team Leader.

4. **Supervisory Controls:** None.

12. **PHYSICAL DEMANDS:** The work requested does not involve any rigorous physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education and work experience requirements must be met at time of application.

- a. **Education:** Master's degree in public health, health policy, behavioral or social science field is required.
- b. **Prior Work Experience:** A minimum of five years of mid-to-senior level public health experience in developing and implementing health promotion and WASH programs or other relevant public health programs that involve coordination with international agencies, the Government of Rwanda, or implementing partners is

required. Demonstrated experience in strategic planning, policy formulation, providing technical leadership, and program management is required.

- c. **Post Entry Training:** Familiarization training in USAID-specific procedures, regulations, and methods. Orientation to working from a donor-Agency perspective, etc., will be provided. Formal AOR/COR certification courses, training to maintain professional capability in the field, and other courses offered for professional USAID staff, as appropriate; and, courses, seminars, conferences, and other activities in fields related to the function and needed to maintain and update professional qualifications as they become available, subject to availability of funds.
- d. **Language Proficiency:** Level IV (fluent - speaking/reading/writing) English and Kinyarwanda is required.
- e. **Job Knowledge:** Comprehensive understanding of health promotion and WASH and community-based initiatives, and program design, implementation and evaluation is required. Experience in social and behavior change methodologies and their application to WASH, maternal and child health (MCH), and nutrition is required. Demonstrated ability in building and maintaining close counterpart relationships, both governmental and in the community. Demonstrated ability to work collaboratively and effectively in a high-performance environment and under tight deadlines. Demonstrated ability to apply policy directives to activity design, implementation and monitoring and evaluation.
- f. **Skills and Abilities:** Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners. Strong leadership skills are required to lead results-driven project teams and workgroups. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. The incumbent will be expected to exercise considerable ingenuity and tact in applying guidelines to unique and different settings. Considerable innovation will be required to influence other collaborative organizations engaged in health promotion and WASH programs to adopt appropriate strategies for their program activities. Intermediate user level of word processing, spreadsheets and databases is required. Strong skills in interpretation of program monitoring and evaluation data are 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>.

The procedure for evaluating and ranking applications is outlined below. Applicants will be scored based on the documentation provided with the application. The best-qualified among those applicants who meet the minimum qualifications will be invited to take an English proficiency test. Only the highest-ranked applicants will be interviewed.

1. BASIC ELIGIBILITY

The basic eligibility requirements for this position are:

- Authorized to work in Rwanda
- Complete application submitted as outlined in the section IV
- Eligible to obtain security clearance for Facility Access
- Cleared medically to work at USAID/Rwanda
- Available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary
- Willing to travel to work sites and other offices as/when requested
- All internal candidates who meet the minimum qualifications will be interviewed.

2. SELECTION PROCESS AND EVALUATION FACTORS

After the closing date for receipt of applications, those that meet the minimum qualification requirements will be invited to take an English Proficiency Test. Applications from candidates who do not meet the minimum requirements for education and experience will not be reviewed. Applications of those who meet the Level IV English proficiency requirements will be forwarded to the Technical Evaluation Committee (TEC) for review. The TEC will review and score the application and skills test based on the evaluation factors as described below. Candidates with the best scores based on their application and skills test will be invited for an interview.

English Proficiency Test (EPT) Pass/Fail (Level IV)

Application: 25 Points

Extent to which the applicant has the education or training required to satisfy position elements, and quality of experience or skills necessary to successfully perform the work. The application review will be weighted as follows: Experience (15 points), Job Knowledge and Skills (10 points). (See II. b, e, f.) Candidates with superior scores from the application review will be invited to complete a skills test and participate in an interview.

Skills Test: 25 Points

Interview: 50 Points

Interview questions will revolve around the candidate's propensity to:

- a. Demonstrate ability to build and maintain close counterpart relationships, both governmental and in the community.
- b. Demonstrate ability to understand health promotion and WASH and community-based initiatives, social and behavior change communication strategies, and program design, implementation, and evaluation.
- c. Demonstrate ability to work collaboratively and effectively in a high-performance environment and under tight deadlines.
- d. Demonstrate ability to work effectively in a team environment.
- e. Demonstrate ability to handle multiple, competing tasks simultaneously.

Total Possible Score: 100 Points

References: Pass/Fail

References of the finalists will be checked prior to offering the position. Applicant references must be able to provide substantive information about past performance and abilities. USAID/Rwanda reserves the right to seek references from anyone who may be able to provide information about a candidate; reference checks are not limited to the names provided. A preponderance of negative references will likely disqualify a candidate from consideration.

IV. SUBMITTING AN OFFER (APPLYING)

1. Eligible Offerors are required to complete and submit the offer form:
 - US Federal Employment, Form DS-174 (available on-line)
 - Cover letter no longer than one page in length.
 - Current résumé or curriculum vitae that includes at least three references.
 - Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

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. Pre-employment Medical Examination
2. Employee Biographical Data sheet

3. Employee Contact form
4. Employee Dependency Report

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

1. BENEFITS (in accordance with the U.S. Embassy Kigali Local Compensation Plan):
 - a. Health Insurance
 - b. Social Security insurance
 - c. Annual and Sick leave
 - d. Annual Bonus
 - e. Maternity Leave
2. ALLOWANCES (in accordance with the U.S. Embassy Kigali Local Compensation Plan):
 - a. Meal/Beverage Allowance
 - b. Miscellaneous Allowance
 - c. Housing Allowance
 - d. Transport Allowance
 - e. Family Allowance

VII. TAXES

The Mission emphasizes to its employees that they are obliged to observe all Rwandan laws, including those concerning income and related tax obligations. By international agreement, payment of taxes is a matter between the individual employee and the Rwandan government.

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/sites/default/files/documents/1868/aidar_0.pdf
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 as described below:

LINE ITEMS

| ITEM NO (A) | SUPPLIES/SERVICES (DESCRIPTION) (B) | QUANTIT Y (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|----------------|---|---------------------|-------------|----------------------|---|
| 0001 | Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS] | 1 | LOT | \$ _TBD_ | \$ _TBD_ at Award after negotiations with Contractor_ |
| 1001 | Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS] | 1 | LOT | \$ _TBD_ | \$ _TBD_ at Award after negotiations with Contractor_ |
| 2001 | Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS] | 1 | LOT | \$ _TBD_ | \$ _TBD_ at Award after negotiations with Contractor_ |

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>

Personal Services Contracts

| AAPD/CIB No. | Title/Issued Date | Subject Category |
|---|--|-----------------------------|
| AAPD 20-08 (PDF 118K) | Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs – December 22, 2020 | Personal Services Contracts |
| AAPD 06-08 (PDF 35 kb) | AIDAR, APPENDICES D AND J: USING THE OPTIONAL SCHEDULE TO INCREMENTALLY FUND CONTRACTS – JUNE 23, 2006 | Personal Services Contracts |
| AAPD 03-11 (PDF 277 kb) | Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan – 12/02/03 | PSC |

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical

Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

5. **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>.

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

