SOLICITATION NUMBER: 72062420R00016
ISSUANCE DATE: August 17, 2020
CLOSING DATE/TIME: September 6, 2020/17:00 GMT


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 contract as described in this solicitation.

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 PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of any offer.

All offers must be submitted to the Point of Contact via email: accraps@usaid.gov

Only shortlisted offerors will be contacted.

Any questions must be directed in writing to Patience Charway at pcharway@usaid.gov or Yusif Ibrahim at vibrahim@usaid.gov with a copy to Guadalupe Ramirez at gramirez@usaid.gov.

Sincerely,

Guadalupe Ramirez
Contracting Officer
Regional Executive Office
USAID/West Africa
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72062420R00016

2. ISSUANCE DATE: August 17, 2020

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: September 6, 2020 17:00GMT

4. POINT OF CONTACT: USAID/West Africa, Accra; e-mail at accrapsc@usaid.gov

5. POSITION TITLE: GHSA Technical Advisor

6. MARKET VALUE: $92,977 - $120,868 equivalent to GS-14
   Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: Two (2) years, estimated to start o/a 11/2020 with an option of three (3) one-year extensions for a maximum of five (5) years. Exercise of options will depend on continuing need of services, availability of funds, successful performance, and requisite approvals.

   Based on Agency need, the Contracting Officer may exercise the additional option periods for three (3) years for the dates estimated as follows:

<table>
<thead>
<tr>
<th>Base Period:</th>
<th>o/a 11/2020 to 11/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option Period 1:</td>
<td>o/a 11/2022 to 11/2023</td>
</tr>
<tr>
<td>Option Period 2:</td>
<td>o/a 11/2023 to 11/2024</td>
</tr>
<tr>
<td>Option Period 3:</td>
<td>o/a 11/2024 to 11/2025</td>
</tr>
</tbody>
</table>

8. PLACE OF PERFORMANCE: USAID/Cameroon, Yaoundé.

9. ELIGIBLE OFFERORS: Open to U.S. Citizens (including lawful Permanent legal residents) or Third Country Nationals.

   Hiring Preference:
   In order of preference, U.S. Citizens (including Permanent legal residents) offers will be evaluated first, and only when it is determined that there is no qualified U.S. Citizen (including Permanent legal resident) that offers from Third Country Nationals (TCN) will be considered. References 309.3.1.10 and 309.3.1.4.
INTRODUCTION
The U.S. Agency for International Development (USAID) seeks to employ a U.S. Personal Services Contractor (USPSC) who will be responsible for ensuring the well-coordinated and effective program implementation of the US Government (USG) Global Health Security Agenda (GHSA) portfolio in Cameroon. The GHSA Technical Advisor will be responsible for leading and helping to coordinate a complex multi-sectoral portfolio, providing administrative, technical and representational support to the portfolio as required. The incumbent will work closely with the USAID/West Africa Regional Mission (USAID/WA), the Cameroon Embassy, USAID/Washington, and the Cameroon PEPFAR Coordinator. In addition, s/he will also provide technical support to the interagency USG GHSA team in Cameroon and help manage implementing partners. S/he will supervise two people, including technical health personnel.

Placement of a GHSA Technical Advisor in Cameroon will fill a critical role for USAID to meet the expectations of the White House and Congress for rapid, effective, and coordinated implementation of the GHSA. The Technical Advisor will work closely with other USG partners to ensure effective interagency coordination, particularly the Centers for Disease Control and Prevention (CDC), the Department of Defense (DoD) offices providing support for GHSA implementation (DTRA, AFRICOM, OSC), and the State Department.

The GHSA Technical Advisor, as a senior representative of USAID health security programs in-country, will be expected to liaise appropriately and to provide senior representation in-country on USAID’s efforts in Cameroon (as needed). Representation and information-sharing may be at high-level meetings and events, both within the Embassy and the broader interagency team, and with external audiences, including the host government, other embassies, development partners, civil society and the humanitarian assistance community.

BACKGROUND
In 2018, the U.S. Government and multilateral partners re-confirmed their commitments to the Global Health Security Agenda (GHSA) which was originally launched in 2014. GHSA is a global partnership of nations, international organizations, and non-governmental stakeholders to help build countries’ capacity to help create a world safe and secure from infectious disease threats and elevate global health security (GHS) as a national and global priority. GHSA pursues a multilateral and multi-sectoral approach to strengthen both the global capacity and nations’ capacity to prevent, detect, and respond to human and animal infectious diseases threats whether naturally occurring or accidentally or deliberately spread.

The United States Agency for International Development (USAID) along with the U.S. Centers for Disease Control and Prevention (CDC) is a primary implementer of the US Government’s commitment to the GHSA, and joins others in the USG such as, the Department of Defense (DOD), National Security Council (NSC), Department of State (DOS), United States Department of Agriculture (USDA) and others to support countries in achieving progressive capacity level gains in priority GHSA Action Packages.
USAID’s GHSA program is building health security capacities across focus countries. The program includes addressing zoonotic diseases (those which emanate from animals) and improving animal health services using what is called a One Health approach. This approach integrates the efforts of the human health, animal health, and environmental sectors.

OBJECTIVE
The objective of this position is to provide leadership and representation of the USAID/Cameroon presence in the health sector, focused on GHSA. Successful completion of this objective will require working with a wide array of US Government partners, local government ministries, other donor partners, regional economic bodies, international organizations, non-governmental organizations (NGOs), and implementing partners. The highest result is a rapid, effective, and coordinated oversight of GHSA action packages.

The GHSA Technical Advisor, working under the supervision of the USAID/Cameroon Health Office Director and the USAID/Washington GHSA Lead, will provide technical expertise to manage, coordinate, and monitor activities associated with the global health security portfolio and the environment, with a focus on achieving results under USAID’s GHSA portfolio. The GHSA Technical Advisor will liaise with the Bureau for Global Health in Washington, D.C., including the GHSA Team and relevant project management teams. S/he will ensure that the Mission’s planning of and response to GHSA are carried out in accordance with Agency and State Department directives.

S/he will ensure that the USAID/Cameroon planning, response, and reporting on GHSA are carried out in accordance with Agency and Congressional directives. S/he will be expected to coordinate with the other USAID Health Office Teams (PEPFAR, PMI etc.) as well as with the broader USAID/Cameroon program.

Furthermore, the GHSA Technical Advisor is a member of the senior management team. The responsibilities of this position include:

1. Ensuring implementation of the GHSA National Action Plan for Health Security (NAPHS) in coordination the local government, with relevant departments and agencies, the USAID/Washington GHSA Team and relevant project management teams;

2. Leading or participating in GHS dialogue at all levels with country stakeholders;

3. Coordinating with the U.S. Embassy and the Government of Cameroon on policy and administrative reform efforts impacting USAID global health security programs;

4. Working in close coordination with USAID/WA and relevant program management teams to identify and address technical programmatic, or other support needs for the country team and relevant programs;

5. Supporting oversight and management of USAID-funded GHSA programs;

6. Supervising designated USAID-funded staff;

7. Serving as the USAID liaison for donor coordination for GHSA.

The Technical Advisor will consult with Financial Management, Contracting, Executive Office
and Legal Officers of USAID/WA as needed to ensure compliance.

MAJOR ROLES AND RESPONSIBILITIES

1. **Serve as Senior GHSA Disease Team Lead to provide coordination across all assets and activities related to global health security (GHS) in Cameroon (45% LOE)**
   
   a. With guidance from USAID Washington, support appropriate management and oversight of GHSA activities in Cameroon.
   
   b. Review and support compliance under the direction of the relevant A/COR teams of reporting from GHSA implementing partners, to USAID/WA and USAID/Washington as appropriate.
   
   c. Develop and support budget planning and financial reporting of USAID GHSA programs in Cameroon.
   
   d. Represent GHSA activities as appropriate to USAID/Cameroon, USAID/WA and within the USG. Respond to communication requests and other taskers related to the GHSA program.
   
   e. Support execution of USAID/Cameroon NAPHS monitoring plan using the relevant Joint External Evaluation (JEE) indicators, especially as it relates to USAID inputs and in accordance with the guidelines established by the Interagency Reporting process. Identify success stories, track progress against activities, compile and share analysis of USAID key JEE indicators.
   
   f. Develop and maintain relationships with relevant ministries (Ministry of Health and Public Hygiene, Ministry of Animal Resources and Fisheries, Ministry of Wildlife, and others as appropriate) to ensure that USAID GHSA programs are well-coordinated with country priorities.
   
   g. Liaise with other USG offices and their partners to facilitate coordinated GHS implementation.
   
   h. Liaise with USAID/WA on regional GHSA efforts as needed to ensure best implementation and coordination of activities.
   
   i. Document and track lessons learned in Cameroon which will help guide the implementation of the GHSA program. This includes writing cables and working with the Director of Communications (DOC).

2. **Coordination and integration of the GHSA program within broader USAID ad USG Portfolios  25% LOE)**

   a. Facilitate the coordination of USAID GHSA and USG GHS-funded activities in Cameroon broadly. This includes CDC- and DOD-funded work to ensure the most cost-effective, and diplomatic approach to supporting the Government of Cameroon’s and the USG’s goals under the GHSA program.
b. Establish frequent, regular meetings with the USG GHSA Interagency in-country.

c. Reinforce the role of the Government of Cameroon to establish and maintain a coordination network among partners in the country whose activities are related to GHSA activities and is in support of the implementation and monitoring of the NAPHS. Such partners include: bi-lateral donors, international organizations (WHO, FAO, OIE, etc.), National governments and their relevant ministries, private sector, international and local NGOs, etc.

d. Develop and maintain relationships with relevant ministries in the country to ensure that assets can be coordinated and provided as support if needed.

e. During disease outbreak situations, ensure that GHSA assets are tightly coordinated with interagency leadership in supporting the national government.

f. Seek opportunities to bring new partners into GHSA programming, including private sector or other donors.

g. With the broader non-health USAID team and West Africa Regional Teams, ensure GHS coordination with the broader USAID development portfolio (e.g., economic growth and trade, environmental conservation, food security, education, governance, agriculture, health) for leveraging opportunities.

3. Technical Advice on Infectious Disease Surveillance and Response, and GHSA Policy Implementation (25% LOE)

a. Provide expertise to USAID/Cameroon, and USAID/Washington and USAID/WA as appropriate in infectious disease preparedness, prevention, detection, and response context and capacities in Cameroon, including zoonotic diseases, One Health approach, and Global Health Security.

b. Work closely with USAID/Cameroon country team to engage in high-level advocacy with various ministries from the host country government to ensure effective USAID support to the implementation of GHSA in Cameroon, including advocacy to promote One Health approach to addressing existing and emerging pandemic threats.

c. Represent USAID/Cameroon to high level USG diplomats and VIPs, Senior Government of Cameroon Officials, and other external partners on GHSA issues as appropriate, in both written and spoken communication.

d. Provide technical support/guidance to the host government in establishing an effective and improved NAPHS to achieve GHSA targets.

e. Keep abreast of new developments and emerging issues that affect USAID’s priorities related to GHSA via literature review, attendance at technical meetings, workshops, and participation in relevant training events. Share relevant information and recommendations with USAID and other USG
colleagues. This includes current information on outbreaks globally and in the region.

SUPERVISION
The GHSA Technical Advisor will be supervised by and report to the USAID/Cameroon Health Director. The GHSA Technical Advisor will supervise the GHSA Specialist (FSN) and one program support/administrative staff.

REQUIRED SECURITY CLEARANCE
Secret

II. REQUIRED QUALIFICATIONS

1. Master’s degree or higher in public policy, public health, or similar related disciplines. Additional studies/certificates or training may be an advantage.

2. Minimum of 12 years of public health and development (program management, project implementation, leadership and representation) experience, or similar, related experience in developing countries. At least eight of these years should be in developing country contexts – other experience may be at headquarters level.

3. Demonstrated experience with international organization(s) working on animal and/or human public health (e.g., World Health Organization (WHO), the Food and Agriculture Organization (FAO), the World Organization for Animal Health (OIE) and/or USG or other donor programs working on One Health, Avian Flu, Infectious Disease, or similar cross-sectoral programs related to biosecurity.

4. Demonstrated experience coordinating complex programs with multiple partners across sectors.

5. Experience with monitoring and evaluation methodologies including frameworks, data quality assurance, data analysis, reporting and dissemination within resource-poor settings. This may include academic research.

6. Demonstrated experience in developing budgets, ensuring financial reporting, and ensuring adherence to organizational or government compliance standards.

7. Demonstrated ability and experience to execute good judgment and presentation skills in front of high-level representatives. This includes being able to represent topics on which the incumbent is not an expert.

8. Knowledge of USAID policies, procedures, and reporting requirements, desirable.

9. Demonstrated ability to work effectively in a team environment and communicate highly technical information or areas outside of the incumbent’s expertise to non-technical audiences at high levels of political authority.
10. Excellent leadership, supervisory and communication skills.

11. High degree of judgment, maturity, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results.

12. Fluency in English and French (equivalent to Advanced / Upper Intermediate) is required, in both oral and written communication in professional, technical, and policy communication with host country government representatives and partners across sectors. USAID reserves the right to administer a language test to verify language proficiency.

13. Incumbent must be a U.S. Citizen or Third Country National.

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 following factors will be the basis for the evaluation of applications meeting the required minimum qualifications. All applications will be evaluated based on the documentation submitted with the application. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation. The highest ranking applicants may be selected for an interview, but an interview is not always necessary.

Candidates will be evaluated and ranked based on the following selection criteria:

**Education (15 points):**
Master’s degree or higher in public policy, public health, or similar related disciplines is required. Additional studies/certificates or training may be an advantage.

**Relevant Experience (50 points):**
1. Minimum of 12 years of public health and development (program management, project implementation, leadership and representation) experience, or similar related experience in developing countries. At least eight of these years should be in developing country contexts – other experience may be at headquarters level.
2. Demonstrated experience with international organization(s) working on animal and/or human public health (e.g., World Health Organization (WHO), the Food and Agriculture Organization (FAO), the World Organization for Animal Health (OIE) and/or USG or other donor programs working on One Health, Avian Flu, Infectious Disease, or similar cross-sectoral programs related to biosecurity.

3. Demonstrated experience coordinating complex programs with multiple partners across sectors.

4. Experience with monitoring and evaluation methodologies including frameworks, data quality assurance, data analysis, reporting and dissemination within resource-poor settings. This may include academic research.

5. Demonstrated experience in developing budgets, ensuring financial reporting, and ensuring adherence to organizational or government compliance standards.


7. Demonstrated examples of leadership and supervisory skills in complex situations.

Skills and Technical Knowledge (20 points)

1. Technical understanding of the Global Health Security Agenda (GHSA), the WHO International Health Regulations, and the One Health Approach.

2. Knowledge of USAID policies, procedures, and reporting requirements is desirable.

Language (15 points)

Fluency in English and French (equivalent to Advanced / Upper Intermediate) is required, in both oral and written communication in professional, technical, and policy communication with host country government representatives and partners across sectors. USAID reserves the right to administer a language test to verify language proficiency.

Maximum Points Available: 100

USAID policy specifies that U.S. citizens or resident aliens (USNs) are preferred over third country nationals (TCNs). Therefore, USN and TCN offers will not be evaluated together. USAID will evaluate USPSC offers first and if the CO determines that there are no qualified USNs, only then will USAID evaluate TCN offers.

References of the most highly-technically qualified offeror will be checked by a Technical Evaluation Committee.

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form AID

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.

4. A Cover Letter of not more than three (3) pages describing how the incumbent’s skills and experience fit the requirements of the position.

5. A current CV/resume. The CV/resume must contain sufficient relevant information to evaluate the Offers in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.

6. Applicants also must address the above Section III: Evaluation and Selection Factors, in a Summary Statement to be included in the Offers. This Summary Statement, limited to two (2) pages, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The Summary Statement must include the name of the applicant and the announcement number at the top of each page.

7. Applicants must provide a minimum of three (3) and a maximum of five (5) references within the last five years from the applicant’s professional life, namely individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant’s work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

8. Hard copies of diplomas, certificates or relevant degrees may be included to corroborate the CV/resume.

9. Applicants must provide their full mailing address with telephone, facsimile numbers (if available) and email address and should retain for their records copies of all enclosures that accompany their submission.

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:

- Offeror Information for Personal Services Contracts with Individuals (AID 309-2);
- Contractor Physical Examination (AID Form 1420-62); *
- Questionnaire for Sensitive Positions (for National Security) (SF-86); *

Forms outlined below can found at: [http://www.usaid.gov/forms/](http://www.usaid.gov/forms/)

4. Questionnaire for Non-Sensitive Positions (SF-85); *
5. Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:
   
   (a) Employer's FICA Contribution
   (b) Contribution toward Health & Life Insurance
   (c) Pay Comparability Adjustment
   (d) Annual Increase (pending a satisfactory performance evaluation)
   (e) Eligibility for Worker's Compensation
   (f) Annual and Sick Leave

   *Note: A US citizen’s salary will be subject to employee’s FICA and Medicare contribution.

2. ALLOWANCES:
   
   Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at https://aoprals.state.gov/content.asp?content_id=282&menu_id=101

   (a) Temporary Quarter Subsistence Allowance (Section 120)
   (b) Living Quarters Allowance (Section 130)
   (c) Cost-of-Living Allowance (Chapter 210)
   (d) Post Allowance (Section 220)
   (e) Separate Maintenance Allowance (Section 260)
   (f) Education Allowance (Section 270)
   (g) Education Travel (Section 280)
   (h) Post Differential (Chapter 500)
   (i) Payments during Evacuation/Authorized Departure (Section 600), and
   (j) Danger Pay Allowance (Section 650)]

TCNs do not receive identical allowances as USPSCs. However, subject to Mission Director approval, TCNs may receive specific allowances under AIDAR Appendix J sec. 4(c)(2)(ii) and many allowances from AIDAR Appendix D that are on par with other offshore hires.

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.
VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES

USAID regulations and policies governing USPSC awards are available at these sources:


b. 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:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES (DESCRIPTION)</th>
<th>QTY</th>
<th>UNIT</th>
<th>PRICE</th>
<th>AMOUNT (F)</th>
</tr>
</thead>
</table>
| 0001    | Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)  
- Award Type: PSC  
- Product Service Code: R497  
- Accounting Info: TBD | 2   | LOT  | $ TBD | STBD at Award after negotiations |
| 1001    | Option 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)  
- Award Type: PSC  
- Product Service Code: R497  
- Accounting Info: TBD | 1   | LOT  | $ TBD | STBD at Award after negotiations |
| 2001    | Option 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)  
- Award Type: PSC  
- Product Service Code: R497  
- Accounting Info: TBD | 1   | LOT  | $ TBD | STBD at Award after negotiations |
| 3001    | Option 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)  
- Award Type: PSC  
- Product Service Code: R497  
- Accounting Info: TBD | 1   | LOT  | $ TBD | STBD at Award after negotiations |


d. 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.

[END OF SOLICITATION]