



**USAID**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72063621R10004  
**ISSUANCE DATE:** April 15, 2021  
**CLOSING DATE/TIME:** May 06, 2021 - 16H30  
Freetown time, GMT

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC): Project Management Specialist (Malaria Data Management)** position based on the US Embassy, Sierra Leone Local Compensation Plan

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** 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 Attached 1.

Sincerely,

(Signed)

Ifeoma Ezeh  
Contracting Office

UNITED STATES ADDRESS :  
USAID/GUINEA, Department of State  
2110 Conakry Place, Washington DC 20521-2110  
United States

INTERNATIONAL ADDRESS:  
USAID/GUINEA, B.P. 603, c/o American Embassy  
Transversale no. 2, Centre Administratif de Koloma  
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**I. GENERAL INFORMATION**

1. **SOLICITATION NO: 72063621R10004**
2. **ISSUANCE DATE:** April 15, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** May 06, 2021 -16H30 Freetown time, GMT
4. **POINT OF CONTACT:** HR Team at conakrypscjobs@usaid.gov
5. **POSITION TITLE:** Project Management Specialist (Malaria Data Management)
6. **MARKET VALUE:** *Le172,360,132 to Le267,158,212* per annum equivalent to **FSN-11** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of (US Embassy/Sierra Leone). Final compensation will be negotiated within the listed market value. Salaries over and above the top of the pay range will not be entertained or negotiated.
7. **PERIOD OF PERFORMANCE:** *One year with four renewable one year option periods*, estimated to start on November 21, 2021.

The **base** period will start on or about *November 21, 2021 and end on or about November 20, 2022*. Based on Agency need, the Contracting Officer (CO) may exercise additional **option periods** for the dates estimated as follows.

Base Period:	November 21, 2021 to November 20, 2022
Option Period 1	November 21, 2022 to November 20, 2023
Option Period 2	November 21, 2023 to November 20, 2024
Option Period 3	November 21, 2024 to November 20, 2025
Option Period 4	November 21, 2025 to November 20, 2026

Extensions will be contingent on satisfactory contractor performance, continued need for the Services and availability of funds.

8. **PLACE OF PERFORMANCE: Freetown, Sierra Leone.**  
With the possibility to travel to Conakry, Guinea as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Cooperating Country Nationals.
10. **SECURITY LEVEL REQUIRED:** Facility access.

## 11. STATEMENT OF DUTIES

### A. General Statement of Purpose of the Contract

The goal of the President’s Malaria Initiative (PMI) is to reduce malaria-related mortality by fifty percent (50%) across a number of high-burden countries in sub-Saharan Africa, and elsewhere, through rapid scale-up of proven and highly effective malaria prevention and treatment measures. Success requires participating countries, and their partners, to deploy the right resources at the right place and at the right time, through more accurate insights from existing data, and accelerating the data-to-action cycle. PMI has launched a new country quarterly reporting process to ensure operational decision-making at the country level is based on timely and granular program-relevant data, through the use of the “PMI MDIVE Platform,” which includes analytic tools to facilitate the use of relevant datasets, including visualizations of epidemiological, supply chain, entomological, demographic, programmatic, and financial data. As such, PMI has required all countries receiving PMI funding to add a Malaria Data Specialist to the Health staff to support surveillance, monitoring and evaluation, the strengthening of malaria-related data systems, and the building institutional capacity within Ministries of Health and National Malaria Control Programs to improve data quality and use. The USAID Project Management Specialist (Malaria Data Management) (the “Specialist”) leads the effort to strengthen malaria-related data systems, and efforts to build institutional capacity within Ministries of Health and National Malaria Control Programs. The Specialist provides leadership and guidance to data-related malaria control programs/projects/activities in coordination with USAID, USG, implementing partners (IPs), appropriate host-country ministries and the private sector. The Specialist provides technical advice on data collection, analysis, and use, reflecting best practices designed to improve data quality and use, and ultimately advance to malaria prevention, control, and elimination. The Specialist administers and monitors malaria data systems and is responsible for data collection and analysis and provides guidance and leadership in the strategic use of data for informed decision making. In addition, the Specialist serves as a Contracting/Agreement Officer’s Representative (C/AOR) or Activity Manager (AM) for malaria data systems related programs.

### B. Statement of Duties to be Performed

#### MAJOR DUTIES AND RESPONSIBILITIES

##### a. Performance Management

- Leads the development and implementation of strategies to improve malaria data quality and data sharing, while establishing a culture of data-informed resource allocation within the host-country malaria control program in the Ministry of Health (MoH).
- Provides technical guidance to the host-country malaria control program, in order to build capacity in the conceptualization, development, design, administration, and monitoring of various information systems necessary for malaria control, including for malaria case management, vector control, and the supply chain of malaria commodities.
- Advises the supervisor, Office Chief, Mission Director and Deputy Mission Director, and others on local matters of importance to data quality, use, and transformation efforts, and providing oversight of IP programs.

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- Provides guidance to other Mission colleagues, USG offices, and with IPs in the areas of data collection and use, and host-country malaria data systems.
- Provides technical expertise to other USAID/Mission Health Office staff in their performance monitoring efforts as they relate to malaria program activities, including reviewing and providing technical feedback on Monitoring and Evaluation (M&E) plans submitted by PMI-funded IPs.
- Liaises with PMI backstops, and with Surveillance, Monitoring and Evaluation (SM&E) and Data Integration Teams in USAID/Washington and at CDC/Atlanta, and Mission staff overseeing PMI activities.
- Ensures that performance monitoring systems are in place, and that periodic, reliable measures and indicators of portfolio impact are established; and collects and monitors malaria-program related performance data on an ongoing basis.
- Contributes to performance monitoring reviews and reports, PMI reporting requirements, Portfolio Reviews, the annual Performance Plan and Report, as well as other reporting requirements.
- Facilitates the negotiation of data-sharing agreements between the Mission and relevant host-government institutions, including the MoH and others.

## **b. Data Management**

- Provides technical leadership to all areas of data management, including ensuring appropriate data collection (manual and automated), inventorying, and cataloguing in the PMI data platform, for all malaria-related datasets (e.g., financial, programmatic, epidemiological, entomological, supply chain, demographic).
- Designs, facilitates, and promotes efficient means to collect, organize, clean, store, analyze, and share disparate, complex datasets, with attention to security and confidentiality, and with sensitivity to the country context.
- Applies sound data science principles and methods to objectively and systematically track changes, and to measure progress towards national targets for malaria control in the host country.
- Conducts rigorous analysis of data from a variety of sources to locate implementation obstacles and opportunities, and to employ cutting-edge approaches and tools to generate visualizations.
- Facilitates the establishment and institutionalization of data use processes, with a focus on reducing the time in the information-to-decision cycle.
- Conducts data quality assessments on key performance indicators included in the Monitoring and Evaluation (M&E) plans for PMI-funded IPs, as required under USAID policy (ADS 200).
- Trains and mentors the host-country and Mission colleagues in data analysis and visualization.

## **c. Program/Project/Activity Management**

- Serves as a COR/AOR or Activity Manager (AM) for malaria data systems strengthening related projects, with responsibility for providing financial and programmatic oversight to ensure contracts and grants achieve anticipated results and are linked to and enhance attainment of the Health Office, Mission and USG objectives.

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- Conduct site visits as required in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency, and judicious use of USG funding.

**The contractor is eligible for temporary duty (TDY) travel to the U.S, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.**

- C. Supervisory Relationship:** The Specialist works under the very general supervision of the Health Office Chief, and the closer but general supervision of a lower-level supervisor, such as the HIV/AIDS and/or Malaria Team Leader. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.
- D. Supervisory Controls:** Continuing supervision of other Health Office and/or Mission staff is not contemplated.

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

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

In order to be considered for the position, an applicant must have the following minimum qualifications.

- 1. Education:** The work requires a Master's Degree or host-country equivalent in statistics, mathematics, economics, computer science, epidemiology, health informatics, public health, infectious disease, zoonotic disease, biology or other quantitative discipline.
- 2. Prior Work Experience:** A minimum of five years of progressively responsible experience, with a focus on data collection and analysis in the area of malaria-related public health is required. Demonstrated experience in the programming of malaria data-collection and data-quality programs/projects/activities. This experience must demonstrate that the Specialist has strong public health and applied data science skills. The Specialist must have demonstrated technical leadership in data systems as they relate to malaria prevention and control, program management, planning, policy development, and problem-solving skills while working in a sensitive environment.

### **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>.

1. **Selection Process:** After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum qualification required for the position. Applications from candidates who do not meet the minimum qualification required will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.
2. **Evaluation factors and basis of rating:** Applicants who clearly meet the minimum qualifications and basic eligibility requirements will be further evaluated based on scoring of their minimum qualifications.

#### **FACTOR #1: Language Proficiency – 10 points:**

Level 4 (advanced professional proficiency) English, both oral and written, is required. This will be evaluated during the interview and through the written submissions outlined below.

#### **FACTOR #2: Job Knowledge, Skills, and Abilities – 20 points:**

In 500 words or less, the Applicant must clearly describe a situation in which s/he used in-depth, professional knowledge of techniques and approaches for gathering, analyzing, and/or interpreting, routine and surveillance data, as well as using this information to drive decision-making to address Sierra Leone's or another country's health development challenges or to influence policy changes. The Applicant's response should demonstrate his/her knowledge of host country data management systems, processes, and actors as well as the Applicant's ability to interact effectively with these systems, processes, and actors. The Applicant's submission should highlight, where relevant, any reports produced, or presentations made and their recipients. The Applicant's submission should demonstrate his/her knowledge and understanding of the host country's economic, political, social, and cultural characteristics; and development principles, concepts, and practices, especially as they relate to infectious disease data use within the host country and donor prevention, control, and elimination programs.



**FACTOR #3: Interpersonal Skills and Abilities – 20 points:**

In 500 words or less, the Applicant must describe a situation where s/he individually or as a part of a team had to manage a professional conflict within the working environment. The Applicant must describe the nature of the conflict, the parties to the conflict, and his/her role in seeking a resolution to the conflict. The Applicant should feel free to describe a conflict even if there was not a resolution to the conflict. The Applicant's response should highlight their teamwork, communication, and problem-solving skills as appropriate.

**FACTOR #4: INTERVIEW PERFORMANCE – 50 points**

Total possible points: **100**

Satisfactory professional Reference Checks will be conducted but yield no points.

**IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer form **AID 309-2**. "Offeror Information for Personal Services Contracts with Individuals," available at <https://www.usaid.gov/forms/aid-309-2>. The submitted form must be signed. Un-signed application forms and any missing requested documents will not be considered.
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, item 4**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

**SOLICITATION #72063621R10004 – Project Management Specialist (Malaria Data Management)** and submit only **ONCE** via email to: [conakrypscjobs@usaid.gov](mailto:conakrypscjobs@usaid.gov)

4. Submit a current resume/CV
5. Submit a cover letter
6. Submit responses outlining the evaluation factors listed in section III, above.
7. Provide the names of three to five references with current contact information, with both an email address and a telephone number.

**All the above-mentioned documents are REQUIRED, must be SIGNED and prepared in ENGLISH. Incomplete and unsigned application form will not be considered.**

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

**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:

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[guinea@usaid.gov](mailto:guinea@usaid.gov)  
[www.usaid.gov](http://www.usaid.gov)

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit security form OF-174.

**VI. BENEFITS AND ALLOWANCES**

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

- a. Transportation Allowance
- b. Meal Allowance
- c. Family Allowance
- f. Miscellaneous Allowance
- g. Annual Leave Bonus
- h. 13th month bonus

**VII. TAXES**

N/A

**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](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)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: Agency/B Code: <i>797</i>	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor



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1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>Agency/B Code: 797</i>	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
2001	<b>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>Agency/B Code: 797</i>	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
3001	<b>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>Agency/B Code: 797</i>	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
4001	<b>Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>Agency/B Code: 797</i>	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>
4. **USAID Acquisition and Assistance Policy Directives (AAPD-20-08):** Leave and Holidays for CCNs and TCNs, available at <https://www.usaid.gov/sites/default/files/documents/AAPD-20-08.pdf>
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

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with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

**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>.

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

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission in Guinea and Sierra Leone provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guinea and Sierra Leone also strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**END OF SOLICITATION**