



USAID | RWANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72069621R00005

ISSUANCE DATE: September 14, 2021

CLOSING DATE/TIME: October 01, 2021/5:30 p.m. CAT

SUBJECT: Solicitation for a *Solicitation for a Resident Hire U.S. Personal Services Contractor (USPSC)*

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.

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 the offer.

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

Sincerely,


Molly Steinbaeur
Supervisory Executive Officer and Contracting
Officer

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ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72069621R00005
2. **ISSUANCE DATE:** September 14, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** October 01, 2021/5:30 p.m. Central Africa Time (CAT)
4. **POINT OF CONTACT:** Human Resource Office, e-mail kigalihr@usaid.gov
5. **POSITION TITLE:** Health Program Management Advisor
6. **MARKET VALUE:** \$79,468 to \$103,309 equivalent to GS-13. 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
9. **ELIGIBLE OFFERORS:** Open to U.S. Citizens who reside in Rwanda.
10. **SECURITY LEVEL REQUIRED:** Facility Access

11. STATEMENT OF DUTIES

1. Basic Functions

The Health Program Management Advisor will be responsible for supporting the management of the USAID/Rwanda Health program (which includes programming in maternal health, family planning, child health, malaria, nutrition, water and sanitation and HIV/AIDS) and assisting with the interagency management of the President's Emergency Plan for AIDS Relief (PEPFAR) and the President's Malaria Initiative (PMI). In particular, he/she will be responsible for supporting reporting, evaluation and analysis and external communications. The Advisor will serve as a key member of the Mission's Health Office (HO) and will coordinate within the USAID Mission, the US Embassy, and Government of Rwanda (GOR). The incumbent will report directly to the Program Support Team Lead and

participate on many teams both within the office and in the Mission.

The Advisor will facilitate the HO's management for results and assessing program effectiveness as the USAID Strategic Information point of contact in the Interagency forum strengthening the design, implementation, and evaluation of USAID supported projects within the portfolio. S/he will also lead all reporting requirements for the other Presidential Initiatives that the HO manages. Collaboration with team members who are project managers and others in support offices is essential. S/he will be the primary liaison in the development of any communications/information materials or data analysis requested by USAID/Washington, US Congress, the Embassy, or the general public. Collaboration with the Mission's Senior Development Outreach Communications officer (DOC) is essential. The incumbent will maintain close working relationships with members of the health team, other technical offices, and support staff, Interagency partners, relevant representatives of the GOR, development partners, public and private sector organizations and other key stakeholders engaged.

The Advisor will serve as one of the Mission's technical resources on health reporting and private sector engagement (PSE) and serve as a point of contact on matters relating to PSE, reports, evaluations and special studies. The Advisor will also liaise with other U.S. government (USG) agencies, international organizations and other donors that provide assistance for Health Development to ensure that Rwanda's health activities are fully coordinated with other actors active in these areas. The Advisor must be skillful in determining the appropriate approach in negotiating and persuading others, and in establishing rapport in order to gain and relay information.

It is expected that, initially, the incumbent will be expected to travel to the field up to 30% of his/her time to conduct various site visits and assessments. The majority of this travel will be day trips; however, occasional overnight trips may be required.

2. Major Duties and Responsibilities:

a) Program Support/Project Management (35%):

- Coordinate the HO's support to USAID's annual report, semi-annual portfolio reviews, annual budget requests, and other briefings as required by the Government of Rwanda, Congress, Department of State, USAID/Washington, US Embassy, and USAID/Rwanda.
- Plan, implement, participate in, comment upon, or prepare Mission views on evaluations, assessments or audits of activities.
- Assist in determining the additional analyses, assessments, or reviews that are required to develop Mission activities in the area of good health practices, designing and overseeing the implementation of such analyses or assessments, and follow up as necessary.
- Provide analytical support to the HO, support staff and USG interagency health team during PEPFAR Country Operational Plan (COP) season.
- Provides support on program design and implementation elements of health projects, guidelines, interventions and community-based programs.
- Serves as the HO's point of contact on private sector engagement work and participates in the Mission's PSE working group

- Handles unsolicited proposals that the HO receives, in collaboration with the Program Office and HO staff that may include developing recommendations for funding.
- Support the updating and maintenance of the Health Intranet site, Project Websites , and Project mappings.
- Carry out other tasks related to USAID/Rwanda's Health sector programming as assigned by the HO leadership

b) Monitoring and Evaluation (30%)

- Maintain and track THRIVE Project Performance Management Plan (PMP) to ensure indicators are up to date and solicit inputs from HO staff for ensuring updates are made and progress is tracked as needed.
- Maintain and track THRIVE Project Learning Agenda to ensure questions are up to date and solicit inputs from HO staff for ensuring updates are made as needed.
- Participate in, coordinate or manage USAID inputs into Health sector assessments conducted in conjunction with other USG agencies, international organizations, or other donors.
- Support HO leadership to prepare and carry out regular IP meetings to assess THRIVE progress towards results
- Provide guidance and specific analysis required in the areas of Strategic Information (SI) for PEPFAR COP and Annual Program Review in collaboration with the DREAMS Coordinator.
- Assists Agreement Officer Representative (AOR)/ Contracting Officer Representative (CORs)/Activity Managers (AMs) with monitoring site visits annually to ensure maximum participation by target audiences.
- Review M&E and Workplans of the HO projects and provide comments.
- Participates in the development of evaluation plans and assessments, and their implementation.
- Familiarizes self with Data for Accountability Transparency and Impact (DATIM), SIMS, Foreign Assistance Coordination and Tracking System (FACTS Info), Aid Tracker, COP DataPack, and provides support to all AORs, CORs, and Activity Managers in their use.
- Familiarizes self with USAID Evaluation Policy and Mission Order on Monitoring and Evaluation.
- Supports Site Improvement through Monitoring System (conducting SIMS visits and mentoring the HO SIMS POC).
- Mentors and coaches the FSN Monitoring and Evaluation Specialist
- Work with *Community Health and Empowerment Services Team Lead* and Program Office MEL team on monitoring for USAID's Collaboration, Learning and Adapting initiatives

c) Reporting (20%):

- Familiarizes self with reporting requirements for all Presidential Initiatives and coordinates the HO's preparation of the COP, Malaria Operational Plan (MOP), the Operational Plan (OP) and the Health Implementation Plan, including annual and semi-annual progress reports by developing or completing templates, collecting information, and success stories from AMs, AORs, and CORs according to annual guidance.
- Ensures proper reporting compliance with USAID norms and standards.

- Drafts, edits and proofreads narratives for COP, OP and MOP and other planning and reporting requirements to ensure accuracy and to meet USAID quality standards.
- Works closely with the Program Assistant for Budget and the Financial Analyst when preparing budget documents for the COP, MOP and OP.
- Coordinates the Portfolio Review process for the Health Team in collaboration with AMs, AORs and CORs; and ensures staff follows the Mission Order for Portfolio Review process. This includes gathering and analyzing data and preparing powerpoint presentations that summarize program results.

d) Communications (15%)

- Drafts speeches, talking points and related material for public events by Senior Management including Office Director, Mission Director, Ambassador, and the Deputy Chief of Mission.
- Prepares written briefings for all Congressional Staff Delegations, Congressional Delegations, and any other VIP visits.
- Summarizes information in written and oral form for use by superiors, as appropriate.
- Serves as the Point of Contact for questions about project management activities inquiries including those coming from US Congress, Embassy, State and AID/W and respond to those queries often with very short turnaround times.
- Works closely with the Mission's DOC to develop public relations materials such as profile/Fact Sheet updates, press releases, technical updates, etc. as needed.

The Advisor will handle all assigned work either independently or as part of teams according to established Mission policies, practices and programmatic guidance, and in accordance with all applicable USAID regulations and guidance. The Advisor is expected to make independent judgments while working as part of the Health Team. As a highly qualified professional, substantial reliance is placed on the employee to independently plan and carry out the specific activities required for fulfilling the major duties and responsibilities of this position.

3. Supervisory Relationship: Incumbent is directly supervised by the Program Support Team Lead. Supervisor sets overall objectives.

4. Supervisory Controls: This position has no supervision responsibilities.

12. PHYSICAL DEMANDS: The work requested is primary sedentary and does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

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

- a. **Education:** A Master's degree in a relevant field is required.
- b. **Experience:** A minimum of five years of progressively responsible experience managing public health or public sector program is preferred. Practical experience in work with USAID, USG or an international development agency is highly desirable.
- c. **English Proficiency:** Level IV (fluent).
- d. **Knowledge:** Project management knowledge required.
- e. **Skills and Abilities:** Excellent organizational and leadership skills are required to achieve a high level of health program coordination and reporting across agencies and multi-disciplinary teams. Good written communications skills are required to draft, edit, and clear documents, reports and policy guidelines in the English language. Good oral communications skills are required to ensure clarity and direction exist within the interagency working groups. The ability to maintain contact at all levels of the Rwandan government and with other stakeholders in the non-government arena is required in order to explain USAID and PEPFAR program policies, objectives and procedures and to assist partners in reporting requirements. Ability to develop and deliver oral presentations on programmatic matters is required. Demonstrated ability to multi-task in a fast paced, highly detailed work environment is required, as well as working in multi-cultural contexts. Intermediate user level of MS Office including word processing, spreadsheets and databases is required. Keyboarding skills that include both speed and accuracy are required. A facility to work with higher mathematical calculations for purposes of budget and reporting is required.

III. EVALUATION AND SELECTION FACTORS

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

The procedure for evaluating and ranking applications is outlined below. Applicants will be scored based on the documentation provided with the application. Only the highest-ranked applicants will be interviewed.

1. Eligibility

To meet the basic eligibility requirements for this position the offeror must:

- Be a U.S. citizen;
- Be able to obtain or already have a Work Permit;
- Submit a complete application submitted as outlined in the section IV;
- Be eligible to attain clearance for Facility Access;
- Be cleared medically to work in Rwanda;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary.

After the closing date for receipt of applications, those that meet the minimum qualification requirements will be referred to a technical evaluation committee (TEC). Applications from candidates who do not meet the minimum requirements will not be referred. The TEC will review the applications and score the response to the evaluation factor. References of the finalists will be checked; applicant references must be able to provide substantive information about past performance and abilities. *(If an applicant does not want a current employer contacted, please highlight such a request in the application cover letter. USAID will delay such reference checks pending the applicant's concurrence.)*

2. Process and Evaluation Factor Values

After the closing date for receipt of applications, those that meet the minimum qualification requirements *(see II. a. and b.)* will be referred to a technical evaluation committee (TEC). Applications from candidates who do not meet the minimum requirements will not be reviewed. The TEC will review and score the applications based on the following listed evaluation factors.

Application: 35 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.

Interview: 65 Points

Interview questions will revolve around the candidate's:

- Knowledge of public health or public sector programs
- Ability to maintain contact at all levels of the Rwandan government and with other stakeholders in the non-governmental arena.
- Analytical and organization skills
- Demonstrated ability to work effectively in a team environment
- Handle multiple competing tasks simultaneously

Total: 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.

I. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts," available at <http://www.usaid.gov/forms>.
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. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. Application package must include a cover letter with the résumé or Curriculum Vitae.

II. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO)/Executive Officer (EXO) 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 the following forms.

1. Contractor Employee Biographical Data Sheet
2. Declaration for Federal Employment (OF-306);
3. Medical History and Examination Form (DS-6561);
4. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570);
5. Security forms:
 - i. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85);
 - ii. Fingerprint Card (SF-87);
 - iii. Statement of Prior Service (SF-144A).

III. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a resident hire PSC is authorized the following benefits:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Annual Increase (when approved by Congress, and pending a satisfactory performance evaluation)
- (d) Annual and Sick Leave

IV. TAXES

USPSC's are required to pay Federal income taxes, FICA, Medicare and applicable State income taxes.

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

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

1. USAID Acquisition Regulation (AIDAR), Appendix D, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien 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)	QUANTITY (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>
 - [AAPD 21-01 Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J](#)
 - [AAPD 20-08 Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs](#)

- [AAPD 18-02 REVISED Revisions to Medevac Policies for USPSCs and TCNPSCs](#)
- [AAPD 10-01 PERSONAL SERVICES CONTRACTS -- CHANGES IN USG REIMBURSEMENT AMOUNTS FOR HEALTH INSURANCE AND PHYSICAL EXAMINATION COSTS](#)
- [AAPD 06-10 PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY](#)
- [AAPD 06-08 AIDAR, APPENDICES D AND J: USING THE OPTIONAL SCHEDULE TO INCREMENTALLY FUND CONTRACTS](#)

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.