



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066322R00013

ISSUANCE DATE: 4/12, 2022

CLOSING DATE/TIME: 5/11, 2022, 5pm (EAT)

SUBJECT: Solicitation for a **U.S. Personal Service Contractor (USPSC) – Senior Digital Health Advisor**

Dear Prospective Candidates:

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,

Linda Gregory
Supervisory Executive Officer

U.S. Agency for International
Development US Embassy
Entoto Road
P. O. Box 1014
Addis Ababa, Ethiopia

Tel. : 251-11-306002
Fax : 251-11-242438
Website: www.usaidethiopia.org

USA Address:
2030 Addis Ababa Place Washington, DC
20521-2030

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066322R00013
2. **ISSUANCED ATE:** 4/12, 2022
3. **CLOSINGDATE/TIME FOR RECEIPT OF OFFERS:** 5/11, 2022, no later than **5:00 p.m (EAT) (close of business)**.
4. **POINT OF CONTACT:** Linda Gregory, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at ***addisusaidjobs@usaid.gov***.
5. **POSITION TITLE:** Senior Digital Health Advisor.
6. **MARKET VALUE:** \$95,973 to \$124,764, equivalent to **GS-14**. The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience, and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**
7. **PERIOD OF PERFORMANCE:** For two years with one-three-year options to extend. Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds. No PSC contract may exceed a five-year period of performance. Estimated to start on 07/01/2022.

The base period will be 07/01/2022– 07/01/2024. Based on Agency need, the Contracting Officer may exercise additional one-year option periods for a maximum of four years, as noted below:

Base Period:	07/01/2022 – 07/01/2024
Option Period 1:	07/01/2024 – 07/01/2025
Option Period 2:	07/01/2025 – 07/01/2026
Option Period 3:	07/01/2026 – 07/01/2027

8. **PLACE OF PERFORMANCE:** Addis Ababa, Ethiopia with possible travel as stated in the Statement of Work.
9. **ELIGIBLE OFFERORS:** U.S. Citizens, Resident Aliens
Applicant must:

- Submit a complete application as outlined in the solicitation section titled **SUBMITTING AN OFFER**.

- Be able to obtain facility access security clearance.
- Be able to obtain a Department of State medical clearance.
- Be willing to travel to work sites and other offices or locations as/when requested.

Note:

Preference will be given to U.S. citizens who reside in Ethiopia at the time of contract award. Therefore, applications from resident-hire applicant will be evaluated first; offshore applicants will be evaluated only if there are no qualified Resident-Hire applicants.

An applicant hired from off-shore will be entitled to established off-shore benefits (housing, transportation, shipment benefits, and other applicable allowances). U.S. Citizens who reside in Ethiopia will be entitled only to performance and comparability pay increases, annual and sick leave, FICA and reimbursement of life and health insurance.

10. CLEARANCES: The final selected candidates must obtain both the ‘facility access’ security and medical clearances within a reasonable period. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract:

Broad responsibilities will include providing technical leadership to USAID, interagency partners, Ministries of Health, Women, Children and Youth Affairs, and Finance and Ministry of Information Technology and implementing partners through recommendations and expertise in the design, development, improvement, and maintenance of information systems that strengthen service quality, effectiveness, and efficiency. Technical assistance and capacity building of Health team members in country systems requirements, analysis, design, specifications, and oversight for project management, development, piloting/testing, implementation and evaluation will also be key components of the position. The position requires both advisory and administrative ability, including hands-on Health Information Systems Informatics and Information Technology technical expertise, results-oriented analysis, strong project management experience, clear communication skills, and close collaboration with a wide variety of stakeholders including host ministries, Implementing Partners, interagency teams, USAID Headquarter personnel and other donors.

The incumbent must ensure the presence and use of adequate administrative controls, information and data quality, procedural efficiencies and adherence to internationally recognized information system and standards for interoperability. S/he will be expected to develop strategies and technical approaches for better USAID, USG, and partner coordination and improve integration of vertical programs e.g. PEPFAR, Maternal & Child Health, Malaria Control, Vaccination, etc. The incumbent will support the integration of national information systems such as Health Management Systems, Human Resources Information Systems, Health Information Exchanges, facility systems and others.

2. Statement of Duties to be Performed:

The incumbent will work with relevant partners, stakeholders and Government to ensure successful Health Information System projects and activities are in place to improve effectiveness and access to quality primary health care, TB, malaria, maternal and child health social services, and HIV/AIDS service packages in the Ethiopian Health System.

OVERSEE IMPLEMENTATION OF INFORMATION TECHNOLOGY ACTIVITIES IN USAID/ETHIOPIA'S HEALTH PROGRAM (40%):

- Serve as subject matter expert and thought leader on strategic design and project management for Health IT investments.
- Lead Health team in building an Information and Communications Technology strategy to achieve specific health objectives.
- Perform routine scans of Health IT investments to identify potential risks and find opportunities for improvement.
- Work with Health project managers to ensure IT investments and policy keeps pace with technology developments and addresses the needs of the Health team.
- Ensure compliance with USG requirements for independent validation and verification of IT projects that are proposed by USAID's implementing partners.
- Ensure the presence and use of adequate administrative controls, information and data quality, procedural efficiencies and adherence to internationally recognized information system and standards for inter-operability.
- Lead the harmonization of HMIS through capacity building in quality collection, analysis, dissemination, and use of health information for program planning and management.

PROVIDE TECHNICAL EXPERTISE TO USG, GOE AND OTHER STAKEHOLDERS (35%)

- Engage with policy level in-country government officials, the donor community, and other stakeholders to advise on IT activities, standards, processes and tools.
- Collaborate regularly with IT advisors in other USG offices to ensure IT work is coordinated with USAID's broader health and supply chain technology initiatives; and support these broader technology efforts through participation on project teams.
- Participate in USAID global forums for IT and supply chain strengthening, such as the Open LMIS initiative.
- Provide Health Management Information Systems technical assistance and capacity building to the Health team for in-country system requirements, analysis, design, specifications, and oversight of project management, development, piloting/testing, implementation and evaluation.
- Provide leadership in the integration and use of data management information systems and tools to facilitate data entry, transmission, and use.

MONITORING AND EVALUATION OF HEALTH SYSTEMS STRENGTHENING ACTIVITIES (20%)

- Ensure timely completion of all relevant program deliverables and reporting requirements.
- Maintain a regular schedule of project site visits to document activities of USAID-supported implementing partners, establish routine communications and maintain up-to-date information and files on the status of partner activities, resources and work plans.
- Assist Health Monitoring and Evaluation Specialist in evaluating select IT activities, ensuring that performance monitoring systems are in place, and that periodic, reliable

- measures of impact indicators are established.
- Ensure implementing partners are in compliance with all relevant USG and USAID regulations and procedures. Communicate with partners regarding USAID rules and regulations, as well as their obligations to USAID. Apply specific and in-depth knowledge of applicable USG laws, legislative directives, and regulations, particularly regarding the allowable use of Health funds.
 - Work closely with implementing partners to ensure program achievements and lessons learned are disseminated to sector representatives. Maintain and share an up-to-date summary of program technical areas and geographic areas of implementation.
 - In collaboration with other team members, monitor activities undertaken by IPs implementing IT strengthening projects/activities; track progress against program descriptions, implementation plans, and work plans; assess progress and barriers to achievement; recommend action for improvement or modifications to address problems; and document and highlight results.

PROJECT FINANCIAL MANAGEMENT (5%)

- Responsible for the financial management of assigned IT activities, which includes ensuring obligations, expenditures, and budget pipelines conform to action plans.
- Ensure appropriate and timely incremental funding of activities.
- Ensure program activities are in compliance with USAID financial regulations. Report financial discrepancies to the HSS Deputy Team Leader and Financial Analyst.
- Update the Mission Controller and Financial Analyst on the liquidation of advances. Review and provide administrative approval for assigned activities as required.
- Ensure compliance with Non-Federal Audits and closure of open recommendations. Maintain a monthly project financial management tracking system

3. Supervisory Relationship

This position reports to the Deputy Health System Strengthening Team Lead.

4. Supervisory Controls:

Supervise one CCNPSC.

11. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened by the Mission Human Resources Office to determine whether they have met the minimum qualifications listed below. All candidates who meet the minimum qualifications requirements will be referred to the Technical Evaluation Committee (TEC) for further consideration and screening.

EDUCATION: Master's degree in information technology, business administration, or computer science.

WORK EXPERIENCE: Five years' experience with systems development lifecycle and software implementation methodologies in low resource settings.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with candidates 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 candidates 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 candidates 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>.

EVALUATION FACTORS

EDUCATION (10 points): Points will be given for (1) education above the minimum level and/or (2) specialized education pertinent to the position (3) specialized training pertinent to the position and/or (4) Project Management Professional (PMP) certification.

WORK EXPERIENCE (40 points): Points will be given for (1) experience above the minimum levels required, (2) specialized digital health system experience pertinent to the position, (3) experience in pertinent development assistance activities, (4) experience in development organizations that are large and/or international.

KNOWLEDGE (25 points): Demonstrated professional knowledge of current information technology tools, standards, methodologies, and policies that can be applied to advance Health Information Systems. Demonstrated knowledge working in the public health arena. Demonstrated knowledge with current mobile technologies that can be leveraged to further public health objectives. Broad knowledge of state-of-the-art information technology tools, standards, methodologies, and policies that can be applied to advance Health Information Systems.

SKILLS AND ABILITIES (25 points): Strong management, negotiation, collaboration, team building, networking and interpersonal skills. A proven ability to work independently with minimal supervision. Strong interpersonal skills to establish and maintain strong contacts with counterparts both inside and outside of USAID and in order to explain USAID objectives and procedures to government officials, private businesses, corporations, foundations, NGOs, and other non-traditional development organizations. A high degree of technical, analytical, and quantitative skills in scientific approaches and in analysis of development activities and policies. Demonstrated ability to work as a member of a team and to foster teamwork, the ability to develop and maintain productive working relationships at all levels, including within the USG Interagency.

INTERVIEW PERFORMANCE (60 points)

REFERENCE CHECK (40 points)

BASIS OF RATING: Candidates who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors.

Candidates should address these factors in the offer package, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to the factors. Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The **highest-ranking applicants** may be selected for an interview and writing test. Interviews may be conducted either in person or by telephone/video call at USAID's discretion. Reference checks will be conducted only for the highest-ranking candidates and will be handled separate from the technical evaluation. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the candidate's cover letter, and USAID will not contact those references without contacting the candidate.

Final TEC recommendations for the candidates will be based on the initial evaluation of the applications, interview performance, and reference checks. USAID/Ethiopia will not pay for any expenses associated with the recruitment process.

IV. SUBMITTING AN OFFER

For your application to be considered, the following documents must be submitted:

1. Offeror Information for Personal Services Contracts with Individuals, available at [AID- 309-2 Form](#)
2. Letter of Application
3. Current curriculum vitae (CV).

Further Guidance:

To ensure consideration of offers for the intended position, offerors must prominently reference the Solicitation Number in the offer submission.

Application must be submitted **ONLY** via addisusaidjobs@usaid.gov and the email subject must say – **:72066322R00013 – Senior Digital Health Advisor. Be sure to include your name and the solicitation number at the top of each page.**

Please do not submit more than one application; and

The application must be submitted before or on the closing date at local Ethiopia time 5 p.m. (Local Ethiopia, Addis Ababa Time, or EAT). Late and incomplete applications will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the CO informs the successful candidate about being selected for a contract award, the CO will provide the successful candidate instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Fingerprint Card (FD-258), and either
3. Questionnaire for Sensitive Positions for National Security (SF-86),or
4. Questionnaire for Non-Sensitive Positions (SF-85), whichever is applicable.

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a USPSC 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 (depending on satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

2. ALLOWANCES (if applicable):

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](#)

- (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)

VII. TAXES

USPSCs are required to pay federal income taxes, FICA, Medicare and applicable state income taxes.

VIII. 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 AID309-1** available at <https://www.usaid.gov/forms>.

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_
3001	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations

	- Award Type: Cost - Product Service Code: [e.g. R497] -Accounting Info: [insert from Phoenix/GLAAS]				with Contractor_
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3. Acquisition and 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. **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 **5CFR2635**. 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>.

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

END OF SOLICITATION

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Ethiopia 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/Ethiopia also strives 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.