SOLICITATION NUMBER: 21-05

ISSUANCE DATE: December 23, 2020
CLOSING DATE/TIME: January 22, 2021 @ 1200 hours

SUBJECT: Solicitation for a Project Management Specialist - Malaria Data Management (Health Office) (Cooperating Country Personal Service Contractor (CCN/PSC).

(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, 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 offers.

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

Sincerely,

Jason Bennett
Supervisory Executive Officer
I. **GENERAL INFORMATION**

1. **SOLICITATION NO.**: 21-05


3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS**: January 22, 2021 @ 1200 hours.

4. **POSITION TITLE**: Project Management Specialist – Malaria Data Management (Health Office)

5. **MARKET VALUE**: $62,936 - $91,256 USD equivalent to FSN-11
   
   In accordance with AIDAR Appendix J and the Local Compensation Plan of the U.S Government in Zimbabwe. Final compensation will be negotiated within the listed market value.

6. **PERIOD OF PERFORMANCE**: Beginning o/a March 2021.

7. **PLACE OF PERFORMANCE**: Harare

8. **SECURITY CERTIFICATION**: Required

9. **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**

**Performance Management**

i. 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).

ii. 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.

iii. 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.

iv. 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.

v. 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.

vi. 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.

vii. Contributes to performance monitoring reviews and reports, PMI reporting requirements, Portfolio Reviews, the annual Performance Plan and Report, as well as other reporting requirements.

viii. Facilitates the negotiation of data-sharing agreements between the Mission and relevant host-government institutions, including the MoH and others.

**Data Management**

i. 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).

ii. 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.

iii. 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.
iv. 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).

v. Trains and mentors the host-country and Mission colleagues in data analysis and visualization.

**Program/Project/Activity Management**

i. 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.

ii. 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.

c. **Supervisory Relationship**

   **Supervision Received:** 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**

   Position is non-supervisory.

10. **AREA OF CONSIDERATION:** All Zimbabwean citizens or legal Zimbabwean permanent residents, with the required visa/permit to work and live in the country (proof of paperwork will need to be provided).

11. **PHYSICAL DEMANDS**

   The work requested does not involve undue physical demands.

12. **POINT OF CONTACT:** Zandile Goromonzi, e-mail at zgoromonzi@usaid.gov.

13. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

   a. **Education:**

   The work requires a master’s degree or host-country equivalent in a statistics, mathematics, economics, computer science, epidemiology, health informatics, public health, infectious disease, zoonotic disease, biology or other quantitative discipline.

   b. **Prior Work Experience:**

   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.

c. Language Proficiency:
   Demonstrated fluent competence in spoken and written English.

14. EVALUATION AND SELECTION FACTORS

Offerors who meet the basic qualifications will be rated and ranked according to the following job-related criteria. Top candidates will be invited for a written examination and an oral interview.

Data Management, Analysis and Visualization Skills/Ability Criteria 60%:

a. Ability to securely and efficiently manage large, disparate datasets.
b. Skills in applying data analysis and/or business intelligence to inform decision making.
c. Ability to create static and dynamic visualizations from simple graphics to complex stories using leading tools (such as at least of the following Excel, Tableau, Power BI, R, D3.js, Adobe Illustrator, DHIS2, or similar).
d. Ability to facilitate data analysis projects through concept, iterative design and execution, delivery and on-going support.
e. Skills in understanding of principles related to change management, data governance, and systems architecture.
f. Ability to conduct introductory training on data analysis, visualization, and use.

Teamwork, Self-Drive and Interpersonal Skills Criteria 40%:

a. Demonstrated ability to communicate highly technical information to both subject matter expert and non-expert audiences.
b. Ability to communicate quickly, clearly and concisely – orally and in writing – in English. Excellent written communication skills are required to prepare regular and ad hoc reports, activity documentation and briefing papers.
c. Ability to work in a team environment and with a broad range of collaborators.
d. Ability to work both independently and in a team environment to test and define data requirements and use cases is a must.
e. Ability to work in a dynamic and agile environment with changing requirements and priorities.
f. Ability to take direction to iteratively define and implement solutions as requirements are being identified and finalized.
g. Ability to work independently, to manage several activities at once and work under pressure to meet deadlines.
h. Management and organizational skills to work with numerous teams, identifying priority actions and taking initiative if follow-through is needed.
PRESENTING AN OFFER

1. The application package should be submitted via email to zimrecruit@usaid.gov to the attention of the Human Resources Office and must include:
   a. An application letter, detailing how the applicant meets the above minimum qualifications and selection criteria. Please type in the letter your response to each item, e.g. Education, and state how you meet the targeted minimum qualifications. Failure to do this will result in you not being shortlisted.
   b. A current resume relevant to the position (no more than 2 pages). Any other documentation that addresses the qualification requirements of the position listed above.
   c. Please note: Applications should not be more than 1mb in size.

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 12.

3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number 21-05 Project Management Specialist – Malaria Data Management (Health Office) in the subject line of the application e-mail and in the subject line of your application letter in the offer submission.

4. Selection Process: After an initial application screening, the best qualified applicants will be invited to a testing process, which includes a written exercise and oral interviews and reference checks.

   A conditional letter offer will be extended pending medical and security clearances.

   **Applicants who fail to follow all the application requirements stated above will not be short listed.**

1. 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 12.

2. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

15. **LIST OF REQUIRED FORMS FOR PSC HIRE**

Once the CO 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. *Medical History and Examination Form (Department of State Forms)*
2. *Questionnaire for Sensitive Positions for National Security (SF-86), or*
3. *Questionnaire for Non-Sensitive Positions (SF-85)*
4. *Finger Print Card (FD-258)*

16. **BENEFITS/ALLOWANCES**

   Benefits and allowances will be communicated to the successful candidate.

17. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**
USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:


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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations)