



SOLICITATION NUMBER: 72061121R00001

ISSUANCE DATE: October 16, 2020

CLOSING DATE/TIME: November 15, 2020

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC): Social Protection Advisor in Lusaka, Zambia

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 I, 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,

Summer Tucker
Executive Officer



USAID | ZAMBIA

FROM THE AMERICAN PEOPLE

I. GENERAL INFORMATION

- 1. SOLICITATION NO: 72061121R0001**
- 2. ISSUANCE DATE: October 16, 2020**
- 3. LOSING DATE/TIME FOR RECEIPT OF OFFERS: November 16, 2020**
- 4. POSITION TITLE: SOCIAL PROTECTION ADVISOR**
- 5. MARKET VALUE: \$92,977- \$120,868** 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.**
- 6. PERIOD OF PERFORMANCE:** One year, with four (4) option years, depending on availability of funds. 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.
- 7. PLACE OF PERFORMANCE:** USAID/Zambia, Lusaka with possible travel as stated in the Statement of Work.
- 8. WHO MAY APPLY:** United States Citizen and United States Permanent Resident.
- 9. SECURITY LEVEL REQUIRED:** Secret Clearance. The final selected candidate must obtain an Employment Authorization and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

10. STATEMENT OF DUTIES

(a) General Statement of Purpose of the Contract

Primary responsibilities of the Social Protection Advisor (SPA) position are to contribute to the USAID Health Office social protection programming areas including: orphans and vulnerable children (OVC), key populations (KP), sexual and gender based violence (GBV), family and household economic strengthening. The SPA will lead USAID programming for key populations. The SPA position works with the Government of the Republic of Zambia (GRZ), Ministry of

Health (MOH), international organizations, as well as partners funded by the U.S. Government or Global Fund, and non-governmental organizations (NGOs) to strategize activities engaged in social protection programming.

The incumbent will also serve as an Agreement Officer's Representative (AOR) for current or future cooperative agreements and contracts, including the monitoring of ongoing project activities, managing procurement actions, as well as helping in the design and procurement of new acquisition or assistance instruments for social protection programming.

In addition to overseeing technical portfolio activities, the incumbent will support project design, procurement, and activity management, annual planning and reporting for the social protection portfolio.

In coordination with the Social Protection Division Chief, this position leads USAID's engagement in social protection policy and programs for the management of partners, and for the design of new programs aimed at supporting Zambian households to achieve sustained health improvements. The incumbent coordinates communication and advocacy efforts related to social protection, the integration of social protection into other USAID sectors, and supports the strategy of evidence based learning by exploring areas where USAID can enhance its contributions to social protection policy research, in accordance with commitments in the Mission strategy.

(b) Statement of Duties to be Performed

Project Planning and Program Management (30%):

The SPA serves as a technical expert on working groups to further social protection programs, including programming related to orphans and vulnerable children, key populations, sexual and GBV, family and household economic strengthening. The SPA is the lead technical expert for the programming of key population activities. S/he works with the Ministry of Health, international organizations, as well as partners funded by the U.S. Government or Global Fund in adopting technically sound, cost-effective strategies for HIV social protection programming.

The SPA coordinates directives, policy statements and proposals to introduce new initiatives and recommendations for effective social protection activities in Zambia.

Oversees the technical evaluation of grants, cooperative agreements, or contracts pertaining to social protection programming and works with the agency grants or contracts office and partner representatives to ensure the most current protocols are included in the signed agreement.

Provides guidance to grantees, program collaborators and contractors on the management and implementation of cooperative agreement activities to ensure consistency with PEPFAR policies and guidance, and host country policy regulations.

Participates in the development of work plans for the implementation of activities following program/project awards and works closely with host government ministry staff involved in social protection programs, private sector providers and Implementing Partners. S/he Provides leadership and guidance on the development and implementation of activities relevant to key populations affected by HIV and GBV.

Actively participates in the development of social protection program evaluation strategies, methodologies and indicators for monitoring HIV programs in accordance with standard guidelines and protocols. S/he provides advice and recommendations to the Social Protection Division Chief in interpreting data on health objectives and indicators related to specific social protection programs.

Monitors activities and collaborates with partners on a regular basis to ensure program results are achieved and pass appropriate ethical reviews with agency authority. This involves regular site visits and meetings with implementing partners to review progress.

Collects data and prepares technical assistance requests to designated agency leaders while developing scopes of work as needed for the requests. In addition, s/he prepares oral and written reports on the progress of program activities.

Internal Technical Assistance and Policy Compliance (25%):

The SPA provides program management in the area of HIV social programming activities. This position ensures the successful technical implementation of activities across the portfolio with a particular emphasis on OVC, KP, GBV, family and household economic strengthening. The SPA supports the scaling up of innovations to ensure the most strategic use of resources and access to newly emerging technologies, addressing structural barriers and strengthening health programming, ensuring interventions are sustainable while supporting the mainstreaming of social protection development.

S/he is expected to interface with the broader USAID/Zambia team and with USAID/Washington on the social protection portfolio. The SPA will coordinate with other technical staff on subsector activities by ensuring they are synergistically working to achieve overall social protection and HIV programming objectives.

In coordination with the Social Protection Division Chief, leads activities in the expansion of social protection programming.

Coordinates monitoring and evaluation activities for the social protection division, including site monitoring and improvement systems (SIMS), site visits and data quality assessments (DQA).

Plays a lead role in the development of portfolio reviews for social protection activities, semiannual and annual reports, and the dissemination of social protection Health/HIV/AIDS activities and results to Zambian stakeholders, USAID/Washington, the State Department, and other US Missions.

Leads the preparation of congressional budget justifications for the social protection activities.

Stays current on social protection trends in Zambia and other parts of Africa, and on relevant state of the art research and best practices to provide technical advice and recommended strategies, where appropriate, into current programming.

External Technical Assistance (25%):

Under the supervision and guidance of the Social Protection Division Chief, the Social Protection Advisor leads external outreach on social protection activities, representing the Mission to relevant GRZ ministries and officials, other donors and development actors, civil society, academia and media. The SPA reports on aforementioned activities in the annual Mission

Resource Request, Operational Plan, Performance Plan, the PEPFAR Country Operational Plan and annual portfolio reviews. S/he works with individuals from USAID/Washington and the State Department in answering questions and inquiries related to social protection activities.

The Social Protection Advisor provides social protection support to Health and HIV/AIDS advocacy activities, including alliance-building, involvement of faith-based organizations, traditional leaders, and other societal leaders.

Builds consensus and provides resolution assistance during programming discussions between external colleagues on social protection matters.

Monitors the development and implementation of national policies and actions related to HIV/AIDS social protection policies.

Liaises and coordinates with U.S. Government agencies and the GRZ on social protection activities.

Interagency Coordination (10%):

As a technical expert on matters pertaining to key populations and HIV social prevention programming, the Social Protection Advisor briefs agency officials on the results of meetings and prepares written reports for submission to interested parties. The SPA represents USAID on proposals for HIV prevention programming at administrative and strategic planning meetings. This includes all U.S. Government agencies (Departments of State, Defense, Health and Human Services, namely Centers for Disease Control and Prevention and the Health Resources and Services Administration, USAID, and Peace Corps).

Plays a supportive role within the U.S. Government Interagency PEPFAR team on social protection matters.

Actively participates on inter-agency technical working groups to ensure effective coordination of work plan development, implementation strategies, and evaluation plans for U.S. Government social protection activities in Zambia.

Serves as an advisor on national committees for HIV social protection programming with the purpose of assessing social protection program needs at both the national and local levels, then parlaying them back to USAID for the social protection of specific populations.

Budgetary/Administrative Oversight (10%):

The SPA is responsible for the general oversight of budgets allocated to key populations and GBV programming. This includes reviewing budget requests for appropriateness, monitoring the use of funds for adherence to proposed activities, quarterly pipeline reviews/budget status reports, following up on irregular findings and providing advice for the realignment of budgets and accruals.

The SPA oversees the potential of multilateral grant opportunities and bilateral aid available at national/regional levels to harmonize resources for civil society, communities and other non-governmental institutions in the area of key populations and social protection.

Writes briefing documents for VIP visitors, oversees arrangements for special visits/visitors and serves as a spokesperson (as required) on matters within social protection programming.

In coordination with the Social Protection Division Chief, the SPA may serve as the control officer for site visits to social protection programs by agency and inter-agency PEPFAR officials.

Monitors budget utilization for KP activities (pipeline and burn rate analysis; voucher examination and approval; and accruals).

Makes recommendations for annual funding necessary for KP activities.

(C). Position Elements

1. **Supervision Received:** This position reports to the Social Protection Division Chief who will be responsible for reviewing and approving the individual's work plan and performance measures and establishing deadlines. The individual will carry out independent tasks as well as work closely with other team members, and s/he will be responsible for effectively managing time and resources to meet deadlines on multiple concurrent tasks. This individual is responsible for personal compliance with USAID policy and regulations as well as Mission guidance.
2. **Available Guidelines:** Available administrative guidelines establish a broad pattern of operations that requires a frequent need to exercise judgment and interpretation, and provides an opportunity for initiative and innovation. Relevant guidelines include the USAID Automated Directives System (ADS), PEPFAR and PMI guidelines, Country Operational Plans, Health Implementation Plan, Country Development Cooperation Strategy, National Health Strategic Plan, Mission Orders and other directives.
3. **Exercise of Judgment:** The SPA must exercise substantial independent judgment in performing duties, evaluating the quality of information, and organizing and presenting data in the preparation of documents, presentations and briefings. The individual adjusts the order in which tasks are completed to meet deadlines and plans work over a period of days, months, quarters and years. S/he will amend existing practices as needed, resolve problems without assistance, including more challenging problems in collaboration with others.
4. **Nature, Level, and Purpose of Contacts:** Frequent contacts with stakeholders inside and outside the Mission concerning strategy and policy issues, coordination, and consultations. Contacts include: the supervisor; interagency mid and senior-level leadership; mid and senior-level Government of the Republic of Zambia officials; mid and senior-level officials from the donor community, implementing partners, and the private sector.
5. **Authority to Make Commitments:** The Social Protection Advisor makes administrative arrangements, establishes priorities, and takes action consistent with ADS guidance and Mission policy. When working with USAID partners and Mission personnel, the individual is authorized to propose solutions to non-technical problems within his/her abilities and experience and provides recommendations which are consistent with operating procedures.
6. **Supervision Exercised:** The Social Protection Advisor will directly supervise one position:

(I): Gender Advisor.

7. Time required to Perform Full Range of Duties after Entry into the Position: A qualified individual without previous experience in USAID will take approximately one year to develop the knowledge, abilities and skills required to perform the full range of duties required for this position. A person with USAID experience will take approximately six months.

11. AREA OF CONSIDERATION:

According to ADS 309.3.3, a “USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. USPSCs are also preferred over TCNPSCs with equivalent qualifications.”

For USPSC:

- Be a U.S. citizen or U.S. Permanent Resident (“green card holder”);
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain Secret Clearance;
- Be able to obtain a Department of State medical clearance;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

12. PHYSICAL DEMANDS

The primary location of work will be on the U.S. Embassy/USAID compound in Lusaka, Zambia. No special demands are required to perform the work.

13. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, applicants must meet the following minimum qualifications. For those who do, further consideration and selection will be based on panel assessment of the selection criteria listed below. Applicants are required to address each of the selection criteria describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the solicitation number at the top of each additional page.

EDUCATION: Master's degree or local equivalent in public health, international development, social sciences, or related field is required. Specialized educational or field-based work in social protection programming preferred.

WORK EXPERIENCE: A minimum of 5 years of progressively responsible professional-level experience in the field of public health is required. Prior work experience with USAID or another international agency desired.

LANGUAGE: Level IV (fluent) written and oral English proficiency is required. Ability to write and edit technical documents in English and concisely summarize complex ideas is essential.

SKILLS & ABILITIES: Strong written and oral communication skills are required. Must possess the ability to establish and maintain effective working relationships and an extensive range of contacts with USAID, Implementing Partners, Ministry of Health officials and non-governmental organization (NGO) counterparts. Must possess high quality analytical skills and the ability to assess ongoing public health interventions to evaluate their efficiency in relation to significant economic, political and social trends in Zambia. Ability to plan, organize, manage and evaluate important and complex projects. Excellent interpersonal skills and an ability to work in a team environment also required.

II. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements 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

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplemental document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately the experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the solicitation number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

FACTOR I. Technical Knowledge and Ability:

Knowledge of and experience with complex public health program planning and reporting. Skills in organizing complex activities with large groups of people. Demonstrated flexibility and openness in responding to changing work priorities and environment. Knowledge of U.S. Government policies and guidance related to implementation of PEPFAR preferred. Ability to manage and work with diverse teams. Possess a critical eye for details and strong interpersonal communication and excellent oral communication and writing skills. Willingness to reside in a developing country.

a: Previous experience working overseas with development and/or humanitarian assistance programs, particularly related to HIV and social protection programs.

b: Demonstrated knowledge and implementation of social protection programs, including programming related to orphans and vulnerable children, key populations, sexual and gender-based violence, family and household economic strengthening.

c: Demonstrated experience with program management and outreach in the areas of HIV social programming.

d: Demonstrated ability to work independently, yet also effectively within a large and multifaceted team.

e: Demonstrated experience working with organizations involved with social protection, including U.S. Government agencies, the Government of the Republic of Zambia, non-governmental organizations, and/or other international health organizations.

FACTOR 2. Relevant Work Experience:

A minimum of 5 years of progressively responsible professional-level experience in the field of public health is required. Prior work experience with USAID or another international agency desired. Strong financial management and administrative skills to track the performance of implementing partners as needed. Computer literacy, including skills using word processing programs, email, spreadsheet applications, and presentation software.

FACTOR 3. Communications/Interpersonal Skills:

Excellent interpersonal skills, tact and diplomacy are required to establish and maintain a wide range of senior-level and working-level contacts with health programs in governmental, non-governmental, and private-sector circles. Demonstrated ability to work effectively in teams and collaborate in an inter-agency setting, often under pressure of short deadlines and multiple demands. Demonstrated leadership ability and interpersonal skills, including flexibility, patience, facilitation, team building and conflict/problem solving skills in a cross-cultural environment are required. Demonstrated excellent writing and speaking/presentation skills in English are required, and in preparing analytic briefings for key U.S. government and other leaders/decision makers.

FACTOR 4. Education:

Master's degree or local equivalent in public health, international development, social sciences, or related field is required. Specialized educational or field-based work in social protection programming preferred.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factors responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors:

Factor #1: 20 points

Factor #2: 15 points

Factor #3: 15 points

Factor #4: 10 points

Interview Performance: 40 points

Interview questions may include the following areas:

- Work effectively in a team environment
- Communicate effectively
- Demonstrate ability to mentor
- Demonstrate ability to communicate highly technical health information to both health and non-health audiences, and achieve consensus on policy, project, research, and administrative matters

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

III. APPLYING

Applicants must provide at least three references with current contact information, preferably both an e-mail address and a telephone number. (The Selection Committee will conduct reference checks of the highest ranked applicants). References will be asked to complete a questionnaire that assesses the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above specific criteria. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner. All applicants must complete the attached Application for Employment (AID 302-3) and submit a cover letter outlining their relevant qualifications and experience for the position.

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

1. Letter of application/cover letter.
2. Eligible offerors are required to complete and submit the offer form **AID 302-3**, "Offeror Information for Personal Services Contracts," available at <http://www.usaid.gov/forms>.
3. Current resume/CV.
4. 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**.
5. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

6. Application must be submitted **ONLY** via EXOZambiaHR@usaid.gov and the email subject must say –: **SOLICITATION # 72061121R00001 - USAID/Zambia Social Protection Advisor.**

POINT OF CONTACT: Summer Tucker, Executive Officer

SUBMIT ALL APPLICATION MATERIALS TO:

EXOZambiaHR@usaid.gov (E-mailed applications required.)

The email subject heading **must** read:

Application: **SOLICITATION # 72061121R00001: - USAID/Zambia Social Protection Advisor**

7. Please submit the application only once; and
8. Late and incomplete applications will not be considered. The application must be submitted before or on the closing date at 5:00 p.m. (Local Zambia Time)

IV. LIST OF REQUIRED FORMS FOR PSC HIRES

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)*

V. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC 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

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)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VI. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VII. 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-I** available at <https://www.usaid.gov/forms>.
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 **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

END OF SOLICITATION

EQUAL EMPLOYMENT OPPORTUNITY: *The U.S. Mission in Zambia 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/Zambia 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.