



SOLICITATION NUMBER: AID-001-22
ISSUANCE DATE: January 13, 2022
CLOSING DATE/TIME: February 3, 2022 at 23:59 pm

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor**

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Zambia, is seeking offers/applications from qualified persons to provide personal services under contract as described in this solicitation.

Offers/Applications must be in accordance with **Attachment I** of this solicitation. Incomplete or unsigned offers/applicants will not be considered. Offerors/applicants 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/applications.

Any questions must be directed in writing to the Point of Contact specified in the Attached I.

Sincerely,

/s/

Summer Tucker
Contracting Officer
USAID/Zambia

Embassy of The United States of America
Subdivision 694/Stand 100
Kabulonga Road, Ibex Hill
P O Box 32481
Lusaka 10101

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** AID-001-22
- 2. ISSUANCE DATE:** January 13, 2022
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS/APPLICATIONS:** February 3, 2022; 23:59 pm
- 4. POINT OF CONTACT:** Summer Tucker, e-mail at EXOZambiaHR@usaid.gov
- 5. POSITION TITLE:** Project Management Specialist (COVID-19)
- 6. MARKET VALUE:** 566,438.91 - 893,414.34 ZMW equivalent to **FSN-11**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Zambia. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Maximum of five (5) years total contract duration, estimated to start on April 10, 2022
- 8. PLACE OF PERFORMANCE:** Lusaka, Zambia with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS/APPLICANTS:** Cooperating Country National Personal Service Contractors (CCNPSC)
- 10. SECURITY LEVEL REQUIRED:** Public Trust

II. STATEMENT OF DUTIES

General Statement of Purpose of the Contract:

The COVID-19 pandemic has caused an unprecedented public health, social, and economic crisis globally. While USAID programs have continued since the inception of the outbreak, COVID-19 has resulted in dramatic backsliding of key public health indicators and has set countries years behind in progress. USAID continues to work with the national governments, COVAX, World Health Organization (WHO) and international donors and partners to mount a comprehensive response and track the effects as the pandemic continues into its second year.

The USAID Project Management Specialist – COVID-19 (the “Specialist”) serves as a technical leader and resource in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of COVID-19-related and other disease outbreak response programs/projects/activities. The Specialist serves as the in-house subject matter leader on COVID-19 and outbreaks/pandemic threats, including transmission pathways, diagnostics, case management, community interventions/ prevention measures, and data analytics and research.

The Specialist serves as a key resource to the Mission and US Government (USG) representative in policy, strategic, and technical engagements with the cooperating country Ministry of Health (MOH) and other ministries engaged in outbreak response, U.S. Government (USG) inter-agency, international and bilateral organizations, development partners and donor agencies to address technical issues and coordinate efforts in implementation of COVID-19 prevention, detection and response activities. In addition, the Specialist serves as a Contracting/Agreement Officer’s Representative (COR/AOR), Alternate COR/AOR and/or Activity Manager, providing technical assistance to the appropriate cooperating country Ministry in the development of national policies, and the design and management of in-country programs/projects/activities, reflecting best practices in pandemic threat response. The Specialist works with the cooperating country government officials and other donors and development partners to ensure a well-coordinated approach to COVID-19 response efforts/interventions.

The Specialist is a key member of the Health Office team. The jobholder reports to the Health Office Director or Deputy Health Office Director and has no formal supervisory responsibility.

Statement of Duties to be Performed:

Technical and Strategic Leadership:

- Serve as a senior-level technical resource on COVID-19 prevention, detection and response, providing high level technical guidance to the Mission, the cooperating country Government, and other development partners.
- Provide strategic and technical guidance and input on COVID-19 response activities and ensure that activities are appropriately integrated with Health Office and larger Mission activities.
- Provide technical assistance and oversight to implementing partners to ensure that the COVID-19 activities are carried out in alignment with approved work plans, Health Office and USAID Mission guidance and priorities.
- Stay abreast of state-of-the-art knowledge on programming and coordinate exchanges and sharing of best practices among USAID, USG and other stakeholders to track evolving COVID-19 data, case management techniques, and vaccine roll out to strengthen COVID-19 response approaches. Advise accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID's approaches.
- In collaboration with Monitoring, Evaluation and Learning colleagues participate in the implementation of the monitoring and evaluation approaches and tools to support measuring the impact and outcomes of COVID-19 activities. Promote culture of learning and use of data for improved program performance.
- Provide technical guidance in the preparation of key annual and mid-term planning and reporting documents including the Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports and other ad hoc requests for information.
- Provide technical guidance and leadership for all COVID-19-related reporting requirements.
- Identify short-term technical assistance (STTA) and ensure that objectives and outcomes of the STTA are consistent with and support the furtherance of the Mission COVID-19 and pandemic threat response portfolio.
- Organize site visits and prepare orientation materials for delegations from USAID Headquarters (HQ), Department of State, other agencies, and Congress.

Program/Project/Activity Management:

- Serve as a COR/AOR and/or Activity Manager for COVID-19 programs/projects/activities, 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.
- 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 U.S. Government (USG) funding.
- Participate in the design of project mechanisms and activities to prevent, detect and respond to COVID-19 and other pandemic threats.

Representation and Reporting:

- Represent USAID at designated national, regional and international meetings that relate to COVID-19, including regular participation in national level technical working groups, emergency operations committees, professional associations, and related committees. Participate in COVAX and other coordination meetings and multi-partner program reviews.
- As a member of the Health Team, respond flexibly and capably to a wide range of work-related requirements including responding to requests for information from the Mission Director, the Embassy, USAID/Washington, and Congress.
- As requested by the Mission Director, Health Office Director and/or Unit Leader, represent USAID at meetings outside of the COVID-19/pandemic threat field when needed.
- Establish strategic working relationships with senior MOH and other relevant ministry officials at the national and district level, development partners, civil society organizations, faith-based organizations, private sector health counterparts, and professional associations to enhance regular and timely sharing of information on issues related to strategic planning and direction, private sector engagement, changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs.

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.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: Master's degree or local equivalent from an accredited program in Public Health, International Development, Health, Social or Behavioral Sciences, Epidemiology, Biology, Infectious Disease, Medicine, Pharmacy, or Pandemic Threats.

b. Prior Work Experience: A minimum of five (5) years of progressively responsible experience in the field of public health programming in developing or middle-income countries, with a focus on pandemic threats or infectious diseases. Prior experience working with or for bilateral or multilateral donors/stakeholders such as the World Bank, the Global Fund, United Nation agencies, or national-level public sector projects and ensuring compliance with U.S. Government rules and regulations.

c. Language Proficiency: Level IV fluency in English and in the appropriate host-country business language, both written and spoken, is required. Language competence may be tested.

d. Job Knowledge: The Specialist must have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to managing outbreak response activities and vaccines in the host country, and the problems and policies of the host country from the business, political, civil society, and social perspectives. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the host country and the region; development problems in the outbreak management sector in the host country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region; and, knowledge of USG legislation, policy, and practice relating to health and outbreak response activities, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities.

e. Skills and Abilities: The jobholder must possess strong technical and analytical skills in infectious disease prevention, detection and outbreaks/pandemic threat response. The jobholder must possess strong skills in communication, advocacy and networking. S/he must have strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results.

This position requires an outstanding ability to exercise flexibility to be able to accept and react to evolving planning and implementation contexts. The jobholder must demonstrate excellent computer skills including skills with Microsoft Office, web-based databases, and electronic filing. S/he exercises individual judgement in his/her roles. S/he takes initiative and offers leadership in reviewing the progress of programs and projects under his/her responsibility, including performance reports, pipeline management, program implementation reviews, as well as fulfilling other USAID and USG reporting requirements. S/he demonstrates timely decision-making ability and extensive judgment in planning and carrying out tasks, using diplomacy and tact.

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>.

Evaluation Summary

Education: 10 points

Work Experience: 30 points

Knowledge: 30 points

Skills and Abilities: 30 points

Total Possible Points: 100 points

IV. SUBMITTING AN OFFER/APPLICATION

1. Eligible Offerors/Applicants are required to complete and submit:
 - i. A formal Offer/application letter or cover letter.
 - ii. A current CV.
 - iii. Photocopies of all professional certificates and degrees.
 - iv. A fully complete application form DS-174 (available online at <https://eforms.state.gov/Forms/ds174.pdf>). And
 - v. Contact information for at least three professional references.
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**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents. Submit your offer/application materials to: exozambiahr@usaid.gov

V. BENEFITS AND ALLOWANCES

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

1. **BENEFITS:**
A PSC is normally authorized benefits in accordance with the Local Compensation Plan.
2. **ALLOWANCES (as applicable):**
A PSC is normally authorized allowances in accordance with the Local Compensation Plan.

VI. TAXES

A PSC is responsible for calculating and paying local income taxes. USAID/Zambia does not withhold or make local income tax payments.

VII. 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
2. **Contract Cover Page form AID 309-I** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

Only short-listed candidates will be contacted.

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. We welcome candidates of all backgrounds and with diverse experiences to apply. We are committed to evaluating applications fairly.

--END OF SOLICITATION--