SOLICITATION NUMBER: 72068322R10007
ISSUANCE DATE: March 25, 2022
CLOSING DATE: April 15, 2022


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 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,

Kevin Sarsonk
Kevin Sarsonk
Executive Officer
I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72068322R10002

2. ISSUANCE DATE: March 25, 2022

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: April 15, 2022 – 11:59 p.m. (GMT)

4. POINT OF CONTACT: Recruitment team, email at Usaiddakar-hr@usaid.gov

5. POSITION TITLE: USAID Project Management Specialist (Health Systems)

6. MARKET VALUE: From Step 1: FCFA 23,812,221 to Step 12: FCFA 32,988,293 equivalent to grade FSN-11 (no relocation benefits; see page 8 for benefits). In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Niger. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds, the need for services and performance. The base period will be for one year, estimated to start on o/a June 1, 2022. Based on Agency need, the contracting Officer may exercise an additional option period for four years for the dates estimated as follows:

<table>
<thead>
<tr>
<th>Base Period:</th>
<th>o/a May 1, 2022 to April 29, 2023</th>
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<tbody>
<tr>
<td>Option Period 1:</td>
<td>o/a May, 2023 to April 29, 2027</td>
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</table>


9. ELIGIBLE OFFERORS: USAID policy is that a Cooperating Country National (CCN), meaning an individual who is a cooperating country (Niger) citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country (including citizens of ECOWAS member states) may apply. A CCN is preferred over a local-hire Third Country National (TCN) 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. A local-hire TCN must only be used when qualified CCNs are not available. Therefore, CCN applications will be screened first. If qualified CCNs are not available, USAID will consider applicants from TCNs.

10. SECURITY LEVEL REQUIRED: Facility Access

11. STATEMENT OF DUTIES

BASIC FUNCTION OF POSITION

The incumbent will be based in the USAID Mission in Niger, as a key member of the Health Office. The Mission currently receives bilateral resources in Maternal and Child Health (MCH), Family Planning (FP) and Reproductive Health, Nutrition and malaria/PMI, as well as funding from the USAID West
Africa Regional Mission (USAID/WA), the Sahel Regional Office (SRO) and from Washington. The incumbent will ensure effective implementation of USAID’s health system strengthening (HSS) activities in Niger, including serving as Agreement/Contract Officer Representatives (AOR/COR) and/or activity manager on several awards with a strong focus on human resources for health (HRH), data and information systems, and health logistics and supply chain management, including provision of technical oversight for pertinent assessments and reports.

The USAID Project Management Specialist (Health Systems Strengthening) provides technical leadership, management, and coordination of an array of programs/projects/activities designed to further health objectives through reinforcement of human resources for health, pharmaceutical supply chains and logistics, and data systems and analytics. The work includes serving as a Program/Project Manager and Contracting Officer’s Representative/Agreement Officer’s Representative (COR/AOR) for significant and targeted interventions, service as an Activity Manager for centralized programs, providing technical assistance to the appropriate host-country Ministry in the development of host-country policies, and the design and management of in-country programs/projects/activities, reflecting best practices in health systems strengthening. The Specialist works with the host government and other donors to ensure a well-coordinated approach to health systems strengthening, including complementary support with other donor inputs; and ensures information flows on best practices, in order to inform other decision making by USAID and the US Government (USG).

The incumbent will ensure that USAID-funded health systems strengthening activities are well coordinated with the Government of Niger (GON), USG interagency teams, USAID/W and other national and international stakeholders. S/he will liaise with the AOR/COR of projects to ensure these awards conform to USAID’s rules and regulations, as well as mandated reporting requirements. In addition, the incumbent will provide strategic leadership and targeted technical assistance to the Ministry of Public Health, Population and Social Affairs (MoH), and will represent USAID among key stakeholders active in the HSS area. The job holder is required to perform work-related travel.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent will ensure the effective implementation of USAID’s HSS activities in Niger. In collaboration with other USAID/Niger technical staff and USAID’s regional health staff in Dakar and Accra as well as USAID/Washington’s Global Health Bureau staff, s/he will monitor and manage the performance of USAID’s partners implementing HSS activities to ensure compliance with agreement requirements and project targets. S/he will ensure these activities conform to USAID’s rules and regulations and are aligned with GON policies and international best practices. S/he will ensure that USAID’s HSS activities are integrated within USAID’s wider development agenda and are coordinated with other USG and non-USG related programs in Niger.

Program Monitoring and Management (50%)

- Serve as COR/AOR or Activity Manager for the Health Office program/project/activities related to improved health systems with a strong focus on human resources for health, information systems for health data and health logistics and supply chain programs for MCH, FP and related programming systems, 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.
• 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
• Advance metrics and data systems for monitoring of HSS activities and use of data by implementing partners in achieving anticipated results.
• Provides senior/high level technical guidance to Health Office, Mission staff, implementing partners (IPs), and other USG agencies on HSS concepts, processes, design, training, and best practices.
• Leads, designs and guides health element assessments/studies/research on a regular or adhoc basis.

**Technical and Strategic Leadership (30%)**

The incumbent will provide technical and managerial expertise to USAID/Niger and its partners. S/he will assist in designing and planning for health activities, advise USAID on complex policy issues related to the implementation of HSS activities, provide technical input on GON policies, guidelines, and strategies related to HSS, and identify innovative approaches to improving the Nigerien health systems and participate in the execution and assessment of these activities. Particular responsibility will include activities pertaining to HRH (human resource planning and management, community health workers, task shifting, in-service training provision, policies and/or another closely related areas), health supply chain performance improvement activities (supply chain management, logistics, health commodities management, rational drug use, etc.) and data systems (qualitative and quantitative routine health indicators for tracking patient and public health level outcomes, data systems and analytics, digital health initiatives, etc).

• Provide senior/high level technical guidance to the Mission, the host country government, and to other development partners on issues pertaining to HSS (HRH, data and logistics systems).
• Stay abreast of state-of-the-art knowledge, programming and best practices related to HSS and utilize this information to improve host country health systems.
• Coordinate with government counterparts, donors and implementing partners FP and related commodities management to guide and oversee procurement via the USG supply chain mechanism. This includes forecasting, quantification and procurement of commodities, such as modern contraceptives, minor medical equipment, consumables and related products as needed for the implementation of the overall health portfolio and to ensure adequate stock monitoring at site and above-site levels.
• Provide technical guidance and coordination to Health Office colleagues to ensure complementary and coordinated HSS investments that benefit the entire health portfolio and relevant linkages to other portfolio work (e.g. resilience, governance).
• Advances the availability and use of HSS data in programmatic reviews and annual and mid-term planning including the Operational Plan.
• Provide technical guidance and leadership to the host country government in coordinating health supply chain systems support, supply planning, forecasting, quantification and programming, with a particular focus on MCH and FP related commodities.
• Provides technical guidance and leadership to ensure evaluations, studies and assessments and guides health research efforts of implementing partners.
• Provides technical guidance and leadership to other USG agencies in the development, preparation, and dissemination of results of Public Health evaluations, Demographic Health Surveys, etc.

**Representation and Reporting (20%)**
• Represents the Health Office, Mission, and USG at national and/or international technical and programmatic meetings, within various working groups, and in consultations with other social sector donors, government officials, and IPs as pertains to health systems, particularly HRH, supply/logistics systems and data/information systems.
• Provide strategic and technical leadership 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.
• Prepare ad hoc reports as required for the Mission, USAID/Washington, donor coordination groups, and others.
• Draft talking points and/or speeches for the Office Chief, Mission Director, Ambassador and others, as required, and prepare briefing papers, presentations, and coordinate site preparations for VIP site visits.
• Participate in workshops, special committees, and other fora as a technical advisor on HSS.

Supervision Received: The incumbent will report to the Supervisory Health Officer of the USAID/Niger. S/he is expected to work with minimal supervision and oversight, and to take initiatives to improve program management, planning and results. S/he will liaise daily with the other USAID/Niger team members, as well as with regional health staff to ensure synergies and effective management of activities. 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.

Supervision Exercised: This position is non-supervisory. Continuing supervision of staff is not anticipated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: Minimum of master’s degree or local equivalent from an accredited program in public health, social science, statistics, epidemiology, health informatics, public health, infectious disease, zoonotic disease, biology or other quantitative discipline, or the local equivalent, is required.

b. Prior Work Experience: Minimum of 5 years of progressively responsible experience working in the design, management and monitoring of HSS programs in the Sahel (especially Niger) required. Experience must demonstrate a progressive history in management and technical assistance throughout the national health system, including programmatic systems of human resources for health, data systems and evaluation and health supply chain systems and related policies. Experience collaborating with and/or working for key donors, development partners, or NGO is required.

c. Post Entry Training: On-going training in Agency approaches to project design, implementation and reporting. Technical updates on HSS programming in existing programs being used in the Sahel. Computer skills and other information technology training. On-the-job training will be provided relating to USG-specific procedures, regulations, and methods. Formal AOR/COR training is required for successful performance in the position and will be provided. Appropriate training courses will be
offered, subject to course offerings and the availability of funds.

d. **Language Proficiency:** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read): French fluency at the Level 4/4 and English 4/4. Proficiency in one or more Nigerien languages is also required given the extent of field level work. Language competence will be tested.

e. **Job Knowledge:** Intimate knowledge of the Nigerien health system and familiarity with GoN policies, strategies and program priorities is required. Advanced knowledge of programmatic and technical issues related to health system strengthening are essential for this position. Understanding of how health systems interplay with food security and resilience is highly desirable. In-depth knowledge in one or more HRH and/or HSS specialty areas, such as human resource planning, project management, community health workers, task shifting, in-service training provision, data and digital health systems, health evaluations, and/or pharmaceutical procurement/supply chain systems and related policies and/or another closely related area. Demonstrated knowledge of the overall health sector context of Niger and its current priorities/strategies, as well as the key aspects of US Government foreign assistance to Niger.

f. **Skills and Abilities:** Demonstrated managerial, administrative, analytical, and decision-making abilities. Ability to analyze, understand, and discuss new program design, management, and implementation approaches. Demonstrated ability to identify priority actions, generate and complete work plans within short time frames. Strong oral and written skills, and ability to clearly communicate new program and technical concepts to technical and non-technical counterparts. Strong interpersonal communication skills with a wide range of program partners. Ability to rapidly create text, spreadsheets, and other types of documents to meet specific program and reporting needs. The incumbent is also expected to have proficiency in Microsoft Office suite of software, proficiency in internet-based tools such as Google software, and numerical capacities for processing/analyzing financial and demographic data.

The Specialist must possess strong skills in communication (verbal and written), for 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 incumbent must demonstrate excellent computer skills including skills with Microsoft Office. 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(e). 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.

Selection Process
After the closing date for receipt of application, a Selection Committee will convene to review applications
that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Incomplete
applications from applicants who do not meet the minimum requirements will not be scored. As part of the
selection process, only shortlisted applicants will be invited to participate in an oral interview. Required
reference checks will be conducted only for shortlisted applicants who meet the specified requirements. The
applicant's references must be able to provide substantive information about his/her performance and abilities.

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100
points:

Rating System

Minimum qualifications (yes/no)

Education: Minimum of master’s degree or local equivalent from an accredited program in public
health, social science, statistics, epidemiology, health informatics, public health, infectious disease,
zoontic disease, biology or other quantitative discipline, or the local equivalent

Prior Work Experience: Minimum of five years of relevant professional experience

Language Proficiency: Fluency (level IV) in French and in English is required. Good knowledge of
one or more widely spoken Nigerien local languages is preferred.

Knowledge, Skills and Abilities: Maximum Evaluation Score: 100 points

Job-Related Knowledge (40 points)
Demonstrated knowledge of:

● Nigerien health system and familiarity with GoN policies, strategies and program priorities

● Programmatic and technical issues related to health system strengthening

● Interaction of health systems and food security and resilience

● One or more HRH and/or HSS specialty areas: human resource planning, project management,
community health workers, task shifting, in-service training provision, data and digital health
systems, health evaluations, and/or pharmaceutical procurement/supply chain systems and related
policies

● Key aspects of US Government foreign assistance to Niger.

Skills (30 points):

● Strong oral and written skills, and ability to clearly communicate new program and technical
concepts to technical and non technical counterparts.
• Strong interpersonal communication skills with a wide range of program partners, for advocacy and networking.

• Proficiency in Microsoft Office suite of software, internet-based tools such as Google software, and numerical capacities for processing/analyzing financial and demographic data.

**Abilities (30 points):**

• Demonstrated managerial, administrative, analytical, and decision-making abilities

• Demonstrated ability to identify priority actions, generate and complete work plans

• Ability to analyze, understand, and discuss new program design, management, and implementation approaches.

• Create text, spreadsheets, and other types of documents to meet specific program and reporting needs.

• Exercise flexibility to be able to accept and react to evolving planning and implementation contexts.

• Make timely decisions and exercise judgement in planning and carrying out tasks, using diplomacy and tact.

• Takes initiative and offers leadership in reviewing the progress of programs and projects under his/her responsibility

*USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN). Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.*

**IV. SUBMITTING AN OFFER**

To ensure consideration of applications for the intended position, Offers must be received by the closing date and time specified in Section I, item 3 and submitted electronically to: usaiddakar-hr@usaid.gov with the following email subject line: [name of applicant] Solicitation 72068322R10002 Health Systems Specialist.

Qualified applicants are required to submit the following five (5) items in separate email attachments in one email submission:

1. **Cover letter:** The cover letter should contain an overview of the applicant’s qualifications and **must state how the applicant meets the technical evaluation criteria:** 1) minimum education, language proficiency, years of prior work experience requirements, and 2) knowledge, skills and ability, listed above in the section entitled Evaluation and Selection Factors. The filename should be: Cover letter [name of applicant] Solicitation 72068322R10002.

2. **Current résumé/curriculum vitae (CV).** The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated technical evaluation criteria,
listed above. The title of the file should be: Resume/CV [name of applicant] Solicitation 72068322R10002.

3. Applicants are required to provide no less than five (5) references who are not family members or relatives. References should include not less than three (3) from current or former supervisors (from both paid or volunteer work) who can provide information regarding applicant job knowledge and professional work experience. Applicants must provide accurate e-mail addresses for all references. The filename should be: References [name of applicant] Solicitation 72068322R10002.

4. Offeror Information for Personal Services Contracts form AID 309-2 which can be found at https://www.usaid.gov/documents/officer-information-personal-services-contracts-individuals-aid-309-2 or in Internet. Offerors are required to complete and sign the form.

5. Copies of relevant academic degrees/diplomas, certificates, and other documents (such as short writing samples) supporting the application should be submitted in a single searchable PDF file. The filename must be: Supporting documents [name of applicant] Solicitation 72068322R10002.

Offers must be received by April 15, 2022 and submitted to usaidkar-hr@usaid.gov. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission and as the subject line in any cover letter. The highest-ranking applicants may be selected for an interview.

ALL DOCUMENTS MUST BE SUBMITTED IN ENGLISH except for supporting documents.
V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete all the pre-award forms and clearances necessary (medical and security).

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with Mission policy and Local labor laws in Niger.

Benefits: Annual bonus and Medical insurance.
Allowances: Transportation, Housing, Education and Seniority.

VII. TAXES

In accordance with Mission policy and local labor laws.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN and 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.

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.

Please note that only shortlisted applicants will be contacted to participate in the oral interview process.
Clearance

Christina Chappell
Health Office Director

Date __03/24/2022________________