



USAID | SENEGAL

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068521R10005

ISSUANCE DATE: February 9, 2021

CLOSING DATE: March 2, 2021

SUBJECT: Solicitation for a USAID Project Management Specialist (Maternal Child Health and Family Planning)
Cooperating Country National Personal Services Contract (CCN/PSC)
(Senegal 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** 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,

Cheryl Wilson
Regional Supervisory Executive Officer

I. GENERAL INFORMATION

1. **SOLICITATION NUMBER:** 72068521R10005
2. **ISSUANCE DATE:** February 9, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 2, 2021- 5:00 p.m. (GMT)
4. **POINT OF CONTACT:** Recruitment team, email at usaiddakar-hr@usaid.gov
5. **POSITION TITLE:** USAID Project Management Specialist (Maternal Child Health and Family Planning)
6. **MARKET VALUE:** Salary equivalent to grade **FSN-11**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Senegal. 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 March 1st, 2021. Based on Agency need, the Contracting Officer may exercise an additional option period for four years for the dates estimated as follows:

Base Period:	o/a March 1, 2021 to February 28, 2022
Option Period 1:	o/a March 1, 2022 to February 28, 2026

8. **PLACE OF PERFORMANCE:** US Embassy/USAID compound in Dakar, Senegal, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** USAID policy is that a CCNPSC is preferred over a Third Country National Personal Service Contract (TCNPSC) 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. The establishment of a TCNPSC position must be temporary, and must only be used when: a) Qualified CCNs are not available; b) Limitations on Agency and Mission operations do not allow sufficient time to train CCNs; and c) Program efficiencies and policy objectives can only be achieved using TCNPSCs as a substitute for available, eligible, and qualified USNs or CCNs.
10. **SECURITY LEVEL REQUIRED:** Facility Access

11. STATEMENT OF DUTIES**BASIC FUNCTION OF POSITION**

The incumbent serves as a principal health specialist in the Mission to advise in the Reproductive, Maternal Child Health, Family Planning and Health (RMNCH) sectors.

RMNCH is one of key priorities for both Government of Senegal (GoS) and USAID as the maternal and child death still high despite the consistent efforts provided. The incumbent represents USAID in steering committees with the GoS, donors, and other stakeholders at all levels of the health system, ensuring that

USAID/Senegal's public health programs (1) are designed with evidence based interventions, implemented, monitored and reported in accordance with USAID policies and guidelines; and (2) are consistent with the health priorities and plans of the Ministry of Health, international donors and other key developments partners.

The incumbent will develop effective, innovative, and integrated strategies that are delivered at a reasonable cost and involve stakeholders in a participatory manner.

The implementation of these strategies will result in a sustainable reduction in maternal mortality and morbidity rates.

The incumbent will be a recognized expert in Public Health and will perform a full range of consultative, advisory, project management, technical support, monitoring, data collection and evaluative functions.

Manages multi-million-dollar contracts and grants to ensure the effective implementation of strategies developed in conformity with USAID rules and regulations and is consistent with Government of Senegal policies and operating principles.

Represents USAID in technical and political forums with other donors and host-country colleagues. Provides technical assistance that reflects the state-of-the-art in international public health and is consistent with the policies of USAID.

The job may be expected to perform work-related travel.

MAJOR DUTIES AND RESPONSIBILITIES

Program Management and Oversight (40%)

The incumbent provides close monitoring of progress of all HPN mechanisms receiving MCH, FP and HIV funds. Ensures achievement of the objectives of the program.

Specifics duties and responsibilities include:

- Manages and monitors designated awards under USAID/Senegal MCH/FP/HIV program. Serves as a Contracting /Agreement Officer's Representative (C/AOR) for designated activities. Ensures achievement of the objectives; regularly monitors and evaluates program performance and ensures that relevant and appropriate program documentation is provided.
- Provides counsel and guidance on MCH/FP/RH/HIV programs, Contraceptive Management, Social Marketing of commodities (contraceptives, Impregnated Treated Nets (ITNs), etc.) in accordance with mission strategy. Also provides guidance on issues related to Government health policies and programs, health donors and Non-Governmental Organizations programs.
- Provides analysis on how political, social, and health trends affect the development and implementation of the Mission's health portfolio in general, and more specifically, how the trends and changes affect MCH/FP/RH/HIV in the context of decentralization in targeted areas.
- Advises the Ministry of Health (MOH) central and district program managers, and local government officials, on USAID Reproductive Health (RH) policy and programmatic matters as well as alternative strategies for expediting the attainment of program objectives.
- Gives guidance and facilitates USAID/Senegal Cooperative Agencies to provide technical and managerial expertise to MOH health districts and local communities in the process of institutional capacity building.
- Conducts thorough analyses of opportunities and constraints presented by innovative new RH approaches and participates actively in the formation and execution of activities designed to enhance Social Marketing of new contraceptive method, new mode of contraceptive distribution and new policy for malaria management in targeted areas.

- Provides substantive guidance in promoting policy and programmatic-oriented operational research on Maternal Child Health, Family Planning, Reproductive Health, Social marketing, and community-based distribution of RH services and products.
- Provides substantive technical and policy input into MCH/FP/RH and HIV program implementation documents, including contractor delivery orders, letters, evaluations, ad hoc reports, procurement actions and waivers, and other documents related to programmatic objectives and documentation requirements. Assists in generation of annual and multi-year budgets, and other documents as needed.
- Provides technical monitoring and reporting on the adequacy and accomplishments of technical assistance, acquisition, training and other strategic activities. Prepares reports on program activities and actions undertaken for MCH/FP/RH and HIV program components; Also prepares reports on field trips, meetings, and other events of significance to the program and Impregnated Treated Net participating partners, stakeholders and sponsors.
- Works closely with the Mission Monitoring and Evaluation Specialist and implementing partners to develop a monitoring/evaluation and learning agenda for MCH/FP/RH contracts and grant activities, and concurrently tracks and evaluates results achieved. Analyzes data and results needs to confirm their continuing validity. Takes a lead role in developing MCH/FP/RH performance information for annual results reporting to AID/W.
- Monitors progress towards results, including frequent field /site visits with implementing Partners and other officials or staff, as appropriate and provides all the necessary information.
- Monitors budget utilization (pipeline and burn rate analysis; voucher review and approval; and accruals).
- Makes recommendations for annual funding necessary for activities.

Leadership (30%)

The incumbent leads MCH/FP/HIV activities, representing the Mission to relevant GOS ministries and officials, other donors and development actors, civil society, academia and media. The incumbent works with individuals from Washington and the state department in answering questions and inquiries related to MCH/FP/HIV.

Specific leadership responsibilities include:

- Leads all matters related to MCH/FP/HIV programming in Senegal.
- Advises HPN and the USAID front office on the overall direction of the MCH/FP/HIV portfolio in Senegal, including strategic and programmatic matters.
- Coordinates with other donors and US Government Agencies working on MCH/FP/ HIV in Senegal.
- Establishes and maintains effective working relationships with USAID partners and other agencies (WHO, UNICEF, World Bank, United Nations Fund for Population Assistance, bilateral donors, etc.) for the purpose of coordination and cooperation.
- Establishes and works closely with counterparts in the Ministry of Health, cooperating partners and related stakeholders.

Technical Assistance (30%)

The incumbent provides technical leadership in the areas of MCH, FP and HIV. The jobholder ensures the successful technical implementation of MCH/FP and HIV activities. The jobholder provides recommendations to the USAID Health Office regarding services, focusing on current and future programming including the design

and modifications of program activities, determination of program direction, monitoring and evaluation and corrective actions.

The jobholder provides technical guidance and coordination to USAID funded partners in the areas of MCH/FP/HIV.

Specific technical responsibilities include:

- Provides expert technical assistance to GOS and non-governmental entities implementing MCH/FP/HIV program in Senegal. Advocates for and ensures implementation of MCH/FP/HIV best practices.
- Coordinates USAID/Senegal's MCH/FP/HIV portfolio with the GoS, implementing and cooperating partners and related stakeholders.
- Advises the MOH central and district program managers, and local government officials, on USAID policy and programmatic matters as well as alternative strategies for expediting the attainment of program objectives.
- Gives guidance and facilitates USAID/Senegal Cooperative Agencies to provide technical and managerial expertise to Officials at all levels of MOH and local communities in the process of institutional capacity building.
- Provides substantive technical and policy input into Reproductive, maternal, child and adolescent health (RMCHA) program implementation documents, including contractor delivery orders, letters, evaluations, ad hoc reports, procurement actions and waivers, and other documents related to programmatic objectives and documentation requirements. Assists in generation of annual and multi-year budgets, and other documents as needed.
- Represents the Health Team and provides key technical input at key forums, working groups, and steering committees.
- Coordinates closely with others health team colleagues to avoid duplication of efforts, find synergies in the activities undertaken, and promote efficiencies in program planning and Implementation.
- Participates in the regular monitoring, periodic evaluations and reviews of USAID-funded projects including program analysis and strategic planning for public health.

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.

Supervision Received: Reports directly to the Technical Deputy Health Office Director.

Supervision Exercised: May be called upon from time to time to serve as acting Senior Technical Officer, at which time will supervise up to 8 Cooperating Country National (CCN) professional and administrative staff. Provides ongoing support and guidance to other health team members for their individual and team skills development in information technology, planning and management practices, and other areas as appropriate.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A postgraduate degree in public health (MPH-DES), medicine (MD), nursing or similar discipline, with formal training in maternal health issues, infectious diseases (Sexually Transmitted Diseases (STI) including HIV, malaria, tetanus), child survival immunization, nutrition management is required.
- b. **Prior Work Experience:** Minimum of Eight (8) years of progressively responsible experience managing regional and national level MCH/FP and/or RH. At least six (6) years' experience designing and managing public sector programs in the developing world and required experience in sub-Saharan Africa.
- c. **Post Entry Training:** On-going training in Agency approaches to project design, implementation, and reporting. Technical update in maternal and child health, reproductive health, and private sector approaches to health care service delivery. Computer skills and other information technology training.
- d. **Language Proficiency:** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read): Level IV (fluent) written and oral English and French proficiency is required.
- e. **Job Knowledge:** Familiarity with Ministry of Health policies, regulations, program priorities and key planning documents related to USAID areas of intervention. Thorough clinical knowledge of contemporary Maternal Health/ Family Planning issues and interventions and modern program service delivery approaches. Awareness of current thinking and literature on RH approaches.
- f. **Skills and Abilities:** Ability to establish and maintain an extensive range of contacts with ministerial and host government official, including those in a leadership role at the national, regional and district levels. Ability to positively interact with influential persons in the public and private sector is required in order to represent USAID and US Government development policies and programs and explain /interpret host country attitudes. Ability to work with donors and different cadres of Senegalese Government counterparts in a collaborative manner; demonstrates ability to communicate (orally and in writing) and work effectively as part of a multi sectoral and multidisciplinary team. Ability to work in a team; strong representational and interpersonal skills. This position requires excellent communication and analytical skills attention to detail, commitment to teamwork and transparency, and high ability to exercise good judgment, discretion and patience. S/he will be flexible and possess the ability to accept and react to changing policy direction with professionalism and poise. In addition, s/he has the ability to manage fast paced and demanding requirements. Demonstrates managerial, administrative, analytical and decision-making abilities. Ability to readily analyze, understand, and discuss new program design, management, and implementation approaches.

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>.

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 200 points:

Rating System

	<u>Written Application (70 points)</u>	<u>Interview (130 points)</u>
<u>Education</u>	Extent to which diplomas earned are relevant to requirements described in the position description (10 points)	n/a
<u>Prior Work Experience</u>	Extent to which the applicant's prior work experience matches the specific responsibilities in the Position Description above (30 points)	Extent to which the applicant's prior work experience matches the specific responsibilities in the Position Description above (30 points)
<u>Knowledge</u>	n/a	Extent to which the applicant's interview and written test demonstrate the knowledge required in the position description (40 points)
<u>Language proficiency</u>	n/a	Extent to which applicant clearly articulates his or her ideas verbally in English and French. (20 points)

<p><u>Skills and abilities</u></p>	<p>Extent to which written application demonstrates the skills and abilities described in the Position Description above (30 points)</p>	<p>Extent to which the interview and written test demonstrate the skills and abilities described in the Position Description above (40 points)</p>
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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 4 and submitted electronically to: usaiddakar-hr@usaid.gov **with the Solicitation Number and Position Title in the application submission Subject Line.**

Qualified applicants are required to submit:

1. **Cover letter and current résumé/curriculum vitae (CV).** The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria.
2. Applicants are required to provide **no less than five (5) references** who are not family members or relatives. References should include Current or Former Supervisors who can provide information regarding applicant job knowledge and professional work experience. Applicants must provide accurate e-mail addresses for all references.
3. Offeror Information for Personal Services Contracts **form AID 309-2** which can be found at <http://www.usaid.gov/forms/>. Offerors are required to **complete and sign the form.**
4. Copies of relevant Academic Degrees

Offers must be received by **March 2, 2021** and submitted in usaiddakar-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 IN ENGLISH.

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 Senegal.

Benefits: Annual bonus; Anniversary bonus; and Medical insurance

Allowances: Transportation; Meal; Miscellaneous; 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:

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 309-1** available at <https://www.usaid.gov/forms> . Pricing by line item is to be determined upon contract award as described below:
3. Acquisition & 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> .

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