



**USAID | BENIN**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72068021R100003**

**ISSUANCE DATE:** February 05, 2021

**CLOSING DATE/TIME:** February 26, 2021 at  
12:00 noon Cotonou Local Time

**SUBJECT:** Solicitation for a Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC) **Project Management Specialist (Reproductive, Maternal, Newborn and Child Health Specialist)**

*(Local Compensation Plan)*

Dear Prospective Offerors:

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

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

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

Sincerely,

Michael Sampson  
**Executive Officer, West Africa**

U.S. Agency for International Development  
C/O American Embassy, 01 B.P. 2012  
Cotonou, BENIN

Tel: (229) 21-36-76-00, 21-30-06-50  
Fax: (229) 21-30-12-60  
<http://www.usaid.gov/bj>

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.: 72068021R100003**
2. **ISSUANCE DATE:** February 05, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** February 26, 2021 at 12:00 noon Cotonou Local Time
4. **POSITION TITLE: Project Management Specialist  
(Reproductive, Maternal, Newborn and Child Health Specialist)**
5. **MARKET VALUE:** FCFA 18,024,666– FCFA 33,345,636 equivalent to **FSN-11**  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Benin Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** Five-year renewable contract. The position will be reviewed annually and renewed contingent on satisfactory performance, continued need for services, and availability of funds.
7. **PLACE OF PERFORMANCE:** Cotonou, Benin with possible travel as stated in the Statement of Work.
8. **SECURITY LEVEL REQUIRED: Employment Authorization**
9. **STATEMENT OF DUTIES**

**BASIC FUNCTION OF POSITION**

The Reproductive, Maternal, Newborn, and Child Health (RMNCH) Specialist serves as the principal health specialist in the Mission for RNMCH activities, including Family Planning. RMNCH is one of key priorities for both Government of Benin (GOB) and USAID as the maternal and child death are still high despite the consistent efforts provided. The RMNCH Specialist represents USAID in steering committees with the GOB, donors, and other stakeholders at all levels of the health system, ensuring that USAID/Benin’s health programs (1) are designed with evidence-based interventions and 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 RMNCH Specialist will develop effective, innovative, and integrated strategies that are delivered at a reasonable cost and involve stakeholders in a participatory manner. S/he will monitor, evaluate, and report on the implementation of these strategies will result in a sustainable reduction in maternal and child mortality and morbidity rates. The RMNCH Specialist is 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. S/he manages multi-million-dollar contracts and grants to ensure the effective implementation of strategies developed in conformity with USAID rules and regulations and consistent with Government of Benin policies and operating principles.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **1. Program Management and Oversight (40%)**

The RMNCH Specialist provides close monitoring of progress of all mechanisms receiving Maternal and Child Health (MCH) and/or Family Planning (FP) funds. S/he will have the following specific duties and responsibilities:

- Manages and monitors designated awards under USAID/Benin's health project, specifically MCH and FP programming. Serves as Contracting/Agreement Officer's Representative (C/AOR) and/or Alternate C/AOR for designated activities. Ensures achievement of the project and Agency objectives; regularly monitors and evaluates program performance and ensures that relevant and appropriate program documentation is provided.
- Provides guidance on issues related to Government health policies and programs, health donors and Non-Governmental Organizations programs.
- Advises USAID Commodities and Logistics Specialist on family planning health commodities issues and priorities; collaborates with the Ministry of Health and other donors regarding family planning commodities issues.
- 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 and FP in the context of decentralization in targeted areas; participates
- Advises the Ministry of Health (MOH) national, 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.
- Provides technical and managerial expertise to build capacity of MOH at national and district levels
- Conducts thorough analyses of opportunities and constraints presented by innovative new MCH and FP approaches and participates actively in the development and implementation of activities designed to increase the availability and uptake of family planning services; supports and advises on innovations, such as new contraceptive methods, new modes of contraceptive distribution, new strategies for antenatal and neonatal care to reduce mortality.

- 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 RMNCH services and products in the public and private sector.
  - Provides substantive technical and policy input into RMNCH 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 related to RMNCH. Prepares reports on program activities and actions undertaken for RMNCH. Also prepares reports on field trips, meetings, and other events of significance to the program.
  - Works closely with the Monitoring and Evaluation Specialist and implementing partners to develop a monitoring/evaluation and learning agenda for RMNCH-related 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 RMNCH performance information for annual results reporting to AID/W and the Government of Benin
  - Monitors progress towards results, including frequent field 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.

## **2. Leadership (30%)**

The Specialist leads RMNCH activities, representing the Mission to relevant GOB ministries and officials, other donors and development actors, civil society, academia and media.

Specific leadership responsibilities include:

- Leads all matters related to MCH and FP programming in Benin.
- Advises the Health Office and the USAID Front Office on the overall direction of the MCH and FP program in Benin, including strategic and programmatic matters.
- Coordinates with other donors working on MCH and FP in Benin; 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; represents USAID in relevant working groups and other fora related to RMNCH activities and priorities.

### 3. Technical Assistance (30%)

The RMNCH Specialist provides technical leadership in the areas of MCH and FP – internally at USAID, with USAID implementing partners, and with the GOB and other donors. The Specialist ensures the successful technical implementation of MCH and FP activities. S/he 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. S/he provides technical guidance and coordination to USAID funded partners in the areas of MCH and MCH.

Specific technical assistance responsibilities include the following:

- Provides expert technical assistance to GOB and non-governmental entities implementing MCH and FP programming in Benin. Advocates for and ensures implementation of MCH and FP best practices.
- Coordinates USAID/Benin's MCH and FP portfolio with the GOB, 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.
- Provides substantive technical and policy input into RMNCH 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.

### POSITION ELEMENT

- a. **Supervision Received:** Reports directly to the Health Office Director.
- b. **Supervision Exercised:** Not anticipated.
- c. **Available Guidelines:** Mission Orders, Automated Directives Systems (ADS), Strategic Plan, technical and strategic directives from USAID/Washington
- d. **Exercise of Judgment:** A high degree of independent judgment is required for planning, monitoring and evaluating design and program activities, reporting and other assignments.
- e. **Authority to Make Commitments:** The position holder exercises moderate authority over the planning, design, implementation, and management of project activities. All major written communications to parties outside the Mission involving policy are submitted to the

Health Team Leader for clearance. Because the position is procured through a personal services contract, the incumbent cannot make financial commitments on behalf of the U.S. Government.

f. **Nature, Level, and Purpose of Contacts:** The incumbent makes frequent contacts within the Mission, with technical officials of Ministries of the GOB (particularly Health), donors and NGOs concerning the family health commodities issues, policies, coordination, and consultation.

g. **Time Expected to Reach Full Performance Level:** One year

**10. AREA OF CONSIDERATION:** The position is open to Cooperative Country Nationals (an individual who is a Benin citizen – or a non-Benin citizen lawfully admitted for permanent residence in Benin).

All applicants must provide proof of eligible citizenship in their application. Non-Benin citizens must attach copies of their permanent residency permit to their application to be eligible for consideration. No relocation expenses are provided to the job location, Cotonou, Benin. If transportation to Cotonou is required, it will be the employee's responsibility.

**11. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** [cotonouhr@usaid.gov](mailto:cotonouhr@usaid.gov) and copy Clemencia Acacha Bonou at [cacacha@usaid.gov](mailto:cacacha@usaid.gov) and Jean-Luc Tinongbe at [jtinongbe@usaid.gov](mailto:jtinongbe@usaid.gov).

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) **Education:** Minimum of master's degree in public health, international public health, international development, business administration, or similar discipline is required.
- b) **Prior Work Experience:** Minimum of five years of progressively responsible experience managing regional- and/or national-level public health programs in low/medium-income countries is required; experience in Benin is required. Experience in RMNCH programming is required. Experience working with international development organizations and/or bilateral or multilateral donors in the health sector is required. Senior-level organizational representation experience with various types of stakeholders (e.g. ministries of health, donor partners, etc.) is required.

- c) **Post Entry Training:** Ongoing training in Agency-specific approaches to project management, design, implementation, and reporting. Technical updates in health-related domains and agency initiatives. Leadership and supervisory training as appropriate. Computer skills and other Agency-specific information technology training as needed.
- d) **Language Proficiency:** 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. Experience with AID program regulations and management requirements are not required. Thorough up-to-date clinical knowledge of MCH and FP issues, interventions, and innovative service delivery approaches.
- f) **Skills and Abilities:** Interpersonal/team skills, including the ability to work effectively in a team and to manage conflict, are required. The incumbent must have representational and negotiation skills, including the ability to liaise with high-level stakeholders. Strong analytical and decision-making skills related to MCH and FP programming are required. The incumbent must have excellent oral and written communication skills. The incumbent must also have professional-level computer literacy and aptitude.

### **III. EVALUATION AND SELECTION FACTORS**

Depth and relevance of qualifications will be assessed by a review of candidates' applications and interview. After candidates' applications have been reviewed, only those which give evidence of meeting the minimum requirements for education, prior work experience, and language will receive further consideration. A Technical Evaluation Committee (TEC) will identify a shortlist of candidates who will be invited to English testing, a written test, and/or an interview. After reviewing all results, the TEC will make a determination of candidates who have the requisite qualifications and experience to successfully fill the position.

Evaluation will be based on the following.

#### **Education and Work Experience (40%):**

**Education:** Minimum of master's degree in public health, international public health, international development, business administration, or similar discipline is required.

**Work Experience:** Minimum of five years of progressively responsible experience managing regional- and/or national-level public health programs in low/medium-income countries is required; experience in Benin is required. Experience in RMNCH programming is required. Experience working with international development organizations and/or bilateral or multilateral donors in the health sector is required. Senior-level organizational representation experience with various types of stakeholders (e.g. ministries of health, donor partners, etc.) is required.

**Job Knowledge (45%):**

Familiarity with Ministry of Health policies, regulations, program priorities and key planning documents related to USAID areas of intervention. Thorough up-to-date clinical knowledge of MCH and FP issues, interventions, and innovative service delivery approaches.

**Skills and Abilities (15%):**

Interpersonal/team skills, including the ability to work effectively in a team and to manage conflict, are required. The incumbent must have representational and negotiation skills, including the ability to liaise with high-level stakeholders. Strong analytical and decision-making skills related to MCH and FP programming are required. The incumbent must have excellent oral and written communication skills. The incumbent must also have professional-level computer literacy and aptitude. Level IV (fluent) written and oral English and French proficiency is required.

**Note:** If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter.

**IV. PRESENTING AN OFFER**

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and supplemental materials as described in this section. Candidates who fail to provide the required documentation will result in rejection of their applications from further consideration. Applicants should retain for their record copies of all enclosures that accompany their applications. **Application should be in English Language.**

Qualified Offerors must submit the following documents, or their applications will not be considered for this position:

1. Signed U.S. government AID 309-2 form (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link: <https://www.usaid.gov/forms/aid-309-2>, in English. All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 302-2 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 302-2 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.  
If you encounter problems downloading the form, please contact us at [cotonouhr@usaid.gov](mailto:cotonouhr@usaid.gov) and copy Clemencia Acacha at [cacacha@usaid.gov](mailto:cacacha@usaid.gov) and Jean-Luc Tinongbe at [jtinongbe@usaid.gov](mailto:jtinongbe@usaid.gov).
2. A cover letter and current curriculum vitae (CV), in English. The CV/must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not



be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required in the CV;

3. Applications must include the names and contact information (telephone and email) for at least three professional references (who are not family members or relatives). The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one should be the current immediate supervisor or have been an immediate supervisor.

USAID may seek additional contacts for reference check as appropriate or determined necessary. Candidates who do not wish to have current employers contacted must state this in the application; however, such employers would be contacted for references, if candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. These candidates may be invited to return to USAID for additional interviews. Please do not include any award or certificate received in your application at this point; you may refer or cite them you will be asked to provide them at a later stage of the process.

Note that only electronic submissions are accepted. Please do not send hard copies. Electronic submissions should be sent to: [cotonouhr@usaid.gov](mailto:cotonouhr@usaid.gov), and copy Clemencia Acacha at [cacacha@usaid.gov](mailto:cacacha@usaid.gov), and Jean-Luc Tinongbe at [jtinongbe@usaid.gov](mailto:jtinongbe@usaid.gov). Please quote the solicitation number and position title of this solicitation in the subject line of your e-mail application. Submissions must be made via e-mail and MUST be PDF format. Applicants are required to provide their full mailing address and contact information (telephone and e-mail). No response will be sent to unsuccessful applicants.

4. Relevant educational certificate (s), and resident permit;
5. 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**.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

## **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

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 and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Background Investigation Form
3. Fingerprint Card (FD-258)

**VI. BENEFITS/ALLOWANCES**

1. BENEFITS:
  - Medical Insurance
  - Annual Leave
  - Local and American Holidays
  - Annual Bonus
2. ALLOWANCES:
  - Miscellaneous Benefits Allowance
  - Education Allowance (If applicable)

**VII. TAXES**

Taxes calculation and payment are made as per the local compensation plan.

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

USAID regulations and policies governing CCN 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](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>;
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>

**END OF SOLICITATION**