Dear Prospective Offerors:

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

Offers must be in accordance with Attachment 1, Sections I through VIII 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,

Chadwick Mills
Deputy Regional Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72068520R00012

2. ISSUANCE DATE: August 28, 2020

3. CLOSING DATE/TIME: September 17, 2020 - 5:00 p.m. (Senegal time)

4. POINT OF CONTACT: Recruitment team, usaiddakar-hr@usaid.gov

5. POSITION TITLE: Health Advisor, Burkina Faso

6. MARKET VALUE: GS-14 ($92,977 – $120,868 per annum) (Final compensation will be negotiated within the listed market value.)

7. PERIOD OF PERFORMANCE: Immediate upon receipt of security/medical clearances (The duration of the Personal Services Contract will be for one (1) year, with four one-year option periods, subject to satisfactory performance, availability of funds and continuing need for the position.) Level of effort is full time (40 hours per week).

8. PLACE OF PERFORMANCE: Ouagadougou, Burkina Faso. Please note that Burkina Faso is a partially accompanied post. No eligible family members under the age of 21 are permitted to accompany the employee to post.

9. ELIGIBLE OFFERORS: United States Citizens and Third Country Nationals are eligible offerors. TCNPSC under this solicitation are eligible for benefits in accordance with AIDAR Appendix J, sec. 4(c)(2)(ii)(B)). An exception has been approved by the Mission Director in accordance with AIDAR Appendix J and ADS 309maa, requesting Approval to Use Alternate Classification Procedures (ACP).

10. SECURITY LEVEL REQUIRED: Facility Access for TCN; Secret clearance for USPSC

11. STATEMENT OF DUTIES:

   1. Background and Introduction

   USAID/Burkina Faso is seeking a Health Officer who will support the design, implementation and monitoring of its health programs. Burkina Faso offers the opportunity to address some of the greatest public health challenges of our time. USAID/Burkina Faso manages a dynamic and growing health program that includes activities related to malaria, nutrition, resilience, family planning/reproductive health, maternal & child health and infectious disease, including Global Health Security Agenda (GHSA) funding and President’s Emergency Plan for HIV/AIDS Response (PEPFAR) funding. The Mission works closely with the Government of Burkina Faso (GoBF), inter-agency partners, other donors, implementers and civil society. USAID/Burkina Faso also works closely with Agency colleagues in Washington, DC and the region, most notably the Sahel Regional Office (SRO) and the West Africa Regional Office (WA).
2. **Duties and responsibilities**

In close collaboration with USAID technical staff based in WA, SRO, and Washington, the Health Officer will monitor and manage USAID's health programs in Burkina Faso.

S/he will be responsible for:

**A. Program Management and Oversight (30%)**

- Monitor the performance of health activities, both as an Agreement or Contract Officer’s Representative (AOR or COR) and as the supervisor of other team members directly managing activities as AOR or COR. This will include regular site visits, review of technical reports and regular interaction with implementing partners.
- Liaise with implementing partners to jointly identify solutions to program implementation challenges.
- Work closely with USAID colleagues in Accra, Dakar and Washington, DC to jointly manage regional health-related activities.
- Ensure that partners' activities are aligned with GoBF policies and international best practices.
- Ensure that USAID's health activities are adequately tailored to the Burkinabe context.
- Participate in review of annual work plans, monitoring and evaluation plans and technical reports.
- Participate in evaluations of health activities and ensure their inclusion in the regional learning agenda for resilience.
- Prepare updates, briefing papers, reports and press releases as assigned.

**B. Technical Leadership & Backstopping (20%)**

- Assist in the design of new health-related activities as needed and ensures that new interventions are consistent with Global Health policies and priorities.
- Strengthen data collection efforts for the Ouagadougou Partnership and the next generation of Family Planning 2020.
- Advise USAID and Embassy Ouagadougou on complex policy issues related to the implementation of health activities.
- Provide technical input on GoBF policies, guidelines and strategies.
- Provide in-depth analysis of project evaluations, performance data and reporting documents.
- Identify innovative approaches to improving the health of the Burkinabe population and participate in the execution and assessment of these activities.

**C. Representation & Coordination (30%)**

- Develop/maintain relationships with USAID’s SRO in Dakar, WA in Accra and the Global Health Bureau in Washington, D.C.
- Serve as USAID’s health representative by establishing and maintaining contacts with GoBF, other donors, international organizations, implementers and other civil society organizations.
- Maintain contact with senior management officials in the embassy, other USG agencies, bilateral and multilateral organizations and diplomatic missions.
- Serve as a member of the Burkina Faso Senior Management; attend senior management meetings.
• Represent USAID and provide technical leadership at inter-agency discussions, such as the Embassy Health Working Group.

D. Talent Management (20%)

• Provide timely, actionable feedback to help staff develop their skills and knowledge.
• Ensure self and staff members have established individual learning and training plans, including clear performance targets and expectations.
• Conduct at least semi-annual performance and development conversations and complete annual performance appraisals in accordance with requirements.
• Involve staff in developing work unit goals, plans and timelines.
• Allocate work optimally among team members, providing opportunities for them to take on key responsibilities.
• Identify and provide on-the-job and formal training/developmental opportunities to help team members build skills.
• Serve as a resource for staff seeking to identify skill development areas and options for learning.

Position Elements

Supervision Received: The Health Office Director will report to the USAID/Burkina Faso Country Representative. The supervisor sets the overall objectives and resources available. The incumbent has responsibility for independently planning, designing and carrying out programs, projects, studies or other work. The incumbent keeps the supervisor informed of progress and challenges or concerns that may require his or her action.

Supervision Exercised: Supervise the Health Office staff, currently comprised of four Cooperating Country National (CCN) and three US/TCN PSC staff.

Scope and Effect: Incumbent must be an expert in the field who is consulted by other experts and who will be a leading voice within U.S. Embassy Ouagadougou on all matters pertaining to USG health programming. S/he will manage a diverse health team that manages programming in a wide range of areas, including other senior professionals managing large malaria, HIV/AIDS, and maternal and child health activities. The health system strengthening elements of USAID’s work in Burkina Faso mean that some activities can have a national-level impact, as well as the fact that USAID is largest bilateral donor in the fight against malaria.

Exercise of Judgment: To carry out major duties, the incumbent will be expected to exercise considerable professional judgment and acumen in the advice and direction given to staff within the USAID Country Office and Embassy Ouagadougou and to partners and stakeholders outside. In addition to health expertise, the incumbent will have to be able to understand and respond to the political factors that shape health policymaking and implementation in Burkina Faso. S/he will exercise considerable judgment in the analysis and interpretation of data, particularly when published sources of data are unreliable. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes that result from such elements as continuing changes in program (level of funding), technological developments (natural resource management), unknown phenomena (global climate change), or conflicting requirements. The work requires originating new techniques, establishing criteria and
developing new information.

**Performance Guidelines:** Incumbent must work in accordance with administrative guidance (principally, the Automated Directives System) pertaining to the design, procurement, and management of activities. S/he is also responsible for leading the Health Team in implementing a wide range of USG health strategies and policies. S/he must exercise judgment to determine the best programmatic approaches to implementing these policies and strategies, taking into account the host country context and factors that may favor or hinder that.

**Authority to make commitments:** Incumbent will be expected to serve as a representative of USAID and perform important liaison functions in highly substantive or sensitive matters, e.g., promoting USAID's development strategy and aims.

**Nature, Level and Purpose of Contacts:** The incumbent is required to associate with, communicate with and maintain an extensive range of contacts with Burkina Faso government officials, regional organizations, civil society representatives, and other bilateral and multi-lateral donors and international organizations, to further her/his responsibilities. S/he will be expected to maintain regular and substantive liaison with these contacts and on occasion, these dealings can be expected to involve sensitive matters. S/he must be able to effectively present substantive issues to contacts and to influence important policy or organizational changes that impact the U.S. Mission’s priorities for the health sector. The incumbent must be skillful at persuasion and negotiation in order to gain acceptance and agreement with specific policies and regulations.

**Time required to perform full range of duties:** The Health Advisor is expected to be an expert in managing health programs and to have strong experience managing teams.

**Work Environment and Travel:** The primary place of work is USAID/Burkina Faso.

The Health Advisor will be required to travel within and outside of Burkina Faso to meet the responsibilities of the position.

**Security and Medical Clearance Requirements**

The applicant selected to fill this position must be able to obtain a Security Clearance, which involves a comprehensive background investigation performed by a U.S. Government Agency.

The applicant selected to fill the position must also receive a Worldwide Availability Medical Clearance (WWA/Class 1). Details of how to obtain such clearance will be provided after selection and acceptance of the job offer.

The selected applicant must obtain both the required security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected applicant).

A substantial delay in obtaining either required clearance will make the applicant ineligible for selection.

**Compensation**

This position has been classified at GS-14 grade.
For USPSC, the actual salary of the successful applicant will be negotiated within that pay band depending on qualifications and previous earnings history.

For TCNPSC, the actual salary of the successful applicant will be negotiated based on approved Alternate Classification Procedures and benefits in accordance with AIDAR Appendix J, sec. 4(c)(2)(ii)(B)).

AREA OF CONSIDERATION: OPEN TO U.S. CITIZENS AND THIRD COUNTRY NATIONALS

USAID policy specifies that U.S. citizens or resident aliens (USNs) are preferred over third country nationals (TCNs). Therefore, USN and TCN offers will not be evaluated together. USAID will evaluate USN offers first and if the CO determines that there are no qualified USNs, only then will USAID evaluate TCN offers.

For USPSC:
- Be a U.S. Citizen;
- Submit a complete application as outlined in the solicitation section titled APPLYING (Section IV);
- Be able to obtain a Secret Security Clearance;
- Be able to obtain a Department of State issued Medical Clearance;
- Be willing/able to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all required approvals/clearances obtained.

For TCNPSC:
- Be a Third Country National. Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident of the United States nor of the country to which assigned for duty (Senegal); and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the section titled APPLYING (Section IV);
- Be able to obtain a required Employment Authorization;
- Be able to obtain a Department of State issued Medical Clearance;
- Be willing/able to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all required approvals/clearances obtained.

If a TCNPSC is selected for award, during the period of this contract, the TCNPSC contractor will be required to train a CCNPSC identified by USAID in his/her recognized Technical Area of Expertise. The Supervisor will establish a structured training plan for the TCNPSC with a work objective and performance benchmarks to measure the contractor’s progress toward achieving this required training deliverable.

12. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: Minimum of a Master’s degree in public health, international health, social sciences, or other related degree such as health sciences or medicine from a recognized institution.
**Work Experience:** The incumbent will have at least 10 years of progressively responsible experience in designing, implementing and managing health or other health programs in developing countries.

**Language skills:** Oral and written professional proficiency in both French and English.

**III. SELECTION AND EVALUATION 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. FAR provisions of this solicitation 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.

**Evaluation Factors**

**Education** (10 points)
Minimum of a master’s degree in public health, international health, health sciences, medicine or social sciences from a recognized institution and/or clinical qualifications.

**Work Experience** (35 points)
The incumbent will have at least 10 years of progressively responsible experience in designing, implementing and managing health programs in developing countries, with a preference given to candidates with Sahel experience. Demonstrated human resource management, technical leadership, program management, strategic planning, policy experience and problem-solving skills working on complex projects in a highly sensitive environment are required. Preference will be given to those candidates with proven knowledge and experience with USAID programs, procedures and systems for program design, procurement, implementation, management, monitoring and evaluation.

**Knowledge, Skills and Abilities** (35 points)
(a) Analytical ability to interpret public policies and assist in the development of revised policies, in order to strengthen the health policy environment. Administrative skills are required to assist in the oversight of cooperating agency technical advisors and institutional contractors.
(b) Skill in conceptualizing programs, policies, and plans and developing strategies for their management and implementation. The candidate must be able to integrate short and long-range objectives of the USAID Health Team with the cultural/organizational needs of the government.

(c) Knowledge and skills in quantitative and qualitative evaluation methods; experience in designing and evaluating health activities in Africa. The incumbent must have proven skills in capacity building and mentoring local staff in a developing country.

(d) Demonstrable skills are required in working effectively with health personnel of diverse cultural backgrounds, negotiating agreements on matters of program strategy and performance, writing, administration, and management. Ability to navigate and manage politically sensitive issues related to health activities.

(e) Teamwork, supervision, and interpersonal Skills: Excellent leadership, communication, teamwork and interpersonal skills are critical to this position. Ability to mentor staff and support their professional development, particularly that of national staff.

(f) Able to work effectively with a broad range of USG personnel and partners, and have demonstrated skills in donor coordination and collaboration. Ability to work both independently and in a team environment to achieve consensus on policy, program and administrative matters is a must.

(g) Have the ability to effectively communicate highly technical health information to both health and non-health audiences, as well as achieve consensus on policy, project, research, and administrative matters.

Language, Communication and Computer Skills (20 points)

(a) Demonstrated proficiency/fluency in oral and written English and French are required.

(b) Excellent verbal communication skills, tact and diplomacy are required to establish and develop sustainable working relationships at the highest level and a high level of trust with public and private organizations. Have superior verbal communication skills to negotiate activity plans and resolve activity implementation issues with counterparts, partners and team members. Excellent written communication skills are required to prepare regular and ad hoc reports, activity documentation and briefing papers. Demonstrated ability to make sensitive oral presentations logically and persuasively to senior USG and Government of Senegal Burkina Faso (GOSoBF) officials, and other donors, and other stakeholders.

(c) Computer skills to effectively operate in this position, particularly Word, Excel, and PowerPoint. Experience with cloud-based platforms for editing, such as google docs, is preferred.

**Evaluation Summary**

Education: 10 points  
Work Experience: 35 points  
Knowledge Skills and Abilities: 35 points  
Language, Communication, and Computer Skills: 20 points  
**Total Possible Points:** 100 points
In order to be considered for the position, applicants must meet the Minimum Qualifications listed above. Consideration and selection will be done by the Selection Committee based on the Evaluation Factors.

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

**PAST PERFORMANCE/PROFESSIONAL REFERENCE CHECKS**

Applicants are required to provide **no less than five (5)** references with an accurate email address. 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 reference in a timely manner.

In addition to comments from references, the Selection Committee will take into account awards or other evidence of outstanding performance in any areas related to the above selection criteria. USAID/Senegal reserves the right to obtain from previous employers' relevant information concerning the applicant's past performance and may consider such information in its evaluation.

**IV. SUBMITTING AN OFFER**

To ensure consideration of applications for the intended position, Applications must be received by the closing date and time specified in Section I, item 3 and submitted electronically to: [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov) with the Solicitation Number and Position Title in the application submission Subject Line.

Qualified applicants are required to submit a complete application packet including:

1. **A Cover Letter with current résumé/curriculum vitae (CV) attached.** The CV/résumé 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.

2. Applicants are required to provide **the names and contact information of 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 email addresses for all references.

3. Information for the required Personal Services Contracts Form AID 309-2 can be found at [http://www.usaid.gov/forms/](http://www.usaid.gov/forms/). Applicants should note that the salary history for the purposes of the AID 309-2 is the base salary paid, excluding benefits and allowances such as housing, travel, etc. **Applicants are required to complete and sign the form.**

To ensure consideration of applications for the position, applicants must prominently reference the Solicitation Number in the Application Submission and Cover Letter. Please note that incomplete and/or unsigned applications will not be considered.

**ALL DOCUMENTS MUST BE SUBMITTED IN ENGLISH.**
V. **LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Contracting Officer (CO) informs the successful applicant about being selected for a contract award, the CO will provide the successful applicant instructions about how to complete and submit the following forms:

Forms outlined below can be found at: [http://www.usaid.gov/forms](http://www.usaid.gov/forms)

1. Medical History and Examination form (DS-6561)
2. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

VI. **BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a USPSC 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:**
   Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at [https://aoprals.state.gov/content.asp?content_id=282&menu_id=101](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101)

   (a) Temporary Quarters 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)

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.*
(If Applicable): As a matter of policy, and as appropriate, an offshore TCNPSC is normally authorized the following allowances:

a. Post Differential (Section 500)
b. Post Allowance (COLA) (Section 220)
c. Payments During Evacuation (Section 600)
d. Education Allowance (Section 270)
e. Separate Maintenance Allowance (Section 260)
f. Educational Travel (Section 280)

Other Benefits: Additional benefits are available for individuals hired from outside Senegal in accordance with the AIDAR, Federal Travel Regulations and Standardized Regulations, e.g., international airfare from place of residence, international shipment of personal effects, unaccompanied baggage allowance, repatriation travel, furnished housing and educational allowances for dependent children.

VII. TAXES

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

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

USAID regulations and policies governing USPSC 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.

Equal Employment Opportunity Policy
The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

END OF SOLICITATION