



SOLICITATION NUMBER: 720-611-20-R-00009

ISSUANCE DATE: September 16, 2020

CLOSING DATE/TIME: October 15, 2020

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC):

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 offer.

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

Sincerely,

Summer Tucker
Acting Executive Officer



I. GENERAL INFORMATION

1. **SOLICITATION NUMBER:** 720-611-20-R-00009
2. **ISSUANCE DATE:** September 16, 2020
3. **CLOSING DATE AND TIME:** October 15, 2020; 5:00 p.m. Lusaka
4. **POSITION TITLE:** PEPFAR Deputy Country Coordinator
5. **MARKET VALUE OF POSITION:** \$78,681- \$102,288 equivalent to **GS-13** Level. The final compensation will be negotiated within the listed market value, based on the successful candidate's salary history, work experience, and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.** In addition to the basic salary, differentials and other benefits in effect at the time and which are applicable and subject to change on a similar basis for direct-hire U.S. Government employees will be added.
6. **PERIOD OF PERFORMANCE:** One (1) year, with four one-year option periods, depending on availability of funds. Extension(s) will depend upon the availability of funds, continued need for the requirement, contractor/employee performance and any future hiring freeze guidance.
7. **PLACE OF PERFORMANCE:** Lusaka, Zambia
8. **WHO MAY APPLY:** U.S. Citizens only
9. **SECURITY ACCESS:** Secret

Medical and Security Clearance: The Contractor will be required to complete a full physical examination (including relevant immunizations) from his/her own physician and then obtain a medical clearance from State M/MED prior to service overseas. Also, USAID/Zambia must initiate a security clearance prior to the Contractor's travel to post of duty. Until a final adjudication of a security clearance is received, the contractor shall:

- have no access to classified or administratively controlled materials;
- travel to post by himself/herself only; and,
- be authorized no entitlements other than those normally authorized for short-term (less than a year) employees at post.

If USAID/Zambia fails to obtain a security clearance, the contract will be immediately terminated.

10. SCOPE OF WORK

A. Introduction:

General Responsibilities:

The U.S. President's Emergency Plan for AIDS Relief (PEPFAR) is the largest commitment ever by a nation toward an international health initiative for a single disease. PEPFAR is a multifaceted approach to combating HIV/AIDS in more than 100 countries around the world. Zambia is currently one of the largest recipients of PEPFAR funding with an FY 2021 budget of approximately \$431 million to support a comprehensive HIV prevention, treatment and care program.

The PEPFAR Deputy Country Coordinator, reporting to the PEPFAR Country Coordinator (PCC) in Zambia, will support the full mandate of the PEPFAR Coordination Office (PCO). The PEPFAR Deputy Country Coordinator will work closely with the PCC to ensure full communication between all U.S. government departments and agencies involved in the President's Emergency Plan for AIDS Relief (PEPFAR) in Zambia: particularly the interagency core team; the Office of the U.S. Global AIDS Coordinator (OGAC); designated Embassy counterparts; and other representatives of PEPFAR Zambia U.S. government implementing agencies. The incumbent provides full support to the PEPFAR Country Coordinator and advice and counsel to other members of the PCO on all matters related to PEPFAR in Zambia.

Duties and Responsibilities

The PEPFAR Deputy Country Coordinator will manage day-to-day operations of the PEPFAR Coordination Office. Activities of the Deputy PEPFAR Country Coordinator (PCC) will include but are not limited to the following:

1. HIV/AIDS coordination with the Office of the Global AIDS Coordinator (OGAC)
 - a. With the Country Coordinator, manage iterative participation in headquarters interagency reviews of the annual Zambia Country Operational Plans, semi-annual and annual performance reporting, and other PEPFAR wide review processes.
 - b. Serve as first point of contact for ad hoc queries from OGAC regarding status of overall planning and reporting for PEPFAR in Zambia.
 - c. Compile and share budgetary information with and between OGAC and in-country participating agencies to ensure rapid and effective availability and use of funds.
 - d. Represent PEPFAR Zambia at external stakeholder meetings as assigned by the PCC.
2. HIV/AIDS coordination and planning with Zambia's PEPFAR Interagency Team and Embassy/Lusaka

- a. Manage all logistical and practical support for scheduled and ad hoc meetings of the PEPFAR Interagency leadership and technical teams to better coordinate programs.
 - b. Manage communications with other U.S. Embassy Lusaka sections, especially the Executive and Public Affairs Offices.
 - c. Ensure the full implementation of all PEPFAR policies and directives from Washington and the timely submission of all PEPFAR documents, including the Country Operations Plan (COP), the Annual Performance Review (APR) and all other required documentation and reporting.
 - d. Oversee preparation for the quarterly PEPFAR oversight accountability response team (POART) calls between the PEPFAR Zambia and headquarters, including review of results, expenditures, and tracking policy changes.
 - e. Assist the PEPFAR Country Coordinator and collaborate with other U.S. government implementing agencies to analyze Expenditure Analysis partner results.
 - f. Develop and oversee efforts to support ongoing team building exercises and strengthened interagency communication and collaboration capabilities.
 - g. Serve as Acting PEPFAR Country Coordinator when the PEPFAR Country Coordinator is out of the office.
3. Budgeting and administrative skills
- a. Supervise financial, administrative, and program staff members, Foreign Service Nationals (FSN) and Eligible Family Members (EFM)) within the PEPFAR Coordination Office.
 - b. Serve as administrative point of contact for U.S. Embassy Lusaka Financial Management, General Services, and other administrative offices.
 - c. With the PEPFAR Country Coordinator, assist in developing and managing performance within the annual operating budget for the PEPFAR Country Coordination Office.

Other tasks or responsibilities may be assigned on organizational and programming need.

B. Position Elements

- a. **Supervision Received:** Work under the supervision of the PEPFAR Country Coordinator who provides administrative direction, and may suggest approaches to consider, results expected, and reviews completed assignments. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the incumbent is required to determine those that must be coordinated with the supervisor. Incumbent will seek advice and assistance as required. Performance evaluations are based primarily on accomplishments and compliance with policies and procedures.
- b. **Available Guidelines:** Available guidelines include PEPFAR Notices and guidance, the FAR and AIDAR, and other published and unpublished guidelines. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation. Guidelines from different agencies and offices may be unclear and conflicting, requiring substantial judgment and interpretation.

- c. **Exercise of Judgment:** High degree of judgment, maturity, organization, ingenuity and originality to interpret strategy; to analyze, develop and present work; and to monitor and evaluate implementation of programs.
- d. **Nature, Level, and Purpose of Contacts:** Frequent contacts with stakeholders in and outside the Mission concerning strategy and policy issues, coordination, and consultations. Contacts include the supervisor; interagency mid- and senior-level leadership; mid- and senior-level Government of the Republic of Zambia officials; mid- and senior-level officials from the donor community, implementing partners, and the private sector.
- e. **Supervision Exercised:** Supervise financial, administrative, and program (FSN and EFM) staff within the PEPFAR Country Coordination Office.
- f. **Time required to Perform Full Range of Duties after Entry into the Position:** One year

11. AREA OF CONSIDERATION: According to ADS 309.3.3, a “USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs 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. USPSCs are also preferred over TCNPSCs with equivalent qualifications.”

For USPSC:

- Be a U.S. citizen or U.S. Permanent Resident (“green card holder”);
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain Facility Access;
- Be able to obtain a Department of State medical clearance;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

12. PHYSICAL DEMANDS: The primary location of work will be on the U.S. Embassy/USAID compound in Lusaka, Zambia. No special demands are required to perform the work.

POINT OF CONTACT: Summer Tucker, Acting Executive Officer

SUBMIT ALL APPLICATION MATERIALS TO:

EXOZambiaHR@usaid.gov (E-mailed applications required.)

The email subject heading **must** read:

Application: SOLICITATION #: 720-611-20-R-00009 - USAID/PEPFAR Deputy Country Coordinator

13. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, applicants must meet the following minimum qualifications. For those who do, further consideration and selection will be based on panel assessment of the selection criteria listed below. Applicants are required to address each of the selection criteria describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the solicitation number at the top of each additional page.

A. Required Minimum Qualifications:

- a. Education:** Master's degree in health, public health, epidemiology, sociology, international relations, development studies or any other related discipline is required.
- b. Experience:** Minimum of five years of experience in public health/development programs with at least two years in developing countries/resource poor setting. Minimum three years' demonstrated experience in strategic planning, program management and implementation, especially within a developing country or resource-poor context. At least two years of experience working with the U.S. government in one or more of the PEPFAR countries, or at one of the PEPFAR headquarter agencies (USAID, CDC, Department of Defense HIV/AIDS Prevention Program, Peace Corps, or HRSA) is strongly desired.
- c. Language:** Level IV English ability (fluency) is required. The incumbent must possess excellent English writing and editing skills, as well as an excellent ability to process information from a wide variety of sources into a cohesive, polished document. Demonstrated speaking and presentation skills in English are also required, as is preparing analytic briefings for key U.S. government and other leaders/decision makers.
- d. Skills & Abilities:** Knowledge of and experience with complex, web-based program planning and reporting databases. Skills in organizing complex activities with large groups. Demonstrated flexibility and openness in responding to changing work priorities and environment. Ability to analyze and monitor complex health situations. Knowledge of U.S. government policies and guidance related to implementation of PEPFAR preferred. Ability to manage and work with diverse teams. Possess a critical eye for details and strong interpersonal communication and excellent oral communication and writing skills. Willingness to reside in a developing country.

II. EVALUATION FACTORS:

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part

of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplemental document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately the experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the solicitation number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

Selection will be based on the following criteria (Maximum of 100 Points):

FACTOR #1: Technical Knowledge and Ability (20%):

Knowledge of and experience with complex public health program planning and reporting. Skills in organizing complex activities with large groups of people. Demonstrated flexibility and openness in responding to changing work priorities and environment. Knowledge of U.S. government policies and guidance related to implementation of PEPFAR preferred. Ability to manage and work with diverse teams. Possess a critical eye for details and strong interpersonal communication and excellent oral communication and writing skills. Willingness to reside in a developing country.

FACTOR #2: Relevant Work Experience (10%):

Minimum of five years of experience in public health/development programs with at least two years in developing countries/resource poor setting. Minimum three years' demonstrated experience in strategic planning, program management and implementation, especially within a developing country or resource-poor context. At least two years of experience working with U.S. government in one or more of the PEPFAR countries, or at one of the PEPFAR headquarter agencies (USAID, CDC, Department of Defense HIV/AIDS Prevention Program, Peace Corps, or HRSA).

FACTOR #3: Communications/Interpersonal Skills (10%):

Excellent interpersonal skills, tact and diplomacy are required to establish and maintain a wide range of senior-level and working-level contacts with health programs in governmental, non-governmental, and private-sector circles. Demonstrated ability to work effectively in teams and collaborate in an interagency setting, often under pressure of short deadlines and multiple demands. Demonstrated leadership ability and interpersonal skills including flexibility, patience, facilitation, team building and conflict/problem solving skills required in a cross-cultural environment are required. Demonstrated excellent writing and

speaking/presentation skills in English are required, and in preparing analytic briefings for key U.S. government and other leaders/decision makers. Strong financial management and administrative skills to track the performance of implementing partners as needed. Computer literacy, including skill using word processing programs, email, spreadsheet applications, and presentation software.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factors responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors:

Factor #1: 20 points

Factor #2: 10 points

Factor #3: 10 points

Interview Performance: 40 points

Writing Exercise: 20 points

Interview questions may include the following areas:

- Interpersonal skills
- Work effectively in a team environment
- Strategy formulation and implementation
- Demonstrate ability to communicate technical information to both technical and non-technical audiences, and achieve consensus on policy, project, research, and administrative matters

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

1. Other factors:

The incumbent must be:

1. A U.S. citizen.
2. In possession of, or able to obtain, a basic security clearance.
3. Available and willing to work outside the regular 40-hour work week when required or necessary.
4. Willing to travel to work sites outside of Lusaka as and when requested.

III. APPLYING

Applicants must provide at least three references with current contact information, preferably both an e-mail address and a telephone number. (The Selection Committee will conduct reference checks of the highest ranked applicants). References will be asked to complete a questionnaire that assesses the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above specific criteria. 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 or verbal reference in a timely manner.

For your application to be considered, the following documents must be submitted:-

1. Letter of application/cover letter (no more than one page).
2. Eligible offerors are required to complete and submit the offer form **AID 302-3**, "Offeror Information for Personal Services Contracts," available at <http://www.usaid.gov/forms>. This form must be signed and completed as much as possible and may reference the CV/resume for a greater detailed explanation of work experience rather than repeat it in the AID-302-3.
3. An up-to-date Current resume/Curriculum Vitae.
Your CV/resume **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. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training addresses the minimum qualifications and evaluation criteria set forth in the solicitation.
4. Supplemental document addressing each of the Evaluation Factors, limited to 500 words per factor, as described in Section II above.
5. Contact information (telephone numbers and email addresses) for at least three references with knowledge of the applicant's prior work experience.
6. Applications 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**. Late, incomplete or unsigned applications will NOT be considered.
7. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
8. Application must be submitted **ONLY** via EXOZambiaHR@usaid.gov and the email subject must say –: **SOLICITATION # 720-611-20-R-00009 - USAID/Zambia PEPFAR Deputy Country Coordinator; and**

9. Please submit the application only once.

I. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the 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. *Questionnaire for Sensitive Positions for National Security (SF-86), or*
3. *Questionnaire for Non-Sensitive Positions (SF-85)*
4. *Finger Print Card (FD-258)*

II. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC 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 (if applicable)*:

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](#)

- (a) *Temporary Quarter 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)*

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

III. TAXES

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

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien 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>.
3. Acquisition and 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

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Zambia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Zambia also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.