

**SOLICITATION NUMBER: [15A/2021]**

**ISSUANCE DATE: 10/4/2021**

**CLOSING DATE/TIME: 10/19/2021**

**This is a re-advertisement of the position. Applicants who previously applied will still be considered and do not need to re-apply, unless their qualifications have changed.**

**SUBJECT: Solicitation for a Cooperating Country National or Third Country National Personal Service Contractor (CCN/TCN PSC - 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 1.

Sincerely,

**Jahmal Sands**  
**Executive Officer**

# ATTACHMENT 1

## **I. GENERAL INFORMATION**

**1. SOLICITATION NO.:** 15A/2021

**2. ISSUANCE DATE:** 10/4/2021

**3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 10/19/2021 at 4:30 pm  
Cairo time.

**4. POINT OF CONTACT:** USAID Human Resources Office, e-mail at [usaidhr@usaid.gov](mailto:usaidhr@usaid.gov)

**5. POSITION TITLE:** Project Management Specialist [Infectious disease] – OEH

**6. MARKET VALUE:** LE 444,807 – L.E 711,687 **This is the Gross Annual salary before deducting taxes equivalent to FSN 11.** In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Egypt. Final compensation will be negotiated within the listed market value. Please check in AIDAR and ADS.

**7. PERIOD OF PERFORMANCE:** **One year with option to renew** estimated to start on January 2022. “The base period will be from the estimated start date till **December 31, 2022**”. Based on Agency need, the Contracting Officer may exercise (an) additional **option period(s)** for 4 additional years for the date(s) estimated as follows:”

<b>Base Period:</b>	<b>January 1, 2022 – December 31,2022</b>
<b>Option Period 1:</b>	<b>January 1, 2023 – December 31, 2023</b>
<b>Option Period 2:</b>	<b>January 1, 2024 – December 31, 2024</b>
<b>Option Period 3:</b>	<b>January 1, 2025 – December 31, 2025</b>
<b>Option Period 4:</b>	<b>January 1, 2026 – December 31, 2026</b>

**8. PLACE OF PERFORMANCE:** Cairo, Egypt

**9. ELIGIBLE OFFERORS:** Egyptian Citizens or non-Egyptians lawfully admitted for permanent residence in Egypt.

**10. SECURITY LEVEL REQUIRED:** Employment Authorization

**11. STATEMENT OF DUTIES**

## **BASIC FUNCTION OF POSITION**

The jobholder serves as a Project Management Specialist (Infectious Disease) and a member of the Health Team in the Office of Education and Health (OEH), which has responsibility for Intermediate Result (IR 2.2) “Targeted Health Outcomes Improved”, under Development Objective (DO 2): “Enabling Conditions Promoting Social Equity Improved”. The Project Management Specialist (Infectious Disease) facilitates communication and ensures collaborative working relationships with high-level decision makers, as well as technical staff, in the Ministry of Health and Population (MOHP), with USAID/Washington counterparts, with other government entities, and with other development partners, donors and non-governmental organizations working in the health sector. The Specialist delivers analytical and technical assistance services to other bilateral/multilateral agencies, Government of Egypt and civil society in developing and implementing policies and programs based on best practices and innovations in infectious disease. Representing the U.S. Government (USG), the jobholder leads national technical working groups, builds alliances with development partners, and provides essential communication and liaison within USAID offices and with other USG agencies.

The jobholder serves as the team’s senior advisor on infectious disease and provides leadership in identifying opportunities for USG engagement in infectious programming in Egypt. The jobholder will have broad experience working with national stakeholders including government, professional associations, and faith-based organizations. This senior position ensures that the Mission has the necessary strategic, technical, and management expertise to handle and successfully implement infectious disease programs and activities in the Health Team’s portfolio. The jobholder serves as the in-house subject matter professional on infectious disease and the Mission’s senior representative in policy, strategic and technical engagements with the interagency, cooperating-country government, international and bilateral organizations, and donor agencies to address technical issues and coordinate efforts in implementation of infectious activities. The jobholder has an understanding of global health issues, as well as the entire USAID/USG health portfolio, and serves as an Agreement Officer’s Representative/Contracting Officer’s Representative (AOR/COR) or Activity Manager for selected programs/projects/activities. As an AOR/COR, the jobholder monitors program performance and progress, identifies implementation achievements as well as problems in performance, and initiates appropriate actions in consultation with other staff, and/or the Health Team Lead, as appropriate. The Specialist is a key member of the Health Team within OEH. The jobholder reports to the Health Team Lead and provides mentoring and coaching in the area of infectious disease. The jobholder is required to perform work-related travel.

## **MAJOR DUTIES AND RESPONSIBILITIES % OF TIME**

### ***Technical and Strategic Leadership (45%)***

1. Serve as USAID’s technical professional and lead on infectious disease (ID), providing high level technical guidance to the Mission, the Egyptian Government, and other development partners.

2. Provide overall strategic and technical guidance and direction on ID activities and ensure that activities are appropriately integrated with Health Team and larger Mission activities.
3. Work closely with leadership in OEH and USAID Mission to ensure the quality of programs implemented by implementing partners meets relevant standards of care and incorporates known, evidence-based interventions.
4. Through literature review, research, and regular communication with local and international stakeholders, keep abreast of emerging developments in infectious disease approaches. Advise accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID's approaches.
5. Identify opportunities for integrated "state of the art" approaches, providing technical assessment and recommended strategies to pilot innovative interventions. Provide professional oversight and guidance to USAID implementing partners on newly emerging and highly efficacious approaches to infectious disease program implementation.
6. Provide strategic leadership in the preparation of key annual and mid-term planning and reporting documents including the Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports and other ad hoc requests for information.
7. Identify and arrange for procurement of short-term technical assistance (STTA) and ensure that objectives and outcomes of the STTA are consistent with and support the furtherance of the Mission ID portfolio.
8. Organize site visits and prepare orientation materials for delegations from USAID Headquarters (HQ), Department of State, other agencies and Congress.

***Program/Project/Activity Management (35%)***

1. Lead the design of project mechanisms and activities for improved strengthening of infection control and surveillance systems.
2. Serve as AOR/COR or Activity Manager for the Mission's ID activities, and provide guidance to subordinate staff supporting ID projects, including: reviewing and approving implementing partners' (IPs) work plans, facilitating IP relationships and coordinating with local stakeholders (other IPs, host government counterparts, other development partners/donors, etc.) maintaining a schedule for and conducting regular site visits to review program implementation, and meet with beneficiaries, and based on the information collected during such visits, adjusting or recommending adjustments to programs/projects/activities as appropriate; overseeing IP compliance with bilateral government agreements, and with performance expectations; ensuring IPs are in compliance with all relevant USAID regulations and procedures, communicating regularly with IPs regarding USAID rules and regulations as well as their obligations to USAID and, taking a lead role in the preparation of the strategic and operational planning processes such as the USAID Country Development Cooperation Strategy and USAID Operational Plan. Keep the Health Team Lead regularly informed of program implementation progress, results, and issues/problems on a timely basis.
3. Participate in and ensure the effectiveness of site and other field visits to ensure successful activity implementation and ensure that sub-partners (sub-awards and sub-contracts) are given appropriate monitoring and oversight.
4. Ensures the implementation and monitoring of specific rules and regulations on USAID activities.

### ***Representation and Reporting (10%)***

1. Represent USAID at designated national, regional and international meetings that relate to ID, including regular participation and leadership in national level technical working groups, professional associations, and related committees.
2. As requested by the Mission Director, OEH Director and/or Health Team Lead, represent USAID at meetings outside of the ID field when needed.
3. As a member of the Health Team, respond flexibly and capably to a wide range of work-related requirements including responding to requests for information from USAID/Washington and Congress.
4. Establish strategic working relationships with senior MOHP and other relevant Ministry officials at the national, governate, and district level, development partners, civil society organizations, faith-based organizations, private sector health counterparts, and professional associations to enhance regular and timely sharing of information on issues related to ID, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs.

### ***Supervision, Coaching/Mentoring and Staff Support (10%)***

1. If team re-structuring allows, supervise other foreign service nationals, which includes developing annual work objectives, mentoring and coaching, facilitation of professional development., conducting regular performance reviews and addressing any performance challenges that may arise, and determining training needs and opportunities.
2. Provide coaching and mentoring to other OEH staff members to develop technical skills in ID and build relationships with government and non-government counterparts.

<b>POSITION ELEMENTS</b>
--------------------------

a. **Supervision Received:** The Project Management Specialist (infectious Disease) will report to the Supervisory Health Officer or his/her designee. Most assignments are self-generated and occur in the normal course of work and the jobholder exercises independence in most phases of his/her job responsibilities but determines those situations that must be coordinated with the supervisor or other team members. Completed work is accepted as technically correct and the overall work is reviewed in terms of results achieved.

b. **Supervision Exercised:** The Project Management Specialist (infectious Disease) may supervise professional staff. S/he supervises TDY personnel providing assistance to the Mission. If office and/or staffing restructuring requires, the Specialist may be given supervisory duties over one or more FSNs who support the program/projects.

c. **Available Guidelines:** Federal Acquisition Regulation (FAR); AID Acquisitions Regulations (AIDAR); AID Automated Directives System (ADS Series); Contract Information Bulletins (CIBs); Office of Procurement Acquisition Memorandum (OPAMS); U.S. Department of State Standardized Regulations; Federal Travel Regulations; Office of Management and Budget (OMB), Circulars and Controller General Decisions, USAID Mission Orders, Project Papers, Mission Strategy, and other documents available, USAID policies and procedures, Technical Documents and Policy

Papers. The jobholder is required to understand Mission and Agency-specific policies and procedures that govern project activity management in addition to administrative operating procedures, policies and formats established by the Department of State. The jobholder will be required to be proactive in keeping abreast of evolving guidelines and policies which affect infectious disease programming.

d. **Exercise of Judgment:** The jobholder will exercise a high degree of independent judgment and initiative to plan, prioritize and conduct the activities entailed in fulfilling major duties and responsibilities. The jobholder will be expected to analyze and address problems by applying relevant guidance (for management/administrative issues) and evidence-based strategies (for technical issues) to advance the Mission's objectives. In the event that no formal guidance exists, the jobholder will use her/his own personal, well-informed judgment, making independent decisions that can be defended as necessary and seeking input when appropriate.

e. **Authority to Make Commitments:** When fully designated as AOR/COR s/he will have full authority and responsibility as delegated by ADS, Mission, and USAID guidelines. However, because of the jobholder's expertise and professional standing in his/her field, substantial weight will be given to his/her recommendations while commitments are made by those with the authority to do so.

f. **Nature, Level, and Purpose of Contacts:** The jobholder occupies a high profile and important position in the Mission. S/he represents USAID in engagements with high levels of a variety of MOHP officials at the district, governate, and national levels, donors, private and non-governmental organizations, and provides policy recommendations as well as strategic and programmatic advice to senior USAID and USG officials, other donors, and implementing partners. S/he is required to establish and maintain an extensive range of professional contacts/relationships with senior officials, heads of Agencies, and leaders of private and non-governmental sector institutions that partner on infectious disease activities. The purpose of the contacts is to obtain and interpret information relevant to program activities, develop, influence and/or clarify strategy, and to transmit and interpret cooperating-country government attitudes and concerns to senior USAID officials. Internally, the jobholder has routine and frequent contact with senior officials of the other members of the USAID Mission, personnel at the U.S. Embassy, USAID/Washington and other USG agencies such as the CDC, partnering organizations, institutional contractors, and consultants.

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

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

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

All candidates must meet the Minimum Qualifications. Applications will be screened accordingly, and only those who meet the below, required criteria, will be moved forward in the recruitment process.

a. **Education:** Master's degree in Public Health, Social or Behavioral Sciences, Epidemiology, Biology, Infectious Disease or related field is required.

b. **Prior Work Experience:** A minimum of seven (7) years of progressively responsible experience in infectious disease or related area. Prior experience working with or for bilateral or multilateral donors/stakeholders such as the World Bank, the Global Fund, UN agencies, or national-level public or private entity is required.

### 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>

#### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. **Education:** Master's degree in Public Health, Social or Behavioral Sciences, Epidemiology, Biology, Infectious Disease or related field is required.
- b. **Prior Work Experience:** A minimum of seven (7) years of progressively responsible experience in infectious disease or related area. Prior experience working with or for bilateral or multilateral donors/stakeholders such as the World Bank, the Global Fund, UN agencies, or national-level public or private entity is required.
- c. **Post Entry Training:** On-the-job training will be provided relating to USG-specific procedures, regulations, and methods. Formal COR/AOR training is required for successful performance in the position and will be provided. Appropriate training courses will be offered, subject to course offerings and the availability of funds. Jobholder may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

**CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.**

- d. **Language Proficiency** Level IV (fluent proficiency) English and Arabic proficiency, both oral and written, is required.
- e. **Job Knowledge:** Advanced knowledge and understanding of infectious disease approaches and interventions. Demonstrated senior-level knowledge of the overall Egypt health sector context as well as the key aspects of USG foreign assistance to Egypt. Knowledge of USG's strategic direction, its chief accomplishments and its challenges.
- f. **Skills and Abilities:** The job holder must possess strong technical and analytical skills in infectious disease. The jobholder must possess strong skills in communication, advocacy and networking. S/he must have strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results. This position requires an outstanding ability to exercise flexibility to be able to accept and react to evolving planning and implementation contexts. The jobholder must demonstrate excellent computer skills including skills with Microsoft Office, web-based databases, and electronic filing. S/he exercises individual judgement in his/her roles. S/he takes initiative and offers leadership in reviewing the progress of programs and projects under his/her personal and team's responsibility, including performance reports, pipeline management, program implementation reviews, as well as fulfilling other USAID and USG reporting requirements.

S/he demonstrates timely decision-making ability and extensive judgment in planning and carrying out tasks, using diplomacy and tact.

Selection Factors	Scoring Percentage
Education/academic requirement	10%
Experience	20%
Language Proficiency	20%
Knowledge	20%
Skills & Abilities	30%
TOTAL	100%

\* As per details reflected under Qualifications above.

#### **IV.SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit a **Resume that includes the month, year and company name of employment for all experience or the experience cannot be considered.**

**Offerors must provide in their CVs names of family members working in the Mission.**

Qualified offerors, who are interested in this vacancy, should apply by submitting an **up-to-date CV with a cover letter detailing how they are qualified for the position, quoting the vacancy number in the email subject line**, to USAID Human Resources Office, **by no later than COB of the vacancy deadline noted above. CVs must be submitted via e-mail to [usaidhr@usaid.gov](mailto:usaidhr@usaid.gov)** (submissions made in any other way will be disregarded). **The CV and attachments must not in all cases exceed five pages. The USAID HR Office will disregard any submissions not quoting the vacancy number in the email subject line and/ or exceeding five pages and/or those received after the deadline.**

2. 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**.

**3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents, as well as in the email subject line.**

Employees new to a position must serve in the new position for a minimum of 6 (six) months before they can be considered eligible for another position within the mission, this includes moves between agencies. The Mission mandatory retirement age is 60 years.

The evaluation and selection process usually takes two to three months after the deadline. Shortlisted applicants are invited for tests and/or interviews during this time frame. Due to the high volume of resumes, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your resume once you



receive an automatic acknowledgement of receipt from the system. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

**SOFT COPIES OF THIS SOLICITATION ARE AVAILABLE ON THE USAID MISSION INTRANET, UNDER JOB OPPORTUNITIES. HARD COPIES CAN ALSO BE OBTAINED FROM THE USAID HR OFFICE OR THE US EMBASSY HR OFFICE.**

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The Contracting Officer (CO) or his designee will provide instructions about how to complete the hiring process after an offeror is selected for the contract award.

## **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

### 1. BENEFITS:

**The Mission currently provides:**

- 1) Health Insurance Services.**
- 2) Life/accident/disability insurance.**
- 3) Semi-annual bonus.**

### 2. ALLOWANCES: N/A

## **VII. TAXES**

LES employees of the mission became liable for payment of income taxes on their salaries with the implementation of the new tax law effective July 1st, 2005. Payment of taxes is on biweekly basis.

## **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](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: **OPs below are only illustrative**

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD__	\$_TBD at Award after negotiations with Contractor_
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD__	\$_TBD at Award after negotiations with Contractor_
2001	<b>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD__	\$_TBD at Award after negotiations with Contractor_

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>

**5. PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information:

<https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov)