



SOLICITATION NUMBER: 72067521R10004
ISSUANCE DATE: December 15, 2020
CLOSING DATE/TIME: January 15, 2021 - 16H30
Conakry, Guinea time, GMT

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC): USAID Development Assistance Specialist (HEALTH) based on the US Embassy Guinea 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 Attachment 1.

Sincerely,

(Signed)

Ifeoma Ezeh
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO: 72067521R10004**
2. **ISSUANCE DATE:** December 15, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS: January 15, 2021 -16H30** Conakry, Guinea time, GMT
4. **POINT OF CONTACT:** HR Team at conakrypscjobs@usaid.gov
5. **POSITION TITLE: USAID DEVELOPMENT ASSISTANCE SPECIALIST (HEALTH)**
6. **MARKET VALUE:** **GNF422,117,675 TO GNF633,176,497** per annum equivalent to **FSN-12** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of (US Embassy/Guinea). Final compensation will be negotiated within the listed market value. Salaries over and above the top of the pay range will not be entertained or negotiated.
7. **PERIOD OF PERFORMANCE:** **One year with four renewables one-year option periods,** estimated to start on or about July 04, 2021.

“The **base** period will start on or about **July 04, 2021 and end on or about July 03, 2022.** Based on Agency need, the Contracting Officer may exercise additional **option periods** for the dates estimated as follows.

Base Period:	July 04, 2021 to July 03, 2022
Option Period 1	July 04, 2022 to July 03, 2023
Option Period 2	July 04, 2023 to July 03, 2024
Option Period 3	July 04, 2024 to July 03, 2025
Option Period 4	July 04, 2025 to July 03, 2026

Extensions will be contingent on satisfactory contractor performance, continued need for the services and availability of funds.

8. **PLACE OF PERFORMANCE: Conakry, Guinea.**
With the possibility to travel to Freetown, Sierra Leone as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Cooperating Country Nationals.
10. **SECURITY LEVEL REQUIRED:** Facility access.

11. STATEMENT OF DUTIES

A. General Statement of Purpose of the Contract

The Project Management Specialist (Health) is crucial to USAID's on-going and future development program success. S/he provides strategic and technical leadership and management oversight to 90 percent of the USAID/Guinea mission's development portfolio—the health portfolio. S/he supervises three to five professional-level technical and/or administrative staff engaged in managing the USAID/Guinea health portfolio which focuses on improving the quality and governance of maternal and child health (MCH), family planning and reproductive health (FP/RH), and malaria services delivered at facilities and within communities; and strengthens the host country's ability to detect, prevent, and respond to infectious disease outbreaks to enhance global health security. As second to the Health Office Director, the Project Management Specialist is responsible for providing strategic, technical, and administrative direction and support for all areas of the portfolio in strategic planning, project design, management, and results monitoring, as well as direct supervision, hiring, and evaluation of staff. In the absence of the Health Office Director, the Project Management Specialist assumes full responsibility for these tasks.

MAJOR DUTIES & RESPONSIBILITIES

Senior Level Strategic and Technical Guidance and Counsel in Health Sector Development (50%)

- Serves as principal technical and strategic advisor, providing guidance and counsel to the Health Office staff and Mission management for USAID/Guinea's health portfolio including: maternal and child health, family planning, health systems strengthening, malaria, neglected tropical diseases, private sector engagement, supply chain management, human resources, health governance and health financing, and global health security.
- Follows political, social, and health trends closely; provides substantive analysis to senior USG officials on how these trends effect the development and implementation of the health portfolio and the Mission's development portfolio, more broadly.
- Serves as a reference on Government of Guinea health sector and related development policies and programs; other health donor strategies and priorities; and non-governmental organizations programs.
- Represents USAID to the Guinean Ministry of Health leadership and technical Directorates and National Programs on USAID/USG health programmatic policy. Negotiates appropriate strategies to achieve mutually agreed upon sector development objectives.
- Analyzes country contextual opportunities and constraints and the impacts on program performance; leads the USAID/Guinea Health Office collaborating, learning and adapting efforts to guide portfolio design and implementation throughout the life of USAID's CDCS or the Embassy's Integrated Country Strategy.
- Establishes and maintains effective working relationships with USAID/USG (WHO, UNICEF, World counterparts (e.g. World Bank, UN System Agencies, bi- and multi-lateral donors, etc.) for the purpose of policy dialog, and program coordination.

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- Serves as the institutional memory and reference for the Mission's strategic decisions within the health portfolio; advises current and incoming mission leadership (Health Officer, Mission Director, etc.) on the Mission's previous strategic decisions.
- Advises the Global Health Bureau on strategic programmatic and donor coordination issues. Liaises directly with USAID counterparts in Washington, preparing high-level documents for review, presenting USAID/ Guinea's positions at meetings, and briefing USAID/ Guinea and US Embassy Conakry on relevant issues and discussions.
- Leads key Global Health Bureau sectoral priorities, servicing as the team/mission point of contact (e.g. the sub-regional initiative Ouagadougou Partnership and FP2020).

Development, Management, and Oversight of Health Portfolio Implementation (50%)

- Routinely convenes or participates in health sector committees/working groups with other USG agencies, the host government, the private sector, health donors and technical partners, as well as those in other affiliated sectors.
- In coordination with the Health Office Director, s/he develops plans for internal and external stakeholder engagement. S/he assigns roles and responsibilities to other Health Office staff that enable them to more effectively engage with internal and external stakeholders.
- Supports the Program Office to develop and monitor progress against mission wide CDCS and health portfolio specific results frameworks. Tracks the health strategy implementation to assess the adequacy and accomplishments of USAID investments.
- Supports the Mission Monitoring and Evaluation Specialist and implementing partners to manage regular and ad hoc program monitoring, evaluation, and reporting processes for the Health Office.
- Manages specific Health Office administrative and personnel management processes. S/he convenes regular and ad hoc management meetings and develops and maintains appropriate administrative management tools (e.g. budget templates, training trackers, etc.). S/he supports the overall functioning of the Health Office.
- Supervises the Agreement Officer Representatives (AOR)/ Contracting Officer's Technical Representatives (COR) and Activity Managers for the 15+ mechanisms managed by the Health Office.
- Promotes synergies among health sub-sector priorities in MCH, FP/RH, malaria, immunization, health systems strengthening including governance and financing among USAID implementing partners, USAID customers, and stakeholders.
- Oversees cross-sector initiatives linking routine health programming to global health security; private sector engagement; new partner initiatives; health governance initiatives; health and energy sector initiatives; and others as relevant to the Guinean development context.
- Ensures the completeness, accuracy, and timeliness of programmatic and management documentation before submission; Prepares routine and ad hoc reports on field trips, meetings, and other events of significance to the health portfolio and its participating partners, stakeholders and sponsors.

Note: In the absence of the Health Office Director the incumbent assumes full strategic and management responsibilities for the Health Office programmatic portfolio and staff.

Note: This position description in no way states or implies that these are the only duties to be performed by the incumbent.

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USAID/GUINEA, Department of State
2110 Conakry Place, Washington DC 20521-2110
United States

INTERNATIONAL ADDRESS:
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Transversale no. 2, Centre Administratif de Koloma
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The contractor is eligible for temporary duty (TDY) travel to the U.S, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

Supervisory Relationship: The incumbent is supervised by the USDH Health Office Director. In his/her absence, the incumbent would be supervised by the Deputy Mission Director.

Supervisory Controls: The incumbent will supervise three to five technical and administrative staff, including three Project Management Specialists and the Health Office Administrative Assistant. Serves as Acting Office Director which entails supervising up to (8) eight professional and administrative staff. In this role, the incumbent will write performance evaluations for all CCN, Third Country National, and US Personal Services Contractor employees and provide input for other employee evaluations (e.g. CDC Resident Malaria Advisor). Provides ongoing support and guidance to other team members for their individual and team skills development in information technology, planning and management practices, and other areas as appropriate.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, an applicant must have the following minimum qualifications.

Education:

- A master's degree in public health, international public health, international development, business administration, or similar discipline.
- Relevant coursework in two or more of the following topical areas: maternal and child health, family planning/reproductive health, infectious disease surveillance and prevention, social and behavior change, health systems governance and financing or related areas of study is required.

Prior Work Experience:

- Fifteen years of progressively responsible experience managing regional- and national-level public health programs in low/ medium income countries is required. Experience in Guinea specifically or sub-Saharan Africa is preferred.
- At least ten years of supervisory experience managing and leading teams; experience working extensively with international development organizations and/or bi- or multi-lateral donors in the health sector is required.
- Senior-level organizational representation experience with various types of stakeholders (e.g. ministries of health, donor partners, USG, etc.) 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>.

1. **Selection Process:** After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum qualification required for the position. Applications from candidates who do not meet the minimum qualification required 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 and basis of rating:** Applicants who clearly meet the minimum qualifications and basic eligibility requirements will be further evaluated based on scoring of their minimum qualifications.

FACTOR #1: Language Proficiency - 10 points: Level 4 (advanced professional proficiency) English and French, both oral and written, is required. This will be evaluated during the interview and through the written submissions outlined below.

FACTOR #2: Job Knowledge, Skills, and Abilities - 20 POINTS:

Job Knowledge, Skills, and Abilities: **In ENGLISH (750 - 1,000 words)** provide examples of your successes and demonstrated experience performing two or more of the core functions of the position: 1) providing strategic, technical, and administrative direction and support to a team of professionals in strategic planning, project design, management, and results monitoring, as well as direct supervision, hiring, and evaluation of staff; 2) establishing and maintaining professional working relationships with senior government officials and development partners; 3) advising in health technical areas namely: malaria, health systems strengthening, maternal and child health, family planning/reproductive health, and health supply chain management, health governance and health financing, and global health security; 4) ensuring program conformity with established agency policies and priorities; ensuring internal and external program alignment with health and other sector actors; and 5) representing agency/company internationally and domestically in technical and policy matters to the relevant host-country entities (e.g. relevant line ministries), donors and technical assistance agencies, the host government; and the private sector.

FACTOR #3: SKILLS & ABILITIES - 20 POINTS:

Interpersonal Skills and Abilities: **In FRENCH (750 - 1000 words)** - The Applicant must describe a situation where s/he individually or as a part of a team had to manage a professional conflict within the working environment. The Applicant must describe the nature of the conflict, the parties to the conflict, and his/her role in seeking a resolution to the conflict. The Applicant should feel free to describe a conflict even if there was not a resolution to the conflict. The Applicant's response should highlight their teamwork, communication, and problem solving skills as appropriate.

FACTOR #4: INTERVIEW PERFORMANCE – 50 POINTS:

TOTAL POINTS = 100

Satisfactory professional Reference Checks will be conducted but yield no points.

SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form **AID 309-2**. "Offeror Information for Personal Services Contracts with Individuals," available at <https://www.usaid.gov/forms/aid-309-2>. The submitted form must be signed and in English. Unsigned application forms and any missing requested documents will not be considered.
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, item 4**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

SOLICITATION #72067521R10004 – USAID DEVELOPMENT ASSISTANCE SPECIALIST (HEALTH) and submit only **ONCE** via email to:
conakrypscjobs@usaid.gov

4. Submit a cover letter in English
5. Submit Written Factor 2 and Factor 3 Responses per languages indicated.
6. Submit a current resume/CV in English
7. Provide the names of three to five references with current contact information, with both an email address and a telephone number.

Application letters and Form a309-2 must be signed. Incomplete and unsigned applications/forms will not be considered. All the above-mentioned documents are REQUIRED, must be SIGNED and prepared PER LANGUAGE INDICATED.

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

IV. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit security form OF-174.

V. BENEFITS AND ALLOWANCES

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

- a. Miscellaneous Allowance
- b. Transportation Allowance
- c. Tabaski bonus
- d. Year-end bonus

VI. TAXES

N/A

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

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

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

1. **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:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: Agency/B Code: 797	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>Agency/B Code: 797</i>	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>Agency/B Code: 797</i>	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
3001	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>Agency/B Code: 797</i>	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor

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4001	Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>Agency/B Code: 797</i>	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor
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2. 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>
3. **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: The U.S. Mission in Guinea 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/Guinea 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.

END OF SOLICITATION

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