SOLICITATION NUMBER: 72062420R100014

ISSUANCE DATE: June 19, 2020

CLOSING DATE/TIME: July 5, 2020

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) – Project Management Specialist (Malaria Data Management)

(Local Compensation Plan)

Dear Prospective Offerors:

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

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

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

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

Sincerely,

R. Christopher Gomes
R. Christopher Gomes
Contracting Officer
6/16/2020
I. GENERAL INFORMATION

1. SOLICITATION NO: 72062420R100014

2. ISSUANCE DATE: June 19, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: July 5, 2020 at 11:59 pm local time.

4. POINT OF CONTACT: acpersonnel@usaid.gov

5. POSITION TITLE: Project Management Specialist (Malaria Data Management)

6. MARKET VALUE: CFA 19,340,869– CFA 32,879,471 equivalent to FSN-11
   In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/West Africa. Final compensation will be negotiated within the market value.

7. PERIOD OF PERFORMANCE: The period of performance is five (5) years, estimated to start October 2020. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.

8. PLACE OF PERFORMANCE: Yaoundé, Cameroon with possible travel as stated in the Statement of Work.

9. ELIGIBLE OFFERORS: All interested candidates eligible to work in Cameroon. Cooperating Country National (CCN) is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

10. SECURITY LEVEL REQUIRED: Regional Security Office Clearance

11. STATEMENT OF DUTIES

   1. General Statement of Purpose of the Contract

   The Malaria Data Specialist shall provide technical advice in the conceptualization, development, design, administration, and monitoring of the various information systems necessary for malaria control, including for malaria case management, vector control, and the supply chain of malaria commodities. S/He will discover, facilitate and promote efficient ways to collect, organize, clean, store, analyze, and share disparate, complex datasets with attention to security and confidentiality.

   2. Statement of Duties to be Performance

   The Malaria Data Specialist must provide malaria data management, data visualization,
reporting and use, and the country data system development. Specifically, the Malaria Data Specialist shall provide (in order of priority):

a) Data Management (50%)

- Provide technical support to all areas of data management—including ensuring appropriate data ingestion (manual and automated), inventorying and cataloguing in the PMI data platform—for all malaria-related datasets (e.g. financial, programmatic, epidemiological, entomological, supply chain, demographic)

- Review and provide technical feedback on Monitoring and Evaluation (M&E) Plans submitted by PMI-funded implementing partners

- Conduct data quality assessments on key performance indicators included in the Monitoring and Evaluation (M&E) Plans of PMI-funded implementing partners, as required under USAID policy (ADS 200)

- Support the NMCP and implementing partners in the planning and implementation of a baseline national Data Quality Assessment (DQA) to enable measurement of change in data accuracy, timeliness, and completeness overtime

- Support the NMCP in data validation processes and in the implementation of routine DQAs at facility/district/national levels

- Develop the PMI/Cameroon team’s data management plan and work with PMI-funded implementing partners to ensure their data management plans adequately describe datasets, access and sharing, data collection and analysis methodology, intellectual property rights, ethics and privacy and storage and backup

- Define, manage, and routinely review identity and access management (IAM) framework to ensure roles and access privileges of individual platform users

- Ensure the PMI/team’s electronic databases and archives are protected from security breaches and data losses

- Troubleshoot data-related problems and country-level modifications to the internal data platforms/repositories

- Liaise with the Mission’s IT officer and USAID/CIO to ensure adherence to Agency rules and regulations on information management and the open data policy

- Track and enforce PMI implementing partner submission of all datasets, in machine-readable format, to the USAID Development Data Library (DDL)

b) Data Visualization, Reporting and Use (30%)

- Provide technical assistance to the NMCP and PMI/Cameroon team to integrate, analyze
and visualize data, and build a culture of data use for decision-making

- Apply sound data science principles and methods to objectively and systematically track epidemiological and entomological changes and measure progress towards national targets for malaria control in Cameroon

- Conduct rigorous analysis and triangulation of data from a variety of sources to unearth implementation obstacles and opportunities, and employ cutting edge approaches and tools to generate compelling data visualizations

- Train and mentor the NMCP and PMI colleagues in data analysis and visualization

- Support data compilation and production of periodic reports, including the PMI Quarterly Report and Annual Performance Report, as well as ad hoc briefing summaries on status and progress

- Facilitate negotiation of data sharing agreements between PMI and relevant institutions of the Government of the Republic of Cameroon, including the Ministry of Health, the National Institute of Statistics (INS), the Central Medical Store (ONPPC), and the National Meteorological Directorate (DMN)

- Facilitate the establishment and institutionalization of data use processes, with a focus on reducing the time in the information to decision cycle within PMI and the NMCP

- Implement efficient and secure procedures for data handling and analysis

  b) Country Data Systems Development (up to 20%)

- Collaborate with implementing partners and other donors to support the MOH and NMCP’s transition from paper-based to digital health information systems

- Assist with the development and expansion of key platforms used by the MOH and the NMCP, including DHIS2 and eLMIS, and ensure adherence to the RBM MERG, the WHO Digital Health Interventions Guideline and the USAID Digital Health Strategy

- Participate in periodic assessments of national health information systems to evaluate their performance and discover ways of enhancing them (e.g. capacity building, technology upgrades)

- Maintain an up-to-date understanding of the national HIS landscape and architecture (platforms and stakeholders and how they interact)-ensuring all digital HIS tools funded by PMI and other donors are inventoried in the WHO’s Digital Health Atlas to avoid duplication and maximize investments

- Participate in the development of costed national HIS strategy, and actively participate in national HIS governance mechanisms—promoting strong NMCP involvement
• Work with the PMI-funded embedded SM&E advisor at the NMCP to assist with coordination, national M&E strategic plan development, standard DHIS2 malaria module implementation, monthly/quarterly data review meetings at district and national levels, as well as district level scorecards to foster a culture of data use and accountability. Assist with the development of core metadata components, including indicator reference guides, data dictionaries, malaria commodity lists, master facility lists and API-accessible health facility registries.

3. Supervision Received: The Malaria Data Specialist will be supervised by the USAID Health Office Strategic Information Advisor and will work in close collaboration with Yaoundé-based PMI/Cameroon team. He shall assist in the development and implementation of strategies to improve data quality and data sharing, while also establishing a stronger culture of data-informed resource allocation within both the National Malaria Control Program and the PMI/Cameroon program.

4. Supervision Exercised: No supervision of personnel.

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

a. Education: Minimum of a Master’s degree in applied quantitative discipline such as statistics, economics, computer science, epidemiology, or health informatics from a recognized institution.

b. Prior Work Experience: The Malaria Data Specialist will have at least 5 years of professional experience applying data visualization, data analysis, and/or business intelligence to inform decision making. Must have strong knowledge of data wrangling, analysis and visualization practices. Demonstrated ability to securely and efficiently manage large, disparate datasets, and problem-solving skills working on complex projects in a highly sensitive environment are required.

c. Language Proficiency: Level IV English and Level III French. Language proficiency will be tested.

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](https://www.acquisition.gov/browse/index/far).

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities, and level of language required. The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the TEC Chairperson’s decision). The security clearance and medical clearance is required for the top-ranking candidate, after conducting and receiving the positive reference checks.

a. **Work Experience (30%)**: At least 5 years of professional experience applying data visualization, data analysis, and/or business intelligence to inform decision making.

b. **Language Proficiency (10%)**: English level IV (speaking, reading, writing) and French level III (speaking, reading, and writing). **Language proficiency will be tested**.

c. **Job Knowledge (30%)**: Must have strong knowledge of data wrangling, analysis and visualization practices. The Malaria Data Specialist must possess highly specialized technical expertise in an applied quantitative discipline such as statistics, economics, computer science, epidemiology, or health informatics, and be able to demonstrate a basic understanding of the malaria epidemic in Cameroon.

d. **Skills and Abilities (30%)**: (1) Demonstrated ability to securely and efficiently manage large, disparate datasets, and problem-solving skills working on complex projects in a highly sensitive environment are required. (2) Skills in working effectively with health personnel of diverse cultural backgrounds, negotiating agreements on matters of program strategy and performance, writing, administration, and management. (3) Ability to navigate and manage politically sensitive issues. (4) Data Management, Analysis and Visualization Skills Strong portfolio of static and dynamic visualization, from simple graphics to complex stories, based on data visualization theory and techniques and built using leading tools (such as at least of the following Excel, Tableau, Power BI, R, D3.js, Adobe Illustrator, DHIS2, or similar). **Data analytics and visualization proficiency will be tested**. (6) Teamwork, self-drive and interpersonal skills.

**Total Possible Points: 100 points**

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be scored.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.
USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

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

Reference checks will be made only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application Letter.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer from AID 309-2 (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link: https://www.usaid.gov/forms/aid-309-2.

2. Offeror must also submit a signed cover letter and a resume.

3. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.

4. A supplemental document with written responses to the Evaluation Factors listed under Section III.

5. Relevant educational certificate(s) and work permit or residency permit.

6. Offers must be received by the closing date and time of July 5, 2020 at 11:59 p.m. and submitted via email to acpersonnel@usaid.gov.

7. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

1. Medical History and Examination Form (Department of State Forms)
2. Security Clearance
3. Finger Print Card (FD-258)
VI. BENEFITS/ALLOWANCES

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

1. BENEFITS:
   a. Health Insurance
   b. Annual Salary Increase (if applicable)
   c. Annual and Sick leave
   d. Annual Bonus
   e. Salary Advance (0% interest)
   f. Social Security Contributions
   g. Local and American Holidays

2. ALLOWANCES (as applicable):
   a. Miscellaneous Allowance

Compensation is in accordance with AIDAR Appendix J and the Local Compensation Plan of the U.S. Embassy, Cameroon.

VII. TAXES

The Mission emphasizes to its employees the fact that they are obliged to observe Cameroonian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Cameroonian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee’s salary.

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

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


Pricing by line item is to be determined upon contract award as described below:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES (DESCRIPTION)</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT (F)</th>
</tr>
</thead>
</table>


**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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations)

END OF SOLICITATION