



SOLICITATION NUMBER: 72062418R00013

ISSUANCE DATE: December 17, 2018
CLOSING DATE/TIME: January 2, 2019
5: 00 p.m. Cameroon Local Time

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN/PSC) Program Management Specialist (Health)**

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.

Interested candidates meeting the requirements of the solicitation must submit all the following required materials for consideration.

- Signed Cover letter
- Curriculum Vitae or Résumé
- Signed Form AID 309-2 (available at <https://www.usaid.gov/forms/aid-309-2>)
- A supplemental document with written responses to the Evaluation Factors
- Copies of educational certificates
- Copies of Resident and/or Work Permit (Non- Cameroonians applicants only)
- List of three to five professional references

All application packages are to be submitted by email attachment to the following address:
acpersonnel@usaid.gov

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be in a format compatible with Microsoft Word 2003/2010 or PDF and not zipped.

Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

Sincerely,

R Christopher Gomes
Supervisory Executive Officer

U.S. Agency for International Development
No. 24 Fourth Circular Rd.
P. O. Box 1630, Accra-Ghana

Tel: 233-302-741-200
Fax: 233-302-741-365
www.usaid.gov/west-africa-regional

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72062418R00013
- 2. ISSUANCE DATE:** December 17, 2018
- 3. CLOSING DATE:** January 2, 2019
- 4. POSITION TITLE:** PROGRAM MANAGEMENT SPECIALIST (HEALTH)
- 5. MARKET VALUE:** CFA 18,258,443.00 – 31,039,351.00 equivalent to FSN-11
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Cameroon.

Final compensation will be negotiated within the listed market value.

- 6. PERIOD OF PERFORMANCE:** Five years with an option for renewals. Renewals will be contingent on satisfactory performance, continued need for the services, and availability of funds.
- 7. PLACE OF PERFORMANCE:** Cameroon with possible travel as stated in the Statement of Work.
- 8. SECURITY LEVEL REQUIRED:** Employment Authorization
- 9. STATEMENT OF DUTIES**

BASIC FUNCTION OF POSITION

Under the supervision of USAID’s Senior Health Advisor in Cameroon, the incumbent of this position will provide technical leadership on the design, implementation, and reporting of innovative HIV prevention programming and service delivery targeted to the unique needs of key populations and other priority populations such as orphans and vulnerable children (OVC) and adolescent girls and young women (AGYW). Responsibilities include day-to-day program management and development, monitoring and reporting, to ensure that implementing partners have the capacity to deliver high-quality interventions in line with program strategic objectives and global best practices. As delegated by the Contracting Office, s/he will serve as Agreement Officer/Contracting Officer Representative (AOR/COR) or activity manager for HIV prevention and support activities, providing technical and financial oversight. S/he will participate in national meetings/technical working groups tasked with evaluating, creating, and/or updating existing national policies on HIV/AIDS prevention, OVC care and support, and other relevant policies. The incumbent is also expected to have regular contact and collaboration with counterparts within government ministries and agencies, as well as a wide range of civil society organizations; other donor and international organizations; and other U.S. Government agencies managing funds made available through the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR).

The position is currently located at the U.S. Embassy in Yaoundé, Cameroon and will require some travel (30-40%) within and outside the country.

MAJOR DUTIES AND RESPONSIBILITIES

1. Partner Management and Oversight 50%

The HIV Prevention Specialist shall manage and oversee services and deliverables provided by implementing partners, in accordance with USAID program management regulations and procedures, and practices. The incumbent may serve as activity manager or formally designated as the A/COR or alternate, managing annual budgets that range from \$1.7 million to \$4.2 million. In this capacity, the incumbent takes a major role in the development of program strategies and approval of annual work plans and budgets, quarterly reports, and other required documentation.

The incumbent is expected to provide technical guidance and direction to implementing partners on management and implementation of activities, consistent with USAID, PEPFAR, and host country guidelines and policies. This includes ensuring interventions are gender and age-sensitive, address cultural norms, and are appropriate for multiple populations (including hard-to-reach populations) and age groups. This involves periodic management meetings and site visits to review progress, identify areas in need of course correction, and provide updated technical information on HIV prevention programming and service delivery. The incumbent is also expected to work closely with U.S. Government counterparts and other stakeholders (including government, international organizations, nongovernment organizations, etc.) to ensure complementarity of programming including maintaining linkages across the clinical cascade; and address critical challenges and barriers that impede the achievement of targeted outcomes.

Finally, the incumbent is expected to hold reviews and provide feedback on all data generated by implementing partners on a quarterly basis. This will also include participating in Data Quality Assessments (DQAs) in collaboration with USAID's Strategic Information Advisor; and overseeing the implementation and monitoring of quality improvement activities through the Site Improvement Monitoring System (SIMS) process.

2. Technical Advice on HIV prevention programming and service delivery 40%

The HIV Prevention Specialist serves as a subject matter expert on HIV prevention programming, providing technical advice at three levels – intra-agency, interagency, and national. At intra-agency level, the incumbent will provide recommendations on HIV prevention program direction, including participating in technical design of new projects (preparation of project appraisal document, etc.),

provide technical evaluation of assigned proposals and recommend amendments/approval. The incumbent will lead on development of innovative strategy and interventions to reach key populations and other priority populations such as AGYW and OVC including providing technical support and guidance focused on improving the quality and responsiveness of combination HIV prevention programming based on ground-breaking research and evidence-based tools. Finally, the incumbent will contribute to program research and learning agendas related to HIV prevention and support the analysis, interpretation, and use of HIV prevention data to inform decision-making and programmatic adjustments.

At interagency level, the incumbent will be an integral member of the PEPFAR Cameroon interagency team composed of USAID, U.S. Centers for Disease Control and Prevention (CDC), Department of State, Department of Defense, and Peace Corps. In this capacity, the incumbent will serve as expert on all matters pertaining to HIV prevention programming and service delivery. The incumbent is expected to actively participate in PEPFAR's business cycle including: contributing to the development of annual country Operational Plans; quarterly oversight and accountability review team (POARTs) calls; and other PEPFAR reporting requirements.

At national level, the incumbent is expected to participate in government meetings, technical working groups, international workshops and other platforms dealing with HIV/AIDS as they relate to prevention programming and service delivery. The incumbent will represent USAID at technical, policy and strategic planning meetings, and brief USAID colleagues (and as needed, interagency colleagues) on the results of such meetings.

3. Other program support 10%

Other duties as assigned may include organizing and participating in field visits by external parties that highlight USAID and/or PEPFAR programming in Cameroon; preparing briefings for VIP visitors; lead the identification, design, and writing of technical publications and abstracts to share program achievements and best practices; and serve as spokesman as required on matters within his/her technical expertise.

10. POSITION ELEMENTS

a. **Supervision Received:** Position is supervised by Senior Health Advisor.

b. **Supervision Exercised:** Position has no direct supervisory responsibilities

c. **Available Guidelines:** The incumbent must become familiar with PEPFAR's strategic vision, policies and technical considerations. Furthermore, the incumbent must become familiar with USAID ADS and overall assistance and acquisition management process. S/he will need to apply USAID regulations and understand when guidance or approval should be requested from the Regional Acquisition and Assistance Office. While some of the knowledge, methods, and techniques from the health technical field are established and commonly accepted, other guidance may be vague, controversial, conflicting, or absent. Where there is no guidance available, the incumbent is required to

interpret and make decisions based on sound judgement and strong decision making, as well as effective interpretation of any guidance that is available.

d. Exercise of Judgment:

Incumbent works with minimum supervision and must exercise wide and independent judgement in interpreting and enforcing guidance and regulations. Substantial reliance will be placed on the incumbent, a recognized expert and well-qualified professional, to independently plan, prioritize, and carry out the specific activities entailed in fulfilling major duties and responsibilities. The incumbent must be able to analyze very complex, sensitive issues and make recommendations to senior management. Work is reviewed primarily in terms of results achieved.

e. Authority to Make Commitments:

Position has no authority to make financial commitments on behalf of U.S. Government. However, because of the incumbent's expertise and standing as a well-qualified professional in his/her field, weight will be given to his/her conclusions and recommendations when commitments are made by those with the authority to do so.

f. Nature, Level, and Purpose of Contacts:

This is a highly visible position and requires that the incumbent establish and maintain professional contacts within U.S. Government forum and also among host government and donor counterparts, and all levels of NGO and cooperative partners in the country. The incumbent should expect frequent contact with other agency counterparts and high-level staff for the purpose of coordinating and standardizing PEPFAR Cameroon's strategic objectives. External contacts are primarily with mid- to senior-level program managers to support development of HIV/AIDS program strategies. The incumbent is expected to have the initiative, knowledge of the U.S. Government regulations and procedures, experience and maturity to exercise professional judgment for conducting negotiations with relevant counterparts to further the U.S. Government interests.

g. Time Expected to Reach Full Performance Level: 1 year

11. AREA OF CONSIDERATION: The position is opened to Cooperative Country Nationals. All US and non-Cameroonian citizens, who are not family members of USG employees officially assigned to post and under Chief of Mission authority, must attach copies of the required work and residency permit to their applications to be eligible for consideration. No relocation expenses are provided to the job location, Yaoundé - Cameroon. If transportation to Yaoundé is required, it will be the employee's responsibility.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

13. POINT OF CONTACT: acpersonnel@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: Bachelor's degree in Public Health, Social Sciences, or related field is required.

Prior Work Experience: At least five (5) years of experience in technical oversight, design, and implementation of HIV/AIDS programs is required.

Language Proficiency: Must be fluent in English (level IV) with the ability to draft and read complex technical documents. Working knowledge of French (level III), which includes ability to understand and conduct technical discussions with host government counterparts and other stakeholders.

Job Knowledge: The incumbent must demonstrate knowledge in HIV prevention including applying new prevention technologies in activity design and implementation. Good knowledge of the project management cycle (phases and processes) is also required. Finally, the incumbent must demonstrate knowledge in one or more of the following areas: (1) prevention and control of sexually transmitted diseases in general; (2) ethical issues involved in HIV prevention programming, as concerns key populations and priority populations such as OVC and AGYW in Cameroon; and (3) comprehensive knowledge of the health context and structural issues in Cameroon including familiarity with HIV-related policies and regulations (particularly those related to HIV prevention, OVC programming, and/or adolescent health).

Skills and Abilities: Strong oral and written communications skills are required. In addition, the incumbent must possess:- (1) excellent organizational skills in order to multitask and stay organized in a complex, frequently changing environment; (2) ability to lead project teams and workgroups and to develop effective working relationships with colleagues and external stakeholders; (3) exercise considerable ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex and can be threatening to stakeholders; (4) strong negotiation skills including ability to influence colleagues, host government and other external stakeholders, and implementing partners to adopt appropriate strategies for their program activities; (5) intermediate user level knowledge of Microsoft Word, Excel and PowerPoint; (6) strong skills with interpretation of program monitoring and evaluation of data; (7) self-accountability for all work activities and ability to operate independently with limited direct supervision of day-to-day activities.

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed below 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

A. Education (10%): Bachelor's degree in Public Health, Social Sciences, or related field is required.

B. Work Experience (40%): At least five (5) years of experience in technical oversight, design, and implementation of HIV/AIDS programs is required.

C. Language Proficiency (10%): Must be fluent in English (level IV) with the ability to draft and read complex technical documents. Working knowledge of French (level III), which includes ability to understand and conduct technical discussions with host government counterparts and other stakeholders. Language proficiency will be tested.

D. Job Knowledge, Skills and Abilities (40%): The incumbent must demonstrate knowledge in HIV prevention including applying new prevention technologies in activity design and implementation. Good knowledge of the project management cycle (phases and processes) is also required. Finally, the incumbent must demonstrate knowledge in one or more of the following areas: (1) prevention and control of sexually transmitted diseases in general; (2) ethical issues involved in HIV prevention programming, as concerns key populations and priority populations such as OVC and AGYW in Cameroon; and (3) comprehensive knowledge of the health context and structural issues in Cameroon including familiarity with HIV-related policies and regulations (particularly those related to HIV prevention, OVC programming, and/or adolescent health).

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IV. INSTRUCTION TO APPLICANTS

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and supplemental materials as described in this section. Candidates who fail to provide the required documentation will result in rejection of their applications from further consideration.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. Signed U.S. government AID 309-2 form (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link: <https://www.usaid.gov/forms/aid-309-2>

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 302-3 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

2. Signed cover letter and current resume or curriculum vitae (CV). The 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. Complete dates (month/year) are also required on CV.
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 resident permit and/or work permit.

Interested Applicants must cite the solicitation number and position title within the subject line of the email.

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered. Applications must be received by the closing date and time specified.

Only short listed candidates will be contacted.

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

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Medical History and Examination Form (Department of State Forms)
2. Background Investigation Form
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:

- Medical Insurance
- Social Security Contribution
- Local and American Holidays
- Salary Advance (0% interest)
- Annual Bonus

2. ALLOWANCES (as applicable):

Miscellaneous Benefits Allowance
Meals Allowance

VII. TAXES

LE Staff are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

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

USAID regulations and policies governing CCN/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
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
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>

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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. The Department of State 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.