



USAID | SENEGAL

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068521R10001

ISSUANCE DATE: November 13, 2020

CLOSING DATE: December 3, 2020

SUBJECT: Solicitation for a USAID Project Management Specialist (Global Health Security Agenda (GSHA))
Cooperating Country National Personal Services Contract (CCN/PSC)
(Senegal 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 information.

Sincerely,

Cheryl Wilson
Regional Supervisory Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72068521R10001
- 2. ISSUANCE DATE:** November 13, 2020
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 3, 2020- 5:00 p.m. (GMT)
- 4. POINT OF CONTACT:** Recruitment team, email at usaiddakar-hr@usaid.gov
- 5. POSITION TITLE:** USAID Project Management Specialist (Global Health Security Agenda (GSHA))
- 6. MARKET VALUE:** Salary equivalent to grade **FSN-11**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Senegal. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds, the need for services and performance. The base period will be for one year, estimated to start on o/a February 1st, 2021. Based on Agency need, the Contracting Officer may exercise an additional option period for four years for the dates estimated as follows:

Base Period:	o/a February 1, 2021 to January 31, 2022
Option Period 1:	o/a February 1, 2022 to January 31, 2026

- 8. PLACE OF PERFORMANCE:** US Embassy/USAID compound in Dakar, Senegal, with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** USAID policy is that a CCNPSC is preferred over a Third Country National Personal Service Contract (TCNPSC) 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. The establishment of a TCNPSC position must be temporary, and must only be used when: a) Qualified CCNs are not available; b) Limitations on Agency and Mission operations do not allow sufficient time to train CCNs; and c) Program efficiencies and policy objectives can only be achieved using TCNPSCs as a substitute for available, eligible, and qualified USNs or CCNs.
- 10. SECURITY LEVEL REQUIRED:** Facility Access

11. STATEMENT OF DUTIES**BASIC FUNCTION OF POSITION**

The U.S. Agency for International Development (USAID) seeks to employ a Cooperative Country National Personal Service Contract (CCNPSC) Program Management Specialist who will be responsible for ensuring well-coordinated and effective delivery of technical and program support for the Agency's Global Health Security Agenda (GSHA) in Senegal. GSHA activities support implementation of interventions to prevent emerging and reemerging diseases from spreading, report threats in real-time, limit the spread of

dangerous pathogens, and increase preparedness capacities for future outbreaks. Jobholder's responsibilities will include day-to-day program and administrative management; coordination with GHSA interagency team particularly the Centers for Disease Control and Prevention (CDC), Department of Defense (DOD), and Department of State (DoS) supporting GHSA in Senegal, thus presenting a "whole of government" approach.

The Jobholder, working under the direction of the USAID/Senegal health team, the Washington-based GHSA headquarters team, relevant Agreement/Contracting Officer Representative (A/CORs) will provide technical expertise to manage, coordinate, and monitor multi-sectoral, complex activities that make up the GHSA portfolio. S/he will ensure that the GHSA activities are carried out in accordance with United States Government (USG) and USAID-specific technical and policy guidance. The Jobholder will also focus on building a cross-sectoral "One Health" platform to coordinate GHSA and pandemic preparedness efforts in Senegal that include both human-human transmission and animal-human zoonotic spillover events. Successful completion of this objective will require working with a wide array of US Government partners, regional bodies, international organizations, Non-Governmental Organizations (NGOs), ministries, laboratory and research institutions, and other implementing partners. Jobholder will work closely on a day-to-day basis with the ministries of health and social affairs, wildlife, environment, and agriculture and the office of Prime Minister. The Jobholder in Senegal will fill a critical role for USAID to meet the expectations of the White House and Congress for rapid, effective, and coordinated implementation of Senegal's National Action Plan for Health Security. This management role requires public health techniques, results-oriented programmatic and technical analysis, advocacy skills, and consistent and clear collaboration with implementing partners, multilateral agencies, NGOs, universities, and host country ministries.

The job may be expected to perform work-related travel.

MAJOR DUTIES AND RESPONSIBILITIES

1. Program management, monitoring and technical input for GHSA activities (40%)

- a. The incumbent will actively contribute to developing specific goals for advancing Senegal's GHSA goals and objectives. S/he will prepare directives, memoranda, policy statements and proposals to introduce new initiatives and to recommend effective operations consistent with USAID policy and program guidance.
- b. Represent USAID at technical, policy and strategic meetings, including meetings with collaborators and donor agencies. Brief senior USAID Health Officers and USG/GHSA interagency team on results of such meetings and prepare written reports for submission to other interested parties.
- c. Conduct regular technical program monitoring to ensure that projects are carried out in accordance with USAID best practice, policy, and program guidance.
- d. Work closely with senior and mid-level host government ministry officials, United Nations (UN) agencies and NGOs to influence other collaborative organizations engaged in GHSA to adopt appropriate strategies for their program activities.
- e. Provide technical direction to USAID/GHSA implementing partners in the development of work plans. Review work plans, semi-annual and annual progress reports, and other deliverables by implementing partners.
- f. Work with USG/GHSA Interagency Team in developing GHSA annual action plan, and annual progress reports to be submitted to GHSA Washington team and National Security Council.

- g. Support development of USAID/Senegal results monitoring and tracking plan as it relates to GHSA. Monitor progress according to this plan, including compilation and some analysis of capacity improvements and related results. This involves regular tracking of capacity development activities by implementing partners to review progress.
- h. Represent the activities (as appropriate to USAID/Senegal, USAID/Bureau for Global Health GHSA Team, and within the U.S. Government) including responding to communication requests and other taskers related to GHSA activities.
- i. Facilitate the liaison of GHSA implementing partners with the Government of Senegal (GOS) and other U.S. Government offices and their partners to facilitate coordinated implementation.
- j. Liaise with USAID/Bureau for Global Health GHSA Team and USAID/West Africa on regional GHSA efforts as needed to ensure best implementation and coordination of activities.
- k. Document and track lessons learned in Senegal which will help guide the implementation of the USAID's GHSA-related activities.

2. Technical Advice on Infectious Disease Surveillance and Response (25%)

- a. Provide information to USAID/Senegal, USAID/Bureau for Global Health GHSA Team on progress toward Senegal National Action Planning for Health Security (NAPHS) gaps, outbreak response, and increased preparedness for future outbreaks in Senegal.
- b. Engage in high-level advocacy with various ministries from host government to ensure effective USAID support to the implementation of GHSA in Senegal.
- c. Provide technical support/guidance to the host government in executing Senegal's NAPHS to achieve GHSA targets. Ensure that GHSA activities are aligned with the GOS priorities and USG GHSA requirements.
- d. Keep abreast of new developments and emerging issues that affect USAID's priorities related to GHSA via literature review, attendance at technical meetings, workshops, and participation in relevant training events. Share relevant information and recommendations with USAID and other U.S. Government colleagues. This includes current information on outbreaks globally and in the region.
- e. Technical representative on National One Health Taskforce, One Health Working and other Technical Groups related to GHSA program.

3. Coordination and Integration (25%)

- a. Represent USAID in all relevant interagency and other donor's GHSA coordinating mechanisms in Senegal to ensure GHSA programming is fully aligned with Senegal's National Action Plan for Health Security, and the USG Interagency GHSA work plan; is contributing to the advancement of GHSA action package milestones; and is responsive to the country's priorities.
- b. Facilitate the coordination of USAID and other U.S. Government-funded activities to ensure the most cost-effective, and diplomatic approach to achieving U.S. and GOS GHSA goals.
- c. Ensure good coordination and information-sharing between U.S. Government implementing partners and facilitate collaborative work together.
- d. Reinforce the role of GOS to establish and maintain a coordination network among GHSA partners in country to facilitate implementation of the GHSA multiyear action plan. Such partners include: bi-lateral donors, international organizations (World Health Organization (WHO), Food and Agriculture Organization (FAO), World Organization for Animal Health (OIE), European Union (EU), Japan International Cooperation Agency (JICA), World Bank (WB) etc.),

relevant ministries, universities and research institutions, private sector, international and local NGOs, etc.

- e. Develop and maintain relationships with relevant ministries in the country to ensure that assets can be coordinated and provided as support if needed.
- f. Ensure integration as applicable of GHSA activities with the broader USAID portfolio, including the health system strengthening portfolio. Work closely within USAID/Senegal, the USAID/Bureau for Global Health GHSA Team to identify areas of convergence (e.g., partners, similar streams of work, and key opportunities for linkages) across the USAID development portfolio (e.g., economic growth and trade, environmental conservation, food security, education, governance, health).
- g. Work with in-country implementing partners to ensure that linkages and coordination with the broader development portfolio are understood and integrated as appropriate.
- h. During disease outbreak situations, ensure that GHSA activities are coordinated with interagency leadership in support of coordinated USG response plans.

4. Health Office Support (10%)

- a. As a member of the USAID/Senegal Health Office, support the Office in its strategic planning, communication, monitoring and evaluation, official representation responsibilities (including service as control officer for VIPs when/if needed) and participating in team meetings, site visits and events.
- b. Draft briefing papers, talking points, success stories and other documents as needed.
- c. Support the team to ensure health office coverage at meetings and in the office as needed.

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.

Supervision Received: The GHSA Program Management Specialist will work under the supervision of the GHSA advisor. S/he should be able to operate independently and require little supervision in carrying out routine responsibilities, and only general guidance for most tasks. Her/his scope and flexibility of the duties will demand a great deal of initiatives to identify and test innovative approaches and solutions. Having advanced expertise in the area of public health, s/he will independently planning and carrying out important programs/projects and activities; determining the approach to be taken and the methods to be used; resolving most of the conflicts that arise; coordinating the work with others as necessary; and, interpreting policy in terms of established objectives.

Supervision Exercised: There is no supervision role in this position.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Minimum of master's degree in public health, clinical health, epidemiology, or similar related discipline is required.

b. Prior Work Experience:

- Minimum of seven years of public health (research, program management, project implementation) or related experience in developing countries is required. Familiarity with an internationally focused organization working on animal and/or human public health (e.g., WHO, FAO, OIE) or other donors is required.
- Experience coordinating complex programs with multiple partners across sectors is required and must be demonstrated.
- Minimum of three years of experience related to management of programs in developing countries that involve significant partnership and collaboration across ministries or sectors such as the Ministry of Health; Ministry of Agriculture; Ministry of Livestock and Fisheries; and the Ministry of Environment, Protection of Nature, and Sustainable Development.

c. Post Entry Training: On-the-job training will be provided relating to USAID and GHSA-specific procedures, regulations, and methods; including the Automated Directives System (ADS), Mission Orders, and all planning and reporting databases. Formal COR/AOR certification courses will be provided, and program/project management and other appropriate training courses will be offered, subject to course offerings and the availability of funds.

d. Language Proficiency: (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read): Fluency in French (level IV) and English (level IV); in both oral and written communication in professional, technical and policy communication with host country government representatives and partners across sectors.

e. Job Knowledge:

- Demonstrated ability to work effectively in a team environment and communicate highly technical information related to human health, animal health, and environment to a variety of technical and non-technical audiences, including representationally.
- Excellent leadership, communications and interpersonal skills.
- High degree of judgment, maturity, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results.
- Strong technical understanding required of the nature of infectious diseases, including emerging infectious diseases and/or zoonotic diseases. Strong knowledge required of the measures put in place to prevent, detect, and rapidly respond to infectious disease threats. Excellent technical knowledge of internationally accepted guidelines, such as WHO International Health Regulations and One Health will be considered an asset.

f. Skills and Abilities:

- Specialized knowledge and demonstrated expertise in Infectious Disease Surveillance and Response, GHSA policy implementation, Emerging Pandemic Threats, One Health, and a demonstrated ability to understand the strategic purpose and goals of multiple organizations from different sectors (e.g. public health, animal health, and environment), identify and solve problems, and coordinate and support activities that lead to mutual success across the different sectors.

- Significant knowledge of program management strategies and monitoring and evaluation methods.
- Ability to effectively establish and maintain contacts with broad range of stakeholders (Government, implementing partners, donor counterparts engaged in GHSA, U.S. Government personnel and implementing partners, etc.) in a culturally sensitive manner.
- Excellent organizational skills in order to multitask and stay organized in a complex, frequently changing environment.
- Ability to operate independently with limited direct supervision of day-to-day activities.
- The jobholder should be capable of producing high-quality work, often under pressure and in complex situations.
- High degree of judgment, maturity, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results.

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>.

Selection Process

After the closing date for receipt of application, a Selection Committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Incomplete applications from applicants who do not meet the minimum requirements will not be scored. As part of the selection process, only shortlisted applicants will be invited to participate in an oral interview. Required reference checks will be conducted only for shortlisted applicants who meet the specified requirements. The applicant's references must be able to provide substantive information about his/her performance and abilities.

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

Rating System

Education: 10

Work Experience: 35 points

Knowledge: 20 points

Skills and Abilities: 35 points

IV. **SUBMITTING AN OFFER**

To ensure consideration of applications for the intended position, Offers must be received by the closing date and time specified in Section I, item 4 and submitted electronically to: usaiddakar-hr@usaid.gov **with the Solicitation Number and Position Title in the application submission Subject Line.**

Qualified applicants are required to submit:

1. **Cover letter and current résumé/curriculum vitae (CV).** The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria.
2. Applicants are required to provide **no less than five (5) references** who are not family members or relatives. References should include Current or Former Supervisors who can provide information regarding applicant job knowledge and professional work experience. Applicants must provide accurate e-mail addresses for all references.
3. Offeror Information for Personal Services Contracts **form AID 309-2** which can be found at <http://www.usaid.gov/forms/>. Offerors are required to **complete and sign the form.**
4. Copies of relevant Academic Degrees

Offers must be received by **December 3, 2020** and submitted in usaiddakar-hr@usaid.gov.

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission and as the subject line in any cover letter. The highest-ranking applicants may be selected for an interview.

ALL DOCUMENTS MUST BE IN ENGLISH.

V. **LIST OF REQUIRED FORMS PRIOR TO 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 all the pre-award forms and clearances necessary (medical and security).

VI. **BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with Mission policy and Local labor laws in Senegal.

Benefits: Annual bonus; Anniversary bonus; and Medical insurance

Allowances: Transportation; Meal; Miscellaneous; and Seniority

VII. **TAXES**

In accordance with Mission policy and local labor laws.

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 .
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:
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> .

Please note that only shortlisted applicants will be contacted to participate in the oral interview process.