



# USAID | SENEGAL

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72068521R10002

**ISSUANCE DATE:** November 13, 2020

**CLOSING DATE:** December 3, 2020

**SUBJECT:** Solicitation for a USAID Project Management Specialist (President's Malaria Initiative Program Management Specialist)  
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:** 72068521R10002
- 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](mailto:usaiddakar-hr@usaid.gov)
- 5. POSITION TITLE:** USAID Project Management Specialist (President's Malaria Initiative Program Management Specialist)
- 6. MARKET VALUE:** Salary equivalent to grade **FSN-10**. 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 1<sup>st</sup>, 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 President's Malaria Initiative (PMI) accounts for 40 percent of the Health Office's portfolio (approximately \$24 million annually). With a national scope, implemented through USAID's bilateral partners and a range of innovative government-to-government (G2G) agreements, the PMI program has a considerable and growing workload, particularly as its G2G programs have expanded to be larger than

many traditional bilateral mechanisms. The jobholder will provide important managerial coverage for these growing and innovative activities; s/he will be expected to devote up to 20 percent to the National Malaria Control Program, to help support implementation. This position is for a Cooperating Country National Personal Service Contract (CCNPSC) professional to support the Mission's programs under PMI. The jobholder assists the USAID and Center for Disease Control (CDC) President's Malaria Initiative Resident Advisors as well as the PMI Technical Specialist in all aspects of management of PMI activities. The jobholder will be part of the Mission's Health Team and assist in overseeing the planning, management and monitoring of multiple projects and activities in the malaria control project within the USAID's Mission in the Senegal program portfolio.

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

## **MAJOR DUTIES AND RESPONSIBILITIES**

The jobholder will increase the malaria team's capacity to implement its ambitious and growing program. The job holder will assist the existing PMI staff in maintaining relationships with partners (other donors, implementing partners, and the Government of Senegal (GOS)) and ensuring smooth planning, implementation, and documentation of the activities and agreements in the malaria portfolio. Specific additional responsibilities include:

### **1. Provision of technical inputs and support (30%)**

Job holder is part of and works in collaboration with the PMI team, responsible for all aspects of agency malaria program management: planning, organizing, coordinating, and monitoring for results. S/he serves as a permanent member of the USAID/Senegal Health Team. S/he shall consider the macro picture of the health portfolio while focusing on managing G2G-supported malaria activities, and other infectious diseases (human immunodeficiency virus (HIV) and tuberculosis (TB)). The incumbent will also work with the entire health team to understand health portfolio dynamic and contribute to the overarching maternal and child mortality reduction goals.

In carrying out these responsibilities, job holder:

- Assist with planning Malaria Operation Plans (MOP) and ensure all technical resources and materials are shared with PMI partners in Senegal and PMI/Headquarters prior to the MOP planning visit.
- Assists in the design, planning and implementation of malaria prevention and control activities consistent with USAID's strategy and with the National Malaria Control Program (NMCP) and PMI. More specifically, the incumbent shall focus on managing the design or amendment of Implementation Letter (IL) under G2G mechanism and ensure timeline for design or amendment is respected.
- Provides support to PMI partners and managerial support as needed during the design and implementation phases to ensure the quality of interventions and programmatic targets are met.

### **2. Management of Program Implementation (30%)**

The Job holder:

- Works with the PMI Team and the national malaria control program and other partners to ensure an effective monitoring and evaluation of PMI-supported activities.

- Serves as Agreement/Contract Officer's Representative (A/COR), Activity Manager or G2G activity manager for selected Mission contracts, grants, and G2G agreements funded by the PMI or other USAID programs; regularly monitors and evaluates program performance and ensures that appropriate program documentation is provided.
- Follows-up on malaria commodities procurement actions and ensure coordination with the Health Office Health System/Supply Chain Specialist, the Technical Assistance provider and the National Malaria Control Program point of contact. More specifically, the job holder ensure commodities ordered meet requirements of quantity and are delivered to the NMCP on a timely manner.

### 3. Administrative Management (30%)

Incumbent is responsible for tracking PMI finances, providing oversight and monitoring the budgets allocated to implementing/cooperative agreement partners within the PMI portfolio. This includes reviewing incremental funding amounts and budget requests for appropriateness, monitoring use of funds for adherence to proposed activities; quarterly pipeline reviews/budget status reports, following up on irregular findings, providing advice for realignments of budgets, accruals.

Under the G2G mechanism, jobholder tracks milestones as they are submitted by the NMCP to ensure timeliness of submission, maintains files and records and follows-up on milestone payment after approval, in consultation with appropriate Office of Financial Management (OFM) staff. Working closely with the G2G and PMI teams, job holder is responsible for data integrity and security of information specific to malaria. S/he ensures that files including reports, meeting summaries and minutes, copies of all milestones are filed electronically and in G2G paper archives.

The incumbent will support data compilation and production of periodic reports, including the PMI Quarterly Report, the Country Results Review (CRR), the PMI Annual Report and USAID Mission's annual Performance Plan and Report (PPR), as well as ad hoc briefing summaries on status and progress.

### 4. Other technical responsibilities (10%)

The job holder is expected to spend part of his/her time monitoring infectious disease activities (HIV, TB) when appropriate, in collaboration with other technical interventions in the health portfolio.

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 jobholder applies a technical body of knowledge to complex and sensitive programs in Senegal. Although the jobholder will report directly to the USAID PMI Resident Advisor, s/he is expected to work with minimal supervision and oversight from the Malaria Technical Specialist (who will provide substantial inputs to his/her performance evaluation) and take initiative to improve program management, planning, and results. The jobholder liaises daily with the other Health team members to ensure synergies and effective management of activities. The jobholder drafts correspondence and presentations as requested by the PMI Resident Malaria Advisors, the PMI FSN Advisor, Health Office Director, and other relevant staff related to USAID policy and implementation.

**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:** A graduate degree in Public health, Social Sciences, International Development, nursing or similar discipline, and training in infectious diseases is required.
- b. **Prior Work Experience:** Minimum of Three (3) years of progressively responsible experience managing health programs. At least one (1) year of experience designing and managing public sector programs in the developing world, mainly in Sub Saharan Africa is required.
- c. **Post Entry Training:** On-going training in Agency approaches to project design, implementation, and reporting. A/COTR training, technical update in malaria prevention techniques being used in Senegal, computer skills and other information technology training.
- d. **Language Proficiency:** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read): Written and Spoken Level IV French and written and spoken Level IV English is required. This will be tested.
- e. **Job Knowledge:** A thorough knowledge of the concepts, principles, techniques, and best practices of health systems, health policies, and in particular of high impact interventions in malaria, is required. A thorough understanding of Senegal's national health policies and international priorities is necessary, as well as knowledge about Senegal's development prospects, priorities, and resources in the health sector with particular emphasis on health issues affecting women and children and Senegal's health system.
- f. **Skills and Abilities:** Demonstrated managerial, administrative, analytical, and decision-making abilities. Ability to readily analyze, understand, and discuss new program design, management, and implementation approaches are essential to this position. Demonstrated ability to identify priority actions and generate and complete work plans within short time frames. Strong oral, written skills and interpersonal communication skills. Ability to rapidly create text, such as correspondences, timelines, spreadsheets, and other types of documents to meet specific program and reporting needs.

## 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**

1. Education: 10 points
2. Work Experience: 40 points
3. Knowledge: 20 points
4. Skills and Abilities: 20 points
5. Language: 10 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](mailto: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](mailto: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](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/OGES%20Regulations> .

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