



SOLICITATION NUMBER: 72068020R00002

ISSUANCE DATE: May 13, 2020

CLOSING DATE/TIME: June 12, 2020/17:00 Benin Time

**SUBJECT: Solicitation for Resident Hire U.S. Personal Service Contractor (US PSC):
HIV AIDS and Family Planning Advisor USAID/Benin**

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 any offer.

All offers must be submitted to the Point of Contact via email. cotonouhr@usaid.gov

Any questions must be directed in writing to Clemencia Acacha at cacacha@usaid.gov with a copy to R. Christopher Gomes at cgomes@usaid.gov.

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.

Sincerely,

R. Christopher Gomes

5/13/2020

R. Christopher Gomes
Contracting Officer
Regional Executive Office
USAID/West Africa

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72068020R00002
2. ISSUANCE DATE: May 13, 2020
3. CLOSING DATE FOR RECEIPT OF OFFERS: June 12, 2020/17:00 Benin Time
4. POINT OF CONTACT: **USAID/West Africa, Accra**, e-mail at cotonouhr@usaid.gov
5. POSITION TITLE: HIV AIDS and Family Planning Advisor, USAID/Benin
6. MARKET VALUE: **\$66,167 - \$86, 021** equivalent to **GS-12**.
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: Two (2) years base period with three (3) one-year options to extend. Extension will be based on availability of funds, continue need for service, and performance.
8. PLACE OF PERFORMANCE: USAID/Cotonou, Benin with possible travel as stated in the Statement of Duties.
9. ELIGIBLE OFFERORS: Open to Resident-Hire U.S. Citizens
Resident Hire U.S. Personal Services Contractor means a U.S. citizen or resident alien who, at the time of hire as a PSC, resides in the cooperating country--
(i) for reasons other than employment that provides for repatriation to the U.S., including—
(A) with a U.S. Government agency;
(B) under any U.S. Government-financed contract or agreement; or
(C) under any other contract or employment arrangement.
(ii) as a spouse or dependent of a U.S. citizen with employment that provides for repatriation to the U.S., including--
(A) with a U.S. Government agency;
(B) under any U.S. Government-financed contract or agreement; or
(C) under any other contract or employment arrangement.

References 309.3.1.10 and 309.3.1.4.
10. SECURITY LEVEL REQUIRED: Facility Access
11. STATEMENT OF DUTIES:

1. BACKGROUND OF POSITION:

The Project Management Specialist (the Specialist) is a key member of USAID/Benin Office of Health (OOH). S/he serves as USAID/Benin's principal technical adviser in the areas of HIV/AIDS and Family Planning (FP), advising the OOH Director, and OOH staff on cross-cutting gender issues, including gender-based violence, and ensuring that Mission policies and programming reflect current international best practices.

The Specialist has primary responsibility for the management of a complex and varied portfolio of HIV/AIDS, FP, and gender activities. The Specialist represents USAID to, and works closely with, USAID implementing partners, other health donors and partners, and high-level Government of Benin (GOB) counterparts. The Specialist is expected to exercise leadership through open communication and diplomacy in carrying out day-to-day work with these partners.

2. MAJOR DUTIES AND RESPONSIBILITIES:

Assures technical oversight, project management, and monitoring and evaluation of the OOH portfolio on matters related to HIV/AIDS, FP, and gender, including gender-based violence.

Specifically, the contractor shall perform the following:

A- Project and Activity Development and Management (50%):

The Specialist will exercise considerable independent judgment in the conduct of a wide range of project and activity management duties in support of USAID/Benin health programming, including design, implementation, results management, reporting, and quality improvement. The Specialist will serve as the Agreement/Contracting Officer's Representative (A/COR), Activity Manager (AM), and/or Alternate A/COR for one or more health activities. The incumbent is expected to be FAC-COR, level II certified within one year of effective date of the PSC.

The health portfolio includes many cross-cutting activities. Therefore, the Specialist must be able to work cooperatively with, and maintain good relationships with, a wide variety of technical experts. S/he will lead and coordinate the work of other technical experts with input into activities in HIV/AIDS, FP, and gender. Examples of work activities in this category include, but are not limited to:

1. Manage and oversee services and deliverables provided by contractors and grantees in accordance with USAID activity management regulations and procedures; provide technical guidance to contractors and grantees to ensure effectiveness of activities. Identify and resolve performance problems.
2. Support the development of new activities.
3. Maintain official A/COR files in accordance with USAID regulations; maintain adequate Activity Manager files
4. Liaise with USAID/Washington A/CORs in the management of Field Support mechanisms.
5. Conduct monitoring visits to verify aspects of health activity implementation.
6. Assess achievement against targets and performance indicators on a continual basis through analyses of reports, site visits, and ongoing contact with implementing partners.
7. Design, conduct, and/or participate in evaluations of health activities.
8. Ensure that quarterly and annual reports are submitted and analyzed in a timely manner, as mandated.
9. Ensure appropriate financial management of individual health activities. Ensure that implementers submit timely and accurate accruals. Conduct pipeline analyses and ensure that funds are obligated to activities.
10. Work with other OOH Team members and the Development Outreach Coordinator to enhance outreach and communication activities for USAID/Benin's health portfolio. Such activities may

include drafting speeches for significant events, preparing press releases, reporting cables and editing success stories.

B - Coordination and Relationship Building (30%)

1. Attend sector-specific meetings, including donor coordination meetings, Technical Working Groups, and others in areas of responsibility. Participate in inter-agency meetings.
2. Participate in policy dialogue with GOB officials in areas of responsibility to advance USAID development objectives in Benin.
3. Participate in policy development and coordination meetings within USAID and with USAID partners working in areas of technical responsibility.
4. Coordinate with the OOH Team Leader and other OOH Team members to ensure that policy implications of health programs proposed by other donors in HIV/AIDS, FP and Gender are assessed and tracked.
5. Seek opportunities for new partnerships, such as public-private partnerships.

C - Provision of Technical Expertise (20%)

1. Serve as technical and policy advisor to USAID/Benin on HIV/AIDS and FP and oversee technical aspects of the Mission's HIV/AIDS, FP, Gender and human rights activities. Remain up-to-date on ever-changing international best-practices and global health research relevant to areas of responsibility.
2. Conduct in-depth analysis of varied issues related to areas of responsibility, and use results of analysis to recommend changes or new direction in USAID policies or programming.
3. Provide technical assistance on areas of responsibility to colleagues working on cross-cutting activities.
4. Conduct information sessions for Mission staff and train implementing partners on the Gender Policy requirements.
5. Contribute to the design and implementation of the Mission's Operational Plan (OP), the Malaria Operational Plan (MOP), the Program Management Plan (PMP) and Program Performance Report (PPR), portfolio reviews, and other USAID project management and monitoring processes.

3. POSITION ELEMENTS

- a. Supervision Received: The position is supervised by the OOH Team Leader. The position holder must independently plan, design, and carry out work within the broad objectives and areas of responsibility set by the OOH Team Leader.
- b. Available Guidelines: The following guidelines will be available to the position holder: Global Health Bureau and Office of the Global AIDS Coordinator documentation and guidance ; Automated Directives System ; Evaluation Handbook ; Federal Acquisitions Regulation and any code for Federal Regulation ; Mission Orders.

Position holder will be responsible for interpreting general guidelines and ensuring that they are applied correctly to technical areas of responsibility.

- c. Exercise of Judgment: A significant degree of independent judgment is required for planning, managing, monitoring, and evaluating project activities; reporting; representing the USG; building relationships; donor coordination; and other assignments.
- d. Authority to Make Commitments: None.
- e. Nature, Level and Purpose of Contacts: The incumbent makes frequent contacts with the leadership of other units in the Mission, with technical officials and high-level managers within the Ministry of

Health, donors to the health sector, local professional associations, and local/international NGOs concerning family health issues, policies, coordination and consultation. S/He may initiate and conduct capacity building activities locally and/or supervise external providers of technical capacity building in the areas of his/her expertise. The incumbent will represent USAID and USAID positions and policies to external contacts; requiring skill in representation and negotiation. The individual must be willing and able to spend as much as 30 percent of his/her time traveling to visit project sites and represent USAID and the USG at meetings and conferences, both locally and internationally.

- f. Time Required to Perform Full Range of Duties after entry into the Position: Six-month probationary period.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

11. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A master's degree in public health, law, public administration, or other related field is required.
- b. **Experience:** Work Experience: A minimum of three years of experience in the management and implementation of international public health or other development projects is required. Work experience in the areas of gender and human rights is preferable.

Partnerships: A minimum of three years' experience working as a technical advisor or manager for a donor agency, international NGO or public sector organization is required.

Developing Country Experience: The applicant's professional experience must demonstrate familiarity with and sensitivity to socio-cultural, political and institutional factors affecting program development and implementation in a developing country, specifically to include experience with and sensitivity to a human rights-based approach to HIV prevention programming with key populations. At least two years of field experience working in Africa is required.

- c. **Skills:**

Full fluency (FS-4) in oral and written English: A minimum of full professional proficiency in English including the ability to use the language fluently and accurately on all levels normally pertinent to professional needs is required.

Fluency (FS-3) in French: A minimum professional working proficiency in French is required. This includes 1) ability to participate effectively in most formal and informal conversations on practical, social, and professional topics; 2) ability to discuss particular interests and special fields of competence with reasonable ease; 3) complete comprehension for a normal rate of speech; 4) a general vocabulary which is broad enough that s/he rarely has to grope for a word; 5) has a good control of grammar and errors virtually never interfere with understanding. This includes ability to read at a normal speed and with almost complete comprehension a variety of prose on unfamiliar subjects and ability to write simple documents.

12. 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. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

The following factors will be the basis for the evaluation of applications meeting the required minimum qualifications. All applications will be evaluated based on the documentation submitted with the application. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation. The highest ranking applicants may be selected for an interview, but an interview is not always necessary.

- a. **Education (0 points):** A master's degree in public health, law, public administration or other related field is required.
- b. **Work Experience (50 points):** A minimum of three years of experience in the management and implementation of international public health or other development projects is required. Work experience in the areas of gender and human rights is preferable.

Partnerships: A minimum of three years' experience working as a technical advisor or manager for a donor agency, international NGO or public sector organization is required.

Developing Country Experience: The applicant's professional experience must demonstrate familiarity with and sensitivity to socio-cultural, political and institutional factors affecting program development and implementation in a developing country, specifically to include experience with and sensitivity to a human rights-based approach to HIV prevention programming with key populations. At least two years of field experience working in Africa is required.

- c. **Language Proficiency (20 points):**

Full fluency (FS-4) in oral and written English: A minimum of full professional proficiency in English including the ability to use the language fluently and accurately on all levels normally pertinent to professional needs is required.

Fluency (FS-3) in French: A minimum professional working proficiency in French is required. This includes 1) ability to participate effectively in most formal and informal conversations on practical, social and professional topics; 2) ability to discuss particular interests and special fields of competence with reasonable ease; 3) complete comprehension for a normal rate of speech; 4) a general vocabulary which is broad enough that s/he rarely has to grope for a word; 5) has a good control of grammar and errors virtually never interfere with understanding. This includes ability to read at a normal speed and with almost complete comprehension a variety of prose on unfamiliar subjects and ability to write simple documents.

- d. **Skills, Technical Knowledge and Abilities (30 points):**

Technical Knowledge:

Interpersonal skills: Applicants must have strong interpersonal skills, including the ability to work effectively within a multi-national team.

Computer Skills: Fully functional in Windows, MS Outlook, word processing, Power-Point and spreadsheet software. Fully functional in using the internet to solve problems and research information, such as regulatory guidance.

Maximum Evaluation Score: 100 Points

13. SUBMITTING AN OFFER

- a. Eligible offerors are required to complete and submit the offer form **AID 309-2**, “Offeror Information for Personal Services Contracts with Individuals,” available at <http://www.usaid.gov/forms>.
- b. 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**.
- c. Offeror submissions must clearly reference the number of this Solicitation to ensure the offer is for the position in this Solicitation.
- d. A Cover Letter of not more than two (2) pages describing how the incumbent’s skills and experience fit the requirements of the position.
- e. A current CV/resume. 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.
- f. Any attachments provided via email must be in a format compatible with Microsoft Word 2003/2010 or PDF and not zipped.
- g. Offerors also must address the above Section III: Evaluation and Selection Factors, in a Summary Statement to be included in the application. This Summary Statement, limited to two (2) pages, must describe specifically and accurately what experience, training, education, and/or awards the Offeror has received that are relevant to each selection factor above. The Summary Statement must include the name of the Offeror and the announcement number at the top of each page.
- h. Offerors must provide a minimum of three (3) and a maximum of five (5) references within the last five years from the Offeror’s professional life, namely individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the Offeror’s work knowledge and professional experience. Offerors must provide e-mail addresses and/or working telephone numbers for all references.

- i. Offerors must provide their full mailing address with telephone, facsimile numbers (if available) and email address and should retain for their records copies of all enclosures that accompany their submission.
- j. All application packages are to be submitted via email to: cotonouhr@usaid.gov.

14. 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:

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Offeror Information for Personal Services Contracts with Individuals (AID 309-2);
2. Medical History and Examination Form (Department of State Forms); *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86); * or
4. Questionnaire for Non-Sensitive Positions (SF-85); *
5. Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an Offeror is the successful candidate for the job.

15. BENEFITS AND ALLOWANCES

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

BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

ALLOWANCES:

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101), available at https://aoprals.state.gov/content.asp?content_id=282&menu_id=101

16. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

17. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES
PERTAINING TO PSCs**

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

- a. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
- b. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
- c. **Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs):** for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> .
- d. **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> .

[End of Solicitation]