



USAID | CENTRAL ASIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 01/2019
ISSUANCE DATE: 01/28/2019
CLOSING DATE/TIME: 02/11/2019

SUBJECT: Solicitation for U. S. Personal Services Contractor (US PSC)
Public Health Specialist, GS-13, USAID/Kyrgyz Republic (USAID/KR),
Bishkek, Kyrgyzstan

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.

Only short-listed candidates will be contacted. No late submissions will be accepted.

Sincerely,



James Berscheit
Contracting Officer

ATTACHMENT TO SOLICITATION NO. 01/2019

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 01/2019
2. **ISSUANCE DATE:** 01/28/2019
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 02/11/2019
4. **POSITION TITLE:** Public Health Specialist
5. **MARKET VALUE:** \$75,628-\$98,317 (GS-13 equivalent) Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** 6 months (with option to extend)
7. **PLACE OF PERFORMANCE:** USAID/Kyrgyz Republic (USAID/KR), Bishkek, Kyrgyzstan
8. **SECURITY LEVEL REQUIRED:** Facility Access
9. **STATEMENT OF DUTIES:**

BASIC FUNCTION OF POSITION:

Local Hire Public Health Specialist (Specialist) serves as an advisor to USAID/Kyrgyz Republic senior management on issues and programs pertaining to health. The Specialist will be responsible for: 1) leading the design, solicitation, awarding, and implementation of cost-effective programs/activities that produce meaningful results in TB, Nutrition, and HIV; 2) mentoring and providing professional development for four local staff Foreign Service Nationals (FSNs); 3) facilitating the proper coordination and integration of USAID health activities within the Mission's portfolio; 4) ensuring that all Mission health activities support national policies and plans and are coordinated with relevant national and local authorities; and 5) providing policy advice and analyses to senior Mission management.

The Specialist will serve as a technical resource on health matters related to programming under the USAID foreign assistance framework. The incumbent will handle all assigned work either independently or, as required, as part of teams, according to established Mission policies, practices, and programmatic guidance, in accordance with all applicable USAID regulations. The incumbent is expected to make independent judgments that can be defended as necessary. As a highly qualified professional, substantial reliance is placed on the employee to independently plan and carry out the specific activities to fulfill major duties and responsibilities.

MAJOR DUTIES AND RESPONSIBILITIES:

The Specialist's major duties and responsibilities include:

- 1) Strategic and Technical Leadership in Health Portfolio Management (80%)

Leads the planning and design of new health activities and/or oversees the design of new activities led by members of the Health and Education Office to meet Mission and Agency foreign assistance objectives. Specifically the incumbent will:

Participate on Technical Evaluation Committees for new health activities, as either a chairperson or a member. Drafts relevant documents and memos for the proper awarding of new activities.

Writes concept notes for new activities, presents the concept note to the Mission, and writes Scopes of Work for new health activities.

Oversee the closeout of health activities that are ending, and the smooth transition to new activities.

Coordinates with colleagues at USAID/Washington on health assistance in the Kyrgyz Republic.

Contributes to annual planning and reporting for the Operational Plan, the PEPFAR Regional Operational Plan, and the Performance Plan and Report.

Along with HEO Director, oversees management of the Mission health portfolio on a day-to-day basis. Identifies and resolves program issues, assures that all activities are carried out in a technically sound

and cost-effective manner, and ensures that activities are carried out in accordance with all applicable Mission and Agency directives and requirements.

Coordinates between USAID's health and nutrition implementing partners and facilitate coordination with concerned parties within GoKR and development partner institutions. Represents USAID and proactively participates in coordination of activities and issues with GoKR, other donor agencies, appropriate local public sector and nongovernmental entities, Global Fund, and others.

Continuously gathers information about, and keeps current on, developments pertaining to health in the Kyrgyz Republic and reports such developments as required to Mission management and staff.

Incumbent may serve as C/AOR or Activity Manager for regional or country-specific contracts, grants, and cooperative agreements.

2) Health and Education Office Management (20%)

Provides technical, administrative and managerial leadership for the health and education office. Convenes office meetings, ensures information sharing and collaboration among staff and projects, and raises issues with senior management as necessary.

Ensures proper management of the administrative health and nutrition budget and finances (for program design, management, administration, and oversight), including procurement planning, use of program funds, and monitoring pipelines to avoid funding gaps.

Ensures response by the Health and Education Office to Program Office requests, such as participation in strategic planning exercises, providing project information for USAID/Washington inquiries, etc.

Other administrative duties as necessary.

Supervision Received: Work is performed under the general policy and technical guidance of the USAID/KR Health and Education Office Director or his/her designee.

Supervision Exercised: The incumbent may supervise FSNPSC Project Management Specialists.

AREA OF CONSIDERATION: Eligible Family Members (All Agencies)/US Citizens Resident in Bishkek, Kyrgyzstan. Must be able to obtain a U.S. Government "Facility Access" security clearance. Must be able to secure a medical clearance to serve in Kyrgyz Republic.

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

11. POINT OF CONTACT: USAID/Central Asia Human Resources Office, e-mail: CentralAsiaJobs@usaid.gov and/or almatyhr@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: A minimum of a Master's Degree in a relevant development-related field (eg: public health, medicine, or nursing) is required.

b. Prior Work Experience: : This is a position that requires maturity and a minimum of five years of progressively responsible experience in the management of health development programs, grants, or cooperative agreements, with a proven track record of programmatic accomplishment and professional achievement. The position also requires the ability to function in complex, frequently changing political and economic conditions. The candidate must have at least three years of effective international program development/management experience while residing in a transitional or developing country. At least three years of successful leadership experience in a team environment is required. Prior work experience in NIS countries and/or Central Asia specifically is highly desirable.

c. Skills and Abilities:

Excellent project management skills are required. The candidate should have strong analytical and writing skills as evidenced by previous experience and a writing sample. Exceptional leadership and

interpersonal skills and demonstrated ability to work in a collegial and persuasive fashion in a team environment are required. Knowledge (or potential to acquire) of USAID program design, management, and implementation systems.

Comprehensive knowledge and understanding of public health development issues and best practices. Knowledge and understanding of the political, economic and social situation and development trends in Central Asia.

The incumbent must have fulfilled mentorship roles in the past and have the strong interpersonal skills necessary to support a team member's development.

The incumbent must be fluent in English (working knowledge of Russian and/or Kyrgyz is highly desired but not required) and have proven ability to communicate quickly, clearly, and concisely, both orally and in writing, including technical reports. S/he must have demonstrated ability to produce professional quality statements of work, white papers, and other professional documents in the specified technical areas. The incumbent must be able to make oral presentations logically and persuasively to senior officials, other donors, the NGO community, and to USAID and other USG officials.

d. Teamwork/Interpersonal Skills: Exceptional leadership, communications, and interpersonal skills. Ability to interact effectively with a broad range of internal and external partners and USAID clients, international organizations, and host country government officials or NGO counterparts. Ability to function collaboratively and productively as a member of a multi-disciplinary and multi-functional team, and to work effectively in a team environment to achieve consensus on policies, activities and administrative matters. Technical skills are not sufficient to be selected for this position candidates are required to convincingly relate how their experience demonstrates their ability to mentor and develop staff within team environments.

III. EVALUATION AND SELECTION FACTORS

Applicants will be evaluated against the following criteria:

Prior Work Experience:	20 points
Knowledge, Skills, and Abilities:	
- Project Management, analytical, and writing skills	25 points
- Knowledge of public health issues and best practices:	25 points
Teamwork/Interpersonal Skills:	20 points
Education:	10 points
Total:	100 points

IV. APPLYING

For an offeror to be considered for this position, s/he must adhere to the following guidelines and complete, sign and submit the following documents to centralasiajobs@usaid.gov and almatyhr@usaid.gov. This will enable the evaluation committee to thoroughly and objectively review the offer against the requirements of the position

1. AID 309-2, Offeror Information for Personal Services Contracts with Individuals Form

Eligible offerors are required to complete and submit the offer form AID 309-2, "Offeror Information for Personal Services Contracts," available at <https://www.usaid.gov/forms>.

2. Resume/Curriculum Vitae

3. Reference Persons

Offerors are required to provide three (3) reference persons who are not family members or relatives, with working telephones and email contacts. The references must be able to provide substantive information about offerors past performance and abilities. Reference checks will be made only for offerors considered as finalists. If an offeror does not wish for the current employer to be contacted as a

reference check, this should be stated in the offeror's AID 309-2 form and/or resume. The interviewing committee will delay such reference check pending communication with the offeror.

4. 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, item 11.

5. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Sensitive Positions for National Security (SF-86), or
3. Questionnaire for Non-Sensitive Positions (SF-85)
4. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

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

1. 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

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes. TCN PSCs are required to abide by local laws with regards to applicability of local income tax to their contract.

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

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

1. 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.
2. 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
3. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>.
4. 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>.
5. **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>