



USAID | CAMBODIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72044218R00002

ISSUANCE DATE: November 1, 2017

CLOSING DATE/TIME: November 15, 2017

4:00PM, Cambodia Time

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC)

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 offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Andrew Reese
Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72044218R00002**
- 2. ISSUANCE DATE: November 1, 2017**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: November 15, 2017, 4:00PM, Cambodia Time**
- 4. POSITION TITLE: Senior Health Financing and HIV Technical Advisor**
- 5. MARKET VALUE: \$88,136 -- \$114,578, equivalent to GS-14**
Final compensation will be negotiated within the listed market value, based on the successful candidate's salary history, work experience and educational background. Compensation package for Cambodia includes post differential, currently set at 25%.
- 6. PERIOD OF PERFORMANCE: Two Years (2 years), o/a January 15, 2018 to o/a January 14, 2020, with the possibility of extensions.** Extensions will depend on the availability of funds, satisfactory performance, and the needs of the USAID/Cambodia Mission.
- 7. PLACE OF PERFORMANCE: USAID/Cambodia – Phnom Penh, Cambodia** with possible travel as stated in the Statement of Work.
- 8. SECURITY LEVEL REQUIRED: Facilities Access / Employment Authorization**
- 9. STATEMENT OF DUTIES:**

1. General Statement of Purpose of the Contract

The Health Financing and HIV Technical Advisor will provide technical and management leadership among all USG agencies, development partners, all levels of government, the private sector, and international technical organizations in support of the USAID Health and USG PEPFAR Programs in Cambodia. The Advisor must have experience and skills in strategic thinking and analysis, technical leadership, program planning and implementation, advocacy, effective communications, and program management. The Advisor will be a recognized health financing expert with experience in the field of HIV/AIDS. As part of an overall coordination and advocacy role with USG and all other HIV/AIDS partners, s/he will be responsible for providing direction, management, and technical assistance to the USG's portfolio of health financing and HIV/AIDS projects/activities in Cambodia. S/he will serve in an advisory and program management capacity for all health financing activities in the USAID/Cambodia portfolio and as a technical resource for PEPFAR. S/he will provide technical and management leadership among development partners, all levels of government, the

private sector and international technical organizations in support of USAID HIV programs which are implemented under the overall framework of the USG PEPFAR Program in Cambodia. S/he will provide advice to USAID and USG agencies to ensure and enhance the effectiveness of activities through high quality design, well-managed implementation, and appropriate monitoring and evaluation. S/he will provide advice on health and related policy matters, including health financing and universal health coverage. S/he will be responsible for relevant report writing components of the annual Operational Plan, Country Operational Plan as well as other required reporting.

Under the direct supervision of the OPHE Office Director or his/her designee, the Advisor will work as part of the USAID OPHE office, providing technical oversight to the health financing and HIV activities and OPHE staff working in these areas. S/he will provide day-to-day program management and oversight for specific health financing with an emphasis to achieve cross-cutting, multi-sectoral approaches. The Advisor will facilitate communication and maintain collaborative working relationships with mid-to senior level government officials of the Royal Government of Cambodia (RGC), development partners and non-governmental organizations. The Advisor will focus heavily on the Ministry of Health's (MOH) Health Strategic Plan-3 (HSP-3) and the National Social Protection Policy Framework 2016 - 2025, and the development partner efforts in support of the MOH and MEF (termed the Health Equity and Quality Improvement Project, H-EQIP), to ensure more streamlined health financing for the poor and vulnerable, while addressing the quality of care. The Advisor will also play a key role in coordinating development partner support on health financing through the local "Providing for Health" (P4H) Social Health Insurance Network.

S/he is expected to function with a high degree of independence and work as a member of the USAID OPHE office and work closely with the US CDC and other USG agencies, including the Department of Defense and Peace Corps.

2. Statement of Duties to be Performed:

Leadership, Technical Advice and Coordination (65%)

- Serve as primary technical advisor on the USAID Health portfolio with respect to health systems strengthening, including policy, commodity security, and human resources, with a particular focus on health financing, working closely with the USG PEPFAR team and other USG agency teams.
- Provide technical leadership on HIV/AIDS to the USAID Mission, the broader USG PEPFAR Team, and USAID implementing partners in coordination with the Agreement Officer's Representative/Contracting Officer's Representative (A/COR).
- Provide advice on health and related policy matters and inquiries to USAID and USG agencies.
- Work in close collaboration with key stakeholders to achieve the goals, objectives, and results based on USG and RGC priorities.
- Provide on-going advisory and analytical inputs for the USG on the HIV Strategic Plan, HSP-3 and H-EQIP.

- Work closely with the RGC, bilateral and multilateral agencies and other key stakeholders to strengthen health financing collaboration at the national level to support the development of country ownership and capacity.
- Monitor and advise on key health reform developments in Cambodia.
- Monitor current public health literature, reports, international guidelines and standards and best practices in HSS and provide recommendations in developing innovative approaches to designing, implementing and evaluating health and systems-related programs in Cambodia.
- Provide technical assistance to the partners with the annual PEPFAR Expenditure Analysis exercise.
- Support the design and interpretation of costing exercises conducted across PEPFAR and OPHE's health portfolio.
- Lead discussions with USAID, PEPFAR, and the RGC on increased country financing of critical health programs and coordinate higher level discussions with the US Embassy.
- Coordinate with the MOH to support health systems strengthening, with a focus on health financing for the poor and vulnerable, quality of care and universal health coverage.
- Develop a common strategy and advise donor partners on a coordinated technical assistance mechanism to the MOH for HSP-2/3.
- Provide technical advice to ensure USG program investments are consistent with international norms and standards and are synergistic with other investments made by partnering agencies.
- Identify policy and advocacy needs and gaps and determine best approaches to address these gaps.
- Develop a health delivery strategy, financing modalities, and a policy engagement strategy that is appropriate and effectively aligned with the USAID Cambodia Country Development Coordination Strategy, Country Operational Plan for PEPFAR, and the MOH's HSP-2/3.
- Serve as a technical resource for HIV to the USAID HIV Team, US CDC and relevant USG agencies.
- Coordinate with relevant members on HIV and health financing to support multi-sectoral programming and technical accuracy.
- Provide technical advice to ensure greater HIV/AIDS program integration at the service delivery point, as well as in relevant supporting policies to achieve an overall stronger health system.
- Provide technical advice on the PEPFAR transition, and coordinate with health sub-sectors to ensure smooth implementation.
- Monitor global health and development issues and provide on-going advice to USAID and the USG related agencies.
- Actively participate and represent USG, as appropriate, in relevant sector/thematic fora or working groups.
- Ensure regular liaison and close consultation with USAID and USG staff members, as well as appropriate with other USAID HIV and health financing staff in the region and in USAID/Washington.
- Support effective engagement with key bilateral and multilateral donors, the Global Fund for AIDS, TB, and Malaria, international organizations and global health agencies at the country, regional and global level to include participating in-

country site visits.

Program Management (35%)

- Provide day-to-day management support to USAID Health Financing and HIV activities, including participating on a regular basis in project management meetings to provide direction on financing and HIV/AIDS.
- Communicate findings from information collected during site visits, assessment reports, performance statistics and other available data to provide programmatic recommendations to the USAID HIV/AIDS Team, USG PEPFAR team and, as appropriate, implementing partners and RGC counterparts.
- Serve as Agreement/Contracting Officer's Technical Representative and/or Activity Manager for bilateral and field support financing and HIV activities.
- Meet regularly with USG partners and key stakeholders to discuss issues related to program vision, strategy, design and development/implementation on health financing and HIV activities.
- Provide technical inputs on annual project work plans and participate in USAID project portfolio reviews.
- Provide technical and program assistance (including drafting briefing papers, cables, and memos for information and action) for HIV/AIDS and financing activities.
- Conduct regular site visits to review program implementation and meet with beneficiaries. Based on information collected during field visits, communicate findings and recommendations to the OPHE office and PEPFAR team and, as appropriate, implementing partners and MOH counterparts.
- Verify the quality of data, and track and synthesize performance indicators. Ensure all routine and ad hoc reporting requirements reflect the appropriate indicators and relevant data report against targets.
- Review USAID partner performance reports to ensure the partner(s) are in compliance with bilateral government policies and with the performance expectations outlined in their work plan and in their contract agreement(s).
- Based on personal observations, assessment reports, performance statistics and other available data, make programmatic recommendations to OPHE office and PEPFAR team.
- Assist in the preparation of key routine and PEPFAR planning and budget documents, such as the Operational Plan, PEPFAR Country Operational Plan, PEPFAR portfolio reviews, PEPFAR Annual and Semi-Annual Performance Reports and congressional notifications.
- Maintain specific and in-depth knowledge of applicable USG laws and legislative directives as well as regulations, particularly regarding the allowable use of HIV/AIDS funds in the spectrum of programming.
- Support for official visits to the USAID/Cambodia Mission.

3. Supervisory Relationship

N/A

4. Supervisory Controls

The incumbent will report to the OPHE Office Director or his/her designee.

10. AREA OF CONSIDERATION:

To meet basic eligibility requirements, the applicant must:

- Be a U.S. citizen or permanent resident/registered alien (“green card holder”);
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to attain employment authorization/facility access;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.

11. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:

Complete, signed application packages should be submitted by email to Mr. Andrew Reese at areese@usaid.gov with a courtesy copy to Ms. Chhorvy Heng at cheng@usaid.gov. Incomplete or unsigned applications will not be considered. Digital signatures are acceptable.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

All candidates must meet the Minimum Qualifications. Applications will be screened accordingly, and only those that meet the below, required criteria, will be moved forward in the recruitment process:

- Education: A Masters level degree in public health, health economics, health systems, or other field related to international development and/or public health.
- Experience: Five years of experience in health systems strengthening, including health financing and policy, and program design, oversight and implementation of health systems strengthening activities. Experience working in health financing and/or health care reform at the national and/or local (district/community/service facility) level. Experience in program design, strategic planning, and program management, implementation and evaluation of health programs with demonstrated technical expertise in health financing and HIV, particularly in a developing country context.

III. EVALUATION AND SELECTION FACTORS

Upon closing of the solicitation, a committee will convene to review the applications. Applicants who meet the education and experience requirements will be scored and ranked based on the following selection factors:

1. Education Requirements (10 points)

A Masters level in public health, health economics, health systems, or other field related to international development and/or public health.

2. Relevant Experience (30 points)

- Experience working with health financing and health care reform at the national and/or local (district/community/service facility) level.
- Five years of progressively responsible experience in policy and program design, oversight and implementation of health systems or health financing activities.
- Experience in program design, strategic planning, and program management, implementation and evaluation of health programs with demonstrated technical expertise in health financing and HIV, particularly in a developing country context.
- Demonstrated skills that indicate effective writing and speaking/oral presentations.
- Demonstrated leadership ability and interpersonal skills to include flexibility, patience, facilitation, team building and conflict/problem solving skills in a cross-cultural environment.
- Relevant professional experience in the Health Sector in Southeast Asia experience is desired.
- Working knowledge of the USAID programming, process, documentation and

business practices is desirable.

- Experience with and working knowledge of other donor programs and donor coordination processes, such as The Global Fund, is highly desirable.

3. Technical Knowledge (30 points)

Demonstrated through relevant experience and training:

- Comprehensive knowledge of the concepts, principles, techniques and practices of health financing.
- Comprehensive knowledge and understanding of health sector reforms and policies.
- Strong technical skills in providing technical support and capacity building for health systems strengthening, including but not limited to health financing, universal health care, quality of care, and human resources for health in developing countries.
- In-depth knowledge of state-of-the-art approaches to improve health financing in developing countries, both in the public and private sectors.
- Familiarity with HIV prevention, care and treatment programs, especially in the Southeast Asia context.
- Familiarity with USG policies and requirements, to include PEPFAR.
- Experience working collaboratively with senior managerial and technical host-country counterparts, donors, and other stakeholders at national and decentralized levels.

4. Communication/Interpersonal Skills and Abilities (30 points)

Demonstrated through relevant experience and training:

- Excellent interpersonal skills, tact and diplomacy, used in establishing and maintaining a wide range of senior-level and working-level contacts with governmental, non-governmental, and private-sector entities.
- Ability to work effectively in teams and collaborate in a multi-agency setting.
- Leadership ability and interpersonal skills including flexibility, patience, facilitation, team building and conflict/problem solving skills required in a cross-cultural environment.
- Success in working in complex office operations, and often under pressure of short deadlines and multiple demands.
- Outstanding writing and speaking/presentation skills used to prepare analytic briefings for key USG and other leaders/decision makers.
- Management and analytical skills required to strategize, develop, manage, implement and evaluate effective health and systems strengthening activities.
- Financial management, administrative skills as well as qualitative and quantitative skills necessary to track the performance of implementing partners.
- Computer literacy, including ease and skill in using word processing programs, email, spreadsheet applications, and presentation software.

The Contracting Officer reserves the right to establish a competitive range. Those applicants determined to be competitively ranked will be invited to

participate in an interview. Only finalist candidates will be contacted.

Reference checks will be conducted only for the candidates who are considered to be finalists, based on the results of their interviews. 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 must be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

IV. APPLYING

- a. Eligible offerors are required to complete and submit the offer form **AID 302-3**, "Offeror Information for Personal Services Contracts," available at: <http://www.usaid.gov/forms>.
- b. Offerors are also required to submit:
 1. Cover Letter;
 2. Curriculum Vitae or resume;
 3. Two (2) writing samples
 4. Salary history for the previous three years; and
 5. A list of three professional references.
- c. 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**.
- d. 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 of their being selected for a contract award, the CO will provide instructions on how to complete and submit the following forms.

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
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)

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

2. ALLOWANCES:

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](#)

- (a) Temporary Quarter Subsistence Allowance (Section 120)
- (b) Living Quarters Allowance (Section 130)
- (c) Cost-of-Living Allowance (Chapter 210)
- (d) Post Allowance (Section 220)
- (e) Separate Maintenance Allowance (Section 260)
- (f) Education Allowance (Section 270)
- (g) Education Travel (Section 280)
- (h) Post Differential (Chapter 500)
- (i) Payments during Evacuation/Authorized Departure (Section 600), and
- (j) Danger Pay Allowance (Section 650)

VII. **TAXES**

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

VIII. **USAID PSCs 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. **Contract Cover Page form AID 309-1** available at: <https://www.usaid.gov/forms>

3. USAID Automated Directives System (ADS) **Chapter 309, “Personal Services Contracts with Individuals,”** available at: <https://www.usaid.gov/ads/policy/300/309>

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>.

[The CO must check <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs/CIBs apply and insert the relevant text as required.

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>.

ALL QUALIFIED APPLICATIONS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.