



USAID
FROM THE AMERICAN PEOPLE

KYRGYZ REPUBLIC

SOLICITATION NUMBER: 25/2020 ISSUANCE
DATE: 11/12/2020
CLOSING DATE: 12/04/2020 (6:00 pm Bishkek
local time)

SUBJECT: Solicitation for Personal Services Contractor (PSC) No. 25/2020
Health Program Management Advisor, USAID/Kyrgyz Republic (USAID/KR),
Bishkek, Kyrgyz Republic

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 offer.

Any questions must be directed in writing to the Point of Contact specified in the attachment 1.

Sincerely,

Michael Teske Digitally signed by Michael Teske
Date: 2020.11.12 14:42:05 +06'00'

Michael Teske
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 25/2020
- 2. ISSUANCE DATE:** 11/12/2020
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 12/04/2020 (6:00 PM Bishkek local time)
- 4. POINT OF CONTACT:** USAID/CA Human Resources, almatyhr@usaid.gov and centralasiajobs@usaid.gov (with autoreply)
- 5. POSITION TITLE:** Health Program Management Advisor
- 6. MARKET VALUE:** \$78,681 - \$102,288 per annum (equivalent to GS-13). Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** The U.S. Personal Services Contract will be for two years, (subject to possible two years extension)
- 8. PLACE OF PERFORMANCE:** The duty post for this contract is Bishkek, Kyrgyz Republic. The selected candidate is expected to work eight hours per day during the core working hours of the USAID/Kyrgyz Republic Mission
- 9. ELIGIBLE OFFERORS:** Eligible Family Members (All Agencies)/US Citizens Resident in Bishkek/Kyrgyz Republic
- 10. SECURITY LEVEL REQUIRED:** Facility Access

II. STATEMENT OF DUTIES**1. Basic Function of the Position**

The Health Program Management Advisor will be responsible for supporting the management of the USAID/Kyrgyz Republic Health and Education portfolio and assisting with the interagency management of PEPFAR. In particular, s/he will be responsible for supporting reporting, evaluation, budget tracking, and analysis. The advisor will serve as a member of the Health and Education Office (HEO) and will coordinate with the USAID Mission, the U.S. Embassy, USAID implementing partners and fellow donors, as well as the Government of Kyrgyz Republic (GOKR).

The incumbent will report directly to the HEO Director and will be expected to handle all assigned work either independently or as part of teams, according to established Mission policies, practices, and programmatic guidance, and 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.

It is anticipated that the incumbent will travel to the field up to 20% of his/her time to conduct various site visits and assessments.

2. Major Duties and Responsibilities

Program Support/Project Management – 35%

- Provides support on program design and implementation of HEO activities;
- Serves as the Agreement Officer's Representative (AOR)/ Contract Officer's Representative (COR)/activity manager for contracts and grants within the HEO;
- Reviews work plans, Monitoring and Evaluation (M&E) plans, and other deliverables of HEO programs and provides relevant feedback;
- Provides backstopping support to the Education Program Management Specialist;
- Coordinates between USAID implementing partners and facilitates coordination with GOKR and other development partner institutions, including by representing USAID in donor coordination platforms.

Monitoring, Evaluation & Budget – 35%

- Provides guidance and specific analyses as required in the areas of Strategic Information and Budget for President's Emergency Plan for AIDS Relief (PEPFAR) Country Operational Plan (COP) and Annual/SemiAnnual Program Reviews (APR/SAPR);
- Plans, implements, participates in, comments upon, and/or prepares evaluations, assessments or audits of activities;
- Supports HEO director in budget management, including procurement planning, use of program funds, and monitoring pipelines to avoid funding gaps, as well as support for PEPFAR-specific budgeting and expenditure reporting;
- Assists AOR/CORs with monitoring site visits annually, including supporting Site Improvement through Monitoring System (SIMS) visits;
- Familiarizes self with Data for Accountability Transparency and Impact (DATIM), SIMS, Foreign Assistance Coordination and Tracking System (FACTS Info), Development Information System (DIS), and provides support to all AORs, CORs, and Activity Managers in their use.

Reporting – 30%

- Support the HEO to prepare for and complete USAID annual reports, quarterly financial reviews, semi-annual portfolio reviews, annual budget requests, and other briefings as required by the Government of the Kyrgyz Republic, Congress, Department of State, USAID/Washington, U.S. Embassy, and USAID/Kyrgyz Republic;
- Familiarizes self with reporting requirements for and coordinates the Health Office's preparation of the COP, Performance Plan and Report (PPR), the Operational Plan (OP) and the Health Implementation Plan, including annual and semi-annual progress reports by developing or completing templates, collecting information, and success stories from Activity Managers, Assistance Officer Representative (AORs), and Contracting Officer Representative (CORs) according to annual guidance;
- Drafts, edits, and proofreads narratives for COP, PPR, OP, and other planning and reporting requirements;
- Coordinates the Portfolio Review process for the HEO in collaboration with Activity Managers, AORs, and CORs; gathers and analyzes data and prepares presentations that summarize program results.

III. Other important information:

Supervision Received: Position is directly supervised by the HEO Director. Supervisor sets overall objectives. Employee and supervisor together develop deadlines, projects, and work to be done. Employee independently plans, designs, and carries out projects, studies, and programs. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, effectiveness in meeting requirements, or expected results.

Available Guidelines: Mission Orders, Automated Directives Systems (ADS), Strategic Plan and other technical directives from Global Health Bureau's Office of HIV/AIDS, State Office of the Global AIDS Coordinator (OGAC) and Asia Bureau. Administrative policies and precedents are applicable but are stated in general terms (i.e., agency policy). Guidelines are scarce or of limited use. The employee uses initiative and resourcefulness in deviating from traditional methods or in researching patterns and trends to develop new methods, criteria or proposed policies.

Exercise of Judgment: Incumbent must exercise independent judgment to interpret and enforce complex PEPFAR and USAID rules and regulations. Must be able to analyze and solve difficult problems related to program formulation and implementation within USAID and the inter-agency. Must be able to review and appraise quality of reports and evaluations; to provide rapid independent analysis of problems, issues, and opportunities as they arise and to make recommendations to senior management.

Authority to Make Commitments: Exercises delegations of authority granted to Local Hire Personal Services Contractor (LHPSC) technical staff, as described in Mission Orders and in accordance with an Agreement/Contracting Officer's Representative designation letter.

Nature, Level and Purpose of Contacts: Must provide consistent and credible representation of USAID to senior level Ministry of Health, Development Partners, and implementing partner contacts for technical, policy, reporting, and program management issues. Interacts on a regular basis with a wide range of private voluntary organizations/non-governmental/faith-based organizations and other development organizations as USAID representative. Provides technical advice in the Monitoring and Evaluation in formulation of related higher-level programs.

Supervision Exercised: Position has no direct supervisory responsibilities.

Post Entry Training: Training in USAID-specific procedures, regulations, and methods, orientation to working from a donor agency perspective will be provided. Will attend and become certified as an AOR/COR within one year of hire.

Physical Demands: The work requested does not involve undue physical demands.

Point of Contact: For any additional questions you may contact Michael Teske, mteske@usaid.gov, or USAID/CA Human Resources, almatyhr@usaid.gov and centralasiajobs@usaid.gov

IV. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: A master's degree in a relevant field is required.

Prior Work Experience: A minimum of five years of progressively responsible

experience, including a minimum of three years experience managing public sector or development programs. Practical and relevant experience in work with USAID or another international development agency is required. Prior work experience in NIS countries and/or Central Asia specifically is required.

Language Skills: Level IV (fluency– speaking/reading/writing) in English is required. A proven ability to communicate quickly, clearly, and concisely, both orally and in writing, including drafting and editing technical reports.

Knowledge, Skills and Abilities: Excellent project management skills are required, as demonstrated by experience in the management of health development programs, grants, or cooperative agreements, with a proven track record of programmatic accomplishment and professional achievement. Knowledge (or potential to acquire) of USAID program design, management, and implementation systems.

The candidate should have strong analytical and writing skills as evidenced by previous experience and a writing sample. A skills test will be conducted to verify these capabilities. S/he must have demonstrated ability to produce professional quality 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.

Demonstrated facility with mathematical calculations, spreadsheets, statistics and analysis for the purposes of budgeting, M&E, and COP reporting is required.

Exceptional leadership and interpersonal skills and demonstrated ability to work in a collegial and persuasive fashion in a team environment are required. 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.

Other: Consideration and selection will be based on a panel evaluation of the Evaluation Factors (Section V). Please note that not all candidates will be interviewed or contacted.

USAID will not pay for any expenses associated with the interviews unless expenses are preauthorized. Reference checks may be conducted on those candidates selected for an interview. The candidate's references must be able to provide substantive information about his/her past performance and abilities.

V. 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>.

Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated. Applications that do not meet the required minimum qualifications will not be scored. Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application.

After meeting the minimum qualifications, consideration and selection will be based on a panel evaluation of the Evaluation Criteria. Additionally, USAID may request writing samples and an interview from the top-scoring candidates. Top-scoring candidates will also be asked to provide three professional references. Please note that not all applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless the expenses are pre-authorized. Reference checks may be conducted on candidates selected for an interview.

Applicants must not appear as an excluded party in the System for Award Management (SAM.gov).

Applicants will be evaluated against the following criteria:

Education:	5 points
Prior Work Experience:	25 points
Knowledge, Skills, and Abilities:	40 points
Writing Sample:	5 points
References/Past Performance:	25 points
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Total:	100 points

TERM OF PERFORMANCE

The base term of the contract will be for a period of two years, which may be extended upon mutual agreement and subject to, continued need, satisfactory performance and availability of funds. This position has been classified as equivalent to a GS-13 position in the USG Civil Service. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history. In addition to the basic salary, differentials and other benefits in effect at the time and which are applicable and subject to change on a similar basis as for direct-hire USG employees will be added.

SECURITY AND MEDICAL CLEARANCE

The USPSC will be required to complete a full physical examination (including relevant immunizations) from his/her own physician and then obtain a medical clearance from State M/MED prior to service overseas. Also, USAID/Central Asia must initiate a security clearance prior to the Contractor's travel to post of duty. Until a temporary or final adjudication of a security clearance is received, the contract shall not be signed.

If candidate fails to obtain a security clearance (temporary or full) within six months, the offer may be retracted.

VI. SUBMITTING AN OFFER

Submission of a résumé alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment. All application packages are to be submitted via email to: centralasiajobs@usaid.gov and/or almatyhr@usaid.gov, and Michael Teske

mteske@usaid.gov citing the Solicitation number and the Position title.

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

1. Complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
2. 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**.
3. Offeror submissions must clearly reference the number of this Solicitation to ensure the offer is for the position in this Solicitation.
4. 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. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing. Ensure the application covers the evaluation and selection criteria, as outlined in Section III of this solicitation.
5. Applicants must provide a minimum of three references within the last five years from the applicant's professional life, namely individuals who are not family members or relatives. Ideally, references should be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
6. To ensure consideration of offers for the intended position. Offerors must prominently reference the Solicitation number in the offer submission.

VII. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful applicant about being selected for a contract award, the CO will provide the successful applicant instructions about how to complete and submit the following forms:

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

1. Medical History and Examination form (DS-6561)
2. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
3. Finger Print Card (FD-258)
4. Declaration for Federal Employment (OF-306)

The above listed forms shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

VIII. BENEFITS

As a matter of policy, and as appropriate, a USPSC 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

IX. TAXES

It is the responsibility of the selected candidate to abide by the tax regulations. USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

3. 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 AIDAR deviation or other policy text as applicable by the type of USPSC.]

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> .