



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066320R10021

ISSUANCE DATE: August 24, 2020

CLOSING DATE/TIME: September 07, 2020

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - *Local Compensation Plan*) - USAID Project Management Specialist (HIV Key Population & Prevention)**.

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 1.

Sincerely,

Anmarie McGillicuddy
Supervisory Executive Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066320R10021
2. **ISSUANCE DATE:** *August 24, 2020*
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** *September 07, 2020 before and/or on 5:00PM Ethiopian local time (close of business).*
4. **POINT OF CONTACT:** Annmarie McGillicuddy, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at *addisusaidjobs@usaid.gov*.
5. **POSITION TITLE:** **USAID Project Management Specialist (HIV Key Population & Prevention)**
6. **MARKET VALUE:** FSN - 11, \$22,927 to \$41,263. In accordance with AIDAR Appendix J and the Local Compensation Plan of *USAID/Ethiopia*. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** *Five (5) years. The services provided under this contract are expected to be a continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds. Estimated to start on 01/06/2021.*

The base period will be *five years*. Estimated to start on 01/06/2021.

Base Period:	01/06/2021 – 01/06/2026
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8. **PLACE OF PERFORMANCE:** *US Embassy, Entoto Road, Addis Ababa* with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** All CCN interested applicants. Cooperating Country National Personal Service Contractor (CCNPSC). Cooperating country national means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. **SECURITY LEVEL REQUIRED:** Regional Security Office certification.

11. STATEMENT OF DUTIES:*1. General Statement of Purpose of the Contract*

As the HIV Key Populations and Prevention Specialist, the incumbent will provide technical management and coordination services in support of USAID/Ethiopia's PEPFAR program. In addition to the management and coordination of activities, the HIV Key Populations and Prevention Specialist will assume technical lead on combination prevention services that include

behavior change communication (BCC), biomedical and structural prevention activities targeted within high risk groups. Key activities for the HIV Key Populations and Prevention Specialist include: 1) staying current on research and data relevant for programming and how to apply data as needed 2) supervising implementing partners to improve access to a range of HIV-related prevention and treatment services, particularly those related to key populations, to a standard that meets minimum WHO requirements; and 3) focusing attention on more urban, high prevalence areas, and encouraging the participation of more key population groups; 4) applying PEPFAR prevention guidance in partnership with Government of Ethiopia (GoE) to meet goals for reduction in HIV incidence. The Specialist will also be expected to participate in the national and PEPFAR technical working groups and work closely with HIV/AIDS Specialists at other USG agencies whose foci include military, refugee and police populations. The HIV Key Populations and Prevention Specialist will be delegated all authorities and responsibilities commensurate with an Agreement Officer Representative (AOR) for programs involving HIV/AIDS prevention, with a concentration on Key Populations.

2. Statement of Duties to be Performed

Work with relevant partners and stakeholders, including government and civil society organization representing key populations, to implement effective prevention and treatment programs in an efficient manner. This includes applying prevention, behavior change and communication strategies, peer-based outreach approaches, biomedical and structural service standards and activities targeted at high risk and mobile populations.

MISSION ADVISOR AND COORDINATOR OF RELEVANT PREVENTION ACTIVITIES (40%)

- Provides technical leadership and programmatic support to the HIV/AIDS team in the expansion and strengthening of prevention and behavior change and communication activities targeted at key and priority populations.
- Supports the improvement of government and civil society approaches that promote combination prevention including through peer education, media, community outreach, and provision of clinical services through NGOs and private sector for key populations.
- Provides strategic technical advice and contributes to key PEPFAR planning and budget documents, such as the County Operational Plan (COP), semi-annual and annual progress reports, and Congressional Notification; and participates in the Inter-agency technical working groups in Ethiopia.
- Serves as the USAID technical advisor on key populations to USG implementing partners, especially regarding program design, implementation, monitoring, and evaluation.
- Coordinates with other HIV/AIDS clusters, USAID technical sectors, PEPFAR interagency colleagues, civil society organizations and Government of Ethiopia counterparts to ensure relevant and appropriate access to care, treatment, and reproductive health and social services are available for Key Populations.
- Works with partners to assure evidence-based interventions support multi-sectorial programming and technical accuracy, in particular with regard to Key Populations and HIV/AIDS programs/projects to achieve PEPFAR and Government of Ethiopia goals and objectives.

PROGRAM MANAGEMENT, COORDINATION AND ADVISORY ACTIVITIES (30%)

- The incumbent is the designated AOR/project manager for HIV/AIDS Key Populations projects and activities. Conducts day-to-day management of the projects in the prevention portfolio. Provides technical input to annual work plans for HIV/AIDS implementing partners.
- Conducts regular site visits to review program implementation, provide supportive supervision, and meet with beneficiaries. Based on the information collected during field visits, communicates findings and recommendations to the Cluster Coordinator, HIV/AIDS Team Leader, Health Team, other USG agencies and, as appropriate, implementing partners and country counterparts.
- Prepares technical and program assistance documentation, such as drafting briefing papers, cables, action memos, procurement documentation, amendments to agreements, statements of work and illustrative budgets.
- Maintains responsibility for financial management of assigned activities, which includes ensuring that obligations, expenditures, and budget pipelines conform to action plans; ensures appropriate and timely incremental funding of activities.
- Helps optimize the impact of the USAID/Ethiopia's resources by facilitating cross-sectoral programming of PEPFAR resources to achieve results in HIV/AIDS Prevention programming.
- Reviews performance reports to ensure that Implementing Partners (IPs) are in compliance with host-government agreements, and with the performance expectations outlined in their work plan with the USAID HIV/AIDS Team.
- Ensures that IPs are in compliance with all relevant USAID regulations and procedures. Applies a specific and in-depth knowledge of applicable laws, legislative directives, and regulations, particularly regarding to the allowable use of PEPFAR funds. Based on observations, assessment reports, performance statistics, and other available data, makes programmatic recommendations to the HIV/AIDS Team.

INFORMATION, MONITORING AND EVALUATION OF HIV PREVENTION ACTIVITIES (20%)

- Takes lead in reviewing, organizing and forecasting the need for data relevant to understanding Key Populations and evidence-based programming.
- Maintains a regular schedule of project site visits at headquarters and in the field. Based on the information collected on field visits, communicates and makes recommendations to the Prevention and other technical teams.
- Assists in developing a monitoring and evaluation plan in line with the PEPFAR and GoE targets, as well as ensure that PEPFAR partners develop project monitoring plans and report in a timely manner on their activities
- Provides expert advice and practical experience in helping the MOH, HAPCO and other partners to monitor inputs and outcomes and progress to reduce HIV incidence.
- Assists Monitoring and Evaluation Specialists in reviewing selected HIV/AIDS activities, by ensuring that performance monitoring systems are in place, and that periodic, reliable measures of impact indicators are established. Reviews and approves annual work plans and quarterly reports of implementing partners. Ensure all routine and ad hoc reporting requirements reflect PEPFAR indicators, especially against targets.
- Works closely with partners to ensure program achievements and lessons learned are disseminated to sector representatives. Maintains and shares an up-to-date summary of all program technical and geographic areas.

- Monitors activities undertaken by partners implementing HIV/AIDS programs/projects/activities, tracks progress against program descriptions, implementation plans, and work plans, assesses progress and barriers to achievement, recommends action for improvement or modifications to address problems, and documents and highlights results.

PROJECT FINANCIAL MANAGEMENT (10%)

- Oversees the financial management of assigned activities which includes ensuring that obligations, expenditures, and budget pipelines conform to action plans. Ensure appropriate and timely incremental funding of activities.
- Ensure that program activities are in compliance with USAID financial regulations. Report any financial discrepancies to the Cluster Coordinator and Financial Analyst. Keep the Mission Controller and Financial Analyst informed on the liquidation of advances. Review and provide administrative approval for assigned activities.
- Ensure compliance with Non-Federal Audits (NFAS) and closure of open recommendations.
- Maintain a monthly project financial management tracking system.

3. Supervisory Relationship

The employee will work under the direct supervision of the Senior HIV Prevention Advisor and in his/her absence the Deputy Infectious Disease Team Lead. The HIV Key Populations and Prevention Advisor will work closely with other USAID and interagency clusters and teams and must be able to work with a high degree of independence, requiring minimal supervision in carrying out the duties and responsibilities of the position. The scope and flexibility of the duties will demand a great deal of initiative to identify and test innovative approaches and solutions to complex situations and the ability to work independently.

4. Supervisory Controls

None.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **EDUCATION:** A Master's degree in Public Health or related social science discipline required.
- b. **PRIOR EXPERIENCE:** Minimum 5 years of progressively responsible experience working in HIV/AIDS with key and priority populations required.
- a. **LANGUAGE:** Level IV (fluent) written and oral English proficiency is required. Ability to write and edit technical documents in English and concisely summarize complex ideas is essential. Level IV speaking and writing in Amharic is also required.

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>.

Therefore, the TEC may conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview and the written test which will be administered to assess technical knowledge and writing skills. The CO will consider findings from the reference checks as part of the responsibility determination.

EDUCATION (10 points): A Master's degree in Public Health or related social science discipline required. **Additional evaluation points will be given to offerors who exceed the minimum requirement.**

EXPERIENCE (20 points): Minimum 5 years of progressively responsible experience working in HIV/AIDS with key and priority populations required.

KNOWLEDGE (35 points): The candidate must be familiar with HIV combination prevention, especially programs targeting Key Populations and behavior change and communication interventions in addition to having knowledge of HIV/AIDS services in Ethiopian context.

SKILLS AND ABLITIES (35 points): The position requires good organizational and management skills, strong analytical and research skills, superior social and professional judgement, excellent interpersonal skills in cross-cultural and multi-level settings; ability to interact effectively with mid and senior level government officials, high level members of the business community and to maintain collaborative working relationships within a team structure.

Because of the nature of the position's responsibility, the selected candidate must be able to work effectively across the spectrum of key and priority populations, treating members of these populations with respect and dignity regardless of personal convictions or religious beliefs.

Excellent computer skills are required for effectively operating in this position. Example of software includes MS Word, Excel, Power Point, and Outlook, Access, statistical and other relevant software. Computer skills are required to implement, analyze, and monitor, and manage activity goals, inputs, outcomes, and achievements, both program and impact.

The selected candidate must be capable of producing high quality work, often under time pressure and in complex situations. Must be able to communicate in English effectively in writing and verbally. Lead and participate in discussions and meetings effectively. Able to rapidly analyse information, evaluate data, and prepare reports and related documents in English. Excellent presentation skills would be a plus.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form and submit the offer form DS-174 Application for U.S. Federal employment along with a cover letter and resume written in English. The DS-174 Application form can be found in the U.S. embassy website <https://et.usembassy.gov/embassy/jobs/>; or <https://www.usaid.gov/ethiopia/work-with-us/careers/ds-form-174-ccn-application>.
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 Solicitation number on all offeror submitted documents.
4. Application must be submitted **ONLY** via addisusaidjobs@usaid.gov and the email subject must say– solicitation **72066320R10021, USAID Project Management Specialist (HIV Key Population & Prevention)**. *This solicitation can also be access from USAID Ethiopia website. Be sure to include your name and the solicitation number at the top of each page.*
5. Please submit the application only once; and
6. Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at 5 p.m. (Close of Business).

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer 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 Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

VI. BENEFITS AND ALLOWANCES

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

1. **BENEFITS:**
Group life insurance, medical coverage, annual leave and sick leave.
2. **ALLOWANCES** (as applicable):
Meal allowance and miscellaneous benefit allowance.

VII. TAXES

Per the Mission’s policy.

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

USAID regulations and policies governing CCN 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
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:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_

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/OGE%20Regulations>

EQUAL EMPLOYMENT OPPORTUNITY: *The U.S. Mission in Ethiopia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations.*

The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.