



USAID | LIBERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: VA-669-20-00010

ISSUANCE DATE: 09/07/2020
CLOSING DATE/TIME: 10/06/2020 (17:30 local time)

SUBJECT: Solicitation for the Senior County Health Services Advisor, Cooperating Country National Personal Service Contractor (CCNPSC)

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 III 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.

Sincerely,

/s/

Robert W. Appiah
Supervisory Executive Officer

ATTACHMENT 1

I. GENERAL INFORMATION

SOLICITATION NO: VA-669-20-00010

1. **ISSUANCE DATE:** 09/07/2020
2. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 10/06/2020 at 17:30 Monrovia time
3. **POSITION TITLE:** Senior County Health Services Advisor
4. **MARKET VALUE:** USD \$51,630.00 to USD \$82,612.00 equivalent to CCN-12 in accordance with AIDAR Appendix J and the Local Compensation Plan of the US Embassy in Monrovia, Liberia. Final compensation will be negotiated within the listed market value.
5. **PERIOD OF PERFORMANCE:** Initial contract will be for one year (with optional years included for extension, not to exceed five years), based on the programmatic needs, funding availability, and performance. This is considered a permanent position.

Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of series of sequential contract; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.

6. **PLACE OF PERFORMANCE:** Monrovia, Liberia with possible travel within the country and overseas.
7. **SECURITY LEVEL REQUIRED:** Facility and computer access
8. **STATEMENT OF DUTIES:**

A. BASIC FUNCTION OF THE POSITION

The incumbent is a recognized expert in the field of public health in Liberia, particularly in primary health care service delivery and reproductive, maternal, newborn, and child health (RMNCH). S/he serves as an advisor on the Service Delivery Team within USAID/Liberia's Health Team, providing substantive advice and support in the formulation and administration of USAID/Liberia's service delivery programs. S/he is instrumental in the conceptualization, design, development, negotiation, and implementation of highly visible and critical projects, which directly impact on the success of achieving USAID's goals and objectives in Liberia's health sector. The Specialist will lead government-to-government activities for the USAID Health Office. The Specialist provides expert advice in engaging program managers, stakeholders, and policy makers, as well as health workers in developing programs and strategies needed at national, county, and district levels to strengthen service delivery, regulatory frameworks, and technical programs. S/he has a strong understanding and experience working in program management. The incumbent uses his/her professional judgment and initiative to complete complex tasks with minimal supervision.

The incumbent has extensive knowledge of the public health sector and in working with high level government officials and other donors to achieve health program objectives. S/he coordinates with the Government of Liberia (GOL), other donors, and stakeholders to ensure maximum impact of USAID's

investments in the health sector. S/he serves as the primary liaison with county health teams to ensure strategic engagement on key health issues and USAID coordination. S/he facilitates shared communication and vision between USAID health team staff and county health team counterparts.

The Senior County Health Services Advisor is supervised by the Service Delivery Team Leader.

B. MAJOR DUTIES AND RESPONSIBILITIES:

A. Strategic and Technical Leadership 40%

The Senior County Health Services Advisor provides strategic leadership in support of the USAID/USG health programs with emphasis at the county level for improved health outcomes and efficiency of resources. S/he provides senior policy, strategic, and technical advice and guidance to the Ministry of Health in the planning, drafting of county level plans specific to the USAID's Government to Government Agreement. S/he oversees effective monitoring and evaluation plans, including compiling lessons learned and the dissemination activity results to appropriate USG staff and partners. S/he:

- Serves as the primary liaison with county health teams to ensure well-coordinated communication of USAID resources and activities, most critically the USAID's Government to Government activity.
- Coordinate/facilitates open and productive engagement between USAID technical staff and county health teams to ensure optimal oversight and maximization of resources.
- Identifies challenges and solutions at the county level in collaboration with county health teams and USAID technical advisors and coordinate lessons learned and recommendations that improve alignment with county health teams' goals and planning.
- Advises Health Office Senior Management on technical, strategic, and donor coordination issues with the GOL and within the USG.
- In collaboration with the Health Team's Family Planning/Reproductive Health Specialist, forges relationships with key partners necessary for the achievement of USAID's program objectives, especially related to RMNCH.
- Represents the USG on various MOH technical working groups and in technical discussions on issues related to health service delivery.
- Provides technical leadership and policy and program guidance to the USAID/Liberia Health Team, particularly related to health service delivery.
- Develops program and policy options and recommend appropriate courses of action based on a comprehensive analysis of development problems, alternative actions, objectives, and consistency with overall USG domestic and international policy and law.

B. Program/Project/Activity Management, Monitoring and Reporting 40%

The Senior County Health Services Advisor serves as Manager of USAID's activity providing direct, government-to-government support to the Ministry of Health (MOH), with an annual budget of over \$10 million. This activity incorporates investments in strengthening i) public financial management, ii) management and supervision systems, and iii) service delivery. The incumbent will assist the Service Delivery Team Lead and the Team in managing resources and supporting both program and financial monitoring and evaluation. Management of this activity involves knowledge of program/project management principles, provision of technical advice and guidance, both in-house and with government counterparts, and analysis and follow-through on program reports. It also requires coordination with other health team activity managers on technical components that link with the MOH: financing, service delivery, management, and supervision.

- S/he conducts regular site visits to review program implementation at the county level and meets with beneficiaries and county health teams; based on information collected during visits, s/he adjusts or recommends adjustments to programs/projects/activities as appropriate.
- Provides technical contributions to USG program designs, budget allocations, strategic planning documents and reporting mechanisms.
- Conducts site visits on a quarterly basis, at a minimum, and provides hands-on oversight in Monrovia as well as at the site of implementation.
- Ensures monitoring and evaluation systems are in place to capture results and contributions to targets, approves annual work plans, and maintains detailed and updated project management records.
- Ensures all financial management procedures and payment approval documents are prepared and executed according to guidelines and standards for government-to-government agreements.

C. External Donor and Partner Coordination 20%

The Senior County Health Specialist, alongside the county health teams, serves to ensure that USAID's investments at county level are well coordinated and positioned with other external donors and partner efforts. S/he:

- Participates in Ministry of Health partner coordination meetings, technical working groups, and other forums representing USAID's county level efforts.
- Actively collaborates with external donors and partners to ensure USAID county level activities and planning are shared and understood.
- Provides guidance to USAID senior leadership on county level planning and decision making for activities that includes external donor landscape and planning.

9. AREA OF CONSIDERATION: Open to All Interested CCNs (Cooperating Country Nationals).

AIDAR, Appendix J. 1 (b) Definitions:

(6) "Cooperating country "means the country in which the employing USAID Mission is located.

(7) "Cooperating country national" ("CCN") 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. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

11. POINT OF CONTACT:

All application packages are to be submitted:

Senior County Health Services Advisor

by email to: LiberiaHR@usaid.gov

12. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: Master's degree in a related field such as public health or public administration required.

Prior Work Experience: At least 7 Years of progressively responsible, professional experience in public health is required, including program design, implementation, and management and data analysis,

interpretation, and presentation. At least 5 years of experience in development assistance, other donor agencies, non-governmental organizations (NGO), or the private sector and should also have experience working in the public health sector.

Post Entry Training: Mandatory USAID Contract/Agreement Officer Representative (COR/AOR) training courses. Health state-of-the-art workshop attendance, as well as other trainings to update technical competence, as required.

Language Proficiency: Strong written and oral communication skills in English (Level IV – Fluent) required.

Job Knowledge: Must have thorough knowledge of the concepts, principles, and approaches to primary health care/ RMNCH service delivery in developing countries. Must have thorough knowledge of health programs. Should have thorough knowledge of Liberia’s economic, social, political, and cultural characteristics. Should have or be able to acquire a thorough knowledge of USG legislation related to development assistance, USAID programming policies, regulations, procedures, and documentation.

Skills and Abilities: The ability to plan, organize, manage, and evaluate important and complex projects is required. Ability to obtain, analyze and evaluate a variety of financial and technical data and to organize and present it in meaningful terms to others is also required. Ability to draft factual and interpretive reports covering complex subject matter is required. Demonstrated ability to exercise good social and professional judgment and excellent interpersonal skills in a cross-cultural setting is required. Demonstrated ability to establish and maintain an extensive range of contacts with high level host government officials and with influential persons in the private sector is required. Demonstrated ability to maintain collaborative working relationships within a team structure is required. Proficiency in word processing is required. The ability to use related computer packages (i.e. Internet, PowerPoint, Excel, etc.) is required.

I. POSITION ELEMENTS

- a. **Supervision Received:** The Senior County Health Services Advisor works under the supervision of the Service Delivery Team Lead, who provides overall objectives, suggests approaches to consider, and reviews completed reports and assignments. Most assignments occur in the normal course of the work, but the Senior County Health Services Advisor is required to determine those that must be coordinated with superiors. The supervisor provides a review of the assignment, the goals, and objectives to be achieved, and the expected results. The Senior County Health Services Advisor will seek advice and assistance as required.
- b. **Supervision Exercised:** The Senior County Health Services Advisor does not have any supervisory duties.
- c. **Available Guidelines:** Available administrative guidelines establish a broad pattern of operations that require a frequent need to exercise judgment and interpretation and provides an opportunity for initiative and innovation. Relevant guidelines include the USAID Automated Directives System (ADS), PEPFAR and PMI guidelines, Country Operational Plans, Health Implementation Plan, Country Development Cooperation Strategy, National Health Strategic Plan, Mission Orders, and other directives. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation.

- d. **Exercise of Judgment:** Independent judgment is required for developing, implementing, and managing programs/projects/activities, many of which are emergent institutions in areas of political and social sensitivity, and for reporting, and for other assignments. Judgment is required to make decisions, based on careful analysis of facts and variables, possible alternatives, and potential political and development implications and impact. The County Health Services Advisor must exercise good judgment and completes work independently. S/he monitors implementation of activities and maintains accountability for results achieved.
- e. **Authority to Make Commitments:** The County Health Services Advisor exercises the authority given to program/project/activity managers and GATRs/CORs/AORs, and may make administrative arrangements consistent with ADS guidance and Mission policy. The County Health Services Advisor takes action and establishes priorities based on available guidelines and professional judgment. Within the scope of the authority delegated, the County Health Services Advisor may indicate to ranking counterpart and implementing partner officials that s/he will make a recommendation to USAID on a specific activity issue or problem. The County Health Services Advisor has no independent authority to expend USG funds.
- f. **Nature, Level, and Purpose of Contacts:** The County Health Services Advisor has a full range of contacts within the U.S. Mission, at all levels, and maintains contact with contractors and grantees implementing USAID-funded programs/projects/activities in the sector. Within the Embassy, contacts are with counterpart staff and with senior staff as needed. Host-government, local, and other contacts vary widely with the type of activity being implemented, and may be at any level – including Ministerial, Deputy Minister, Permanent Secretary, Director etc. Frequent and substantive personal contacts with senior-level counterparts from external donors and partners engaged in the health sector in Liberia are for the purpose of explaining and defending USAID/USG policies, objectives, and procedures, and to transmit and interpret GOL attitudes and concerns, and the attitudes and concerns of individual Liberians to senior USAID officials.
- g. **Time Expected to Reach Full Performance Level:** One year

III. EVALUATION AND SELECTION FACTORS

Applicants selected for interview will also be evaluated on their interview, as well as reference checks. Following is the evaluation criteria for this position:

- Education background (10 points)
- Experience and Qualifications Related to Program Design & Administration (30 points)
- Experience and Qualifications Related to Strategic and Technical Leadership (35 points)
- Oral and Written Communication (25 points)

SELECTION PROCESS

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application. After initial screening of applications, only short-listed applicants will be contacted and invited for an interview, as well as a written exercise.

HOW TO APPLY

Applications shall be submitted no later than the closing date specified, and should include the following:

1. A clearly typed application cover letter that briefly summarizes why you believe you are qualified for this position.
2. Resume or CV.
3. The names and contact details of three references that can attest to your work experience.

4. Documentation (e.g. copies of certificates, coursework, on the job training or degrees) that address the minimum requirements of the position.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.