



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72049224R10027

ISSUANCE DATE: September 18, 2024

CLOSING DATE/TIME: October 18, 2024
11:59PM Port Moresby Time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan)

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 this solicitation. **Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.**

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation. Qualified individuals with disabilities are strongly encouraged to apply.

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 this solicitation.

Sincerely,

Lorraine Sherman
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72049224R10027
2. **ISSUANCE DATE:** September 18, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** October 18, 2024 / 11:59PM Port Moresby Time
4. **POINT OF CONTACT:** Executive Office/Human Resources Division, USAID/Philippines
e-mail at aidmnlhr@usaid.gov
5. **POSITION TITLE:** **USAID Project Management Specialist (Global Health Security), FSN-11**
6. **MARKET VALUE:** PNG Kinas **164,621 to 230,471** basic salary equivalent to **FSN-11** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID Papua New Guinea. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Initial CCNPSC contract is for five years, estimated to start in December 2024.

The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts that are incrementally funded. The initial CCNPSC contract will be for five years, (subject to the availability of funds, the need for services and contractor's performance) with the possibility of renewing. The further renewal may be exercised based upon satisfactory contractor performance, mutual agreement between the Contractor and United States Government (USG), continued USAID Papua New Guinea requirements and the continued availability of funds. The probationary period is one year.

8. **PLACE OF PERFORMANCE:** Port Moresby, Papua New Guinea, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** 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.

Open to all interested individuals who are Papua New Guinea citizens or non- Papua New Guinea citizens lawfully admitted for permanent residence in Papua New Guinea, and who also have the required work permits. USAID does not sponsor work permits nor reimburse travel/transportation of household effects to/within Papua New Guinea for purposes of this application.

10. **SECURITY LEVEL REQUIRED:** Foreign Service National Security Certification

11. STATEMENT OF DUTIES

BASIC FUNCTION OF POSITION

The Project Management Specialist-Global Health Security (GHS) (the “Specialist”) leads efforts to improve and expand Global Health Security and pandemic preparedness, prevention and response in Papua New Guinea. The Specialist is a technical expert in the area of emerging infectious diseases in the country, with extensive experience working with national stakeholders including government, professional associations, and the private sector. The Specialist facilitates communication and ensures collaborative working relationships with high-level decision makers, as well as technical staff, in multiple government agencies, USAID Missions, USAID/Washington counterparts, with other United States Government (USG) partners including the U.S. Centers for Disease Control and Prevention (CDC), U.S. Department of Defense (DOD), the Department of State, and other USG agencies, as well as other key stakeholders, including the World Health Organization (WHO), the Food and Agriculture Organization (FAO), and the World Organization for Animal Health (OIE). The Specialist provides strategic and technical leadership in the design and implementation of USAID GHS activities. As a senior health advisor for USAID, the Specialist represents USAID and the USG in national and international fora to advise on policies, strategies, and technical issues.

The Specialist will exercise programmatic oversight to manage and coordinate USAID’s GHS activities in support of the Government of Papua New Guinea and their GHS roadmap and to prevent, detect, and respond to existing and emerging pandemic threats. The GHS Specialist will serve as an Agreement/Contracting Officer Representative (AOR/COR) and/or Activity Manager for USAID programs/projects/activities. As an AOR/COR, the Specialist monitors program performance and progress, identifies implementation achievements as well as problems in performance, and initiates appropriate actions in consultation with others, as appropriate.

The Specialist is a key member of the Health Office, Office of the Representative for Papua New Guinea, Solomon Islands, and Vanuatu. The Specialist reports to the Health Office Director or designee, and has no formal supervisory responsibility.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Program/Project/Activity Management

- a. Lead the design of strategies, project mechanisms and activities for improved preparedness, prevention, detection and response for GHS and emerging infectious diseases. In addition, in close coordination with other Mission offices, support the design and procurement of bilateral mechanisms to support GHS implementation in the cooperating country.
- b. Serve as an AOR/COR and/or Activity Manager for GHS programs for the Mission’s GHS and pandemic preparedness activities including: reviewing and approving implementing partners’ (IPs) work plans, facilitating IP relationships and

- coordinating with local stakeholders (other IPs, host government counterparts, other development partners/donors, etc.) maintaining a schedule for and conducting regular site visits to review program implementation and meeting with beneficiaries, and based on the information collected during such visits, adjusting or recommending adjustments to programs/projects/activities as appropriate; overseeing IP compliance with all relevant USAID regulations and procedures, communicating regularly with IPs regarding USAID rules and regulations as well as their obligations to USAID and, taking a lead role in the preparation of the strategic and operational planning processes such as the USAID Country Development Cooperation Strategy and USAID Operational Plan. Keep his/her supervisor regularly informed of program implementation progress, results, and issues/problems on a timely basis.
- c. Ensure that sub-awards and sub-contracts are given appropriate monitoring and oversight.
 - d. Provide regular updates to GHS/Washington, Mission, and Health Office Leadership to maintain leadership level oversight and engagement on GHS program implementation in the cooperating country.

2. Technical Guidance and Program Planning

- a. Provide technical guidance to the Mission, the National Government, and other development partners on infectious disease preparedness, prevention, detection, and response capacities in the cooperating country, including zoonotic diseases, One Health approaches, and GHS.
- b. Provide technical guidance and direction on GHS and pandemic preparedness activities and ensure that activities are appropriately integrated with the Health Office and larger Mission activities. Support the integration of emerging disease and other activities that promote the advancement of GHS implementation in-country.
- c. Lead high-level advocacy and technical dialogue with host government ministries to ensure effective USAID support to the implementation of GHS activities, including advocacy to promote a One Health approach to addressing pandemic threats.
- d. Provide technical support/guidance to the host government during Joint External Evaluations; the outcomes of which will inform an effective roadmap to achieving Global Health Security Agenda (GHSA) targets.
- e. Keep abreast of new developments and emerging issues that affect USAID and GHS via literature review, conference/meeting attendance, as well as participation and facilitation at workshops, and training events. Advise accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID's approaches.
- f. In collaboration with Monitoring, Evaluation and Learning colleagues, contribute to the development of innovative monitoring and evaluation approaches and

tools to support measuring the impact and outcomes of GHS and pandemic preparedness activities.

- g. Provide leadership in the preparation of key annual and mid-term planning and reporting documents including the Operational Plans, Congressional Budget Justifications, Progress Reports and other ad hoc requests for information.

3. Representation and Coordination

- a. Represent USG and USAID to high level USG diplomats, Senior Government Officials, and other external partners in the cooperating country as appropriate on technical matters regarding emerging infectious diseases - this includes both speaking and written communications.
- b. Develop and maintain relationships with ministries (Ministry of Agriculture, Ministry of Health, Ministry of Wildlife and others) to ensure that assets can be coordinated and work with stakeholder governments to address gaps in National Action plans.
- c. Establish and maintain a coordination network among GHS partners in the country. Such partners include: bi-lateral donors, international organizations, national governments and their relevant ministries, private sector, international and local Non Governmental Organizations (NGOs), etc. and use the coordination network to facilitate USAID GHS implementing partners in successful completion of work plan activities.
- d. During disease outbreak situations, ensure the Mission's GHS Team, and GHS implementing partners are closely coordinated with the GHS interagency response in supporting the host government.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other USAID Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

SUPERVISORY RELATIONSHIP: The Specialist position is within the Mission's Health Office. Working under the supervision of the GHS Lead Advisor or the Health Office Director or their designee, the Specialist collaborates with other members in the cooperating country, spanning technical areas such as health systems strengthening, strategic information, monitoring and evaluation, and quality improvement. In carrying out work-related duties and responsibilities, the jobholder is expected to function effectively with minimal supervision. Completion of tasks and assignments are reviewed regularly through required written documents and oral progress reports.

SUPERVISORY CONTROLS: Continuing supervision of other Health Office and/or Mission staff is not anticipated.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for this position, offerors must meet the following minimum qualifications:

- a. Education** – A Master’s degree is required in public health, infectious disease, epidemiology, ecology, veterinary medicine or a related field.
Note: Additional education may NOT be substituted for experience.
- b. Prior Work Experience** – At least five (5) years of public health and/or animal health and/or related experience in developing countries including at least two (2) years of experience working with USG, international public health and/or animal health organizations, such as the WHO, FAO, and OIE is required.
Note: Additional experience may NOT be substituted for education.
- c. Language Proficiency/Communication Skills** – Level IV (fluent) English and local language (Tok Pisin or other Papua New Guinean local language) proficiency, speaking and writing, is required.
- d. Job Knowledge** – Strong technical understanding required of the nature of infectious diseases, including emerging infectious diseases threats. Strong knowledge required of the measures put in place to prevent, detect and rapidly respond to infectious disease threats. Excellent technical knowledge of internationally accepted guidelines, such as WHO International Health Regulations and One Health will be considered an asset. Knowledge of USAID policies, procedures, and reporting requirements is desirable.
- e. Skills and Abilities** – The Specialist must have excellent interpersonal and teamwork skills in a diverse, multi-cultural environment involving multiple government agencies, implementing partners and other stakeholders whose productive collaboration is essential for program success. This position requires the demonstrated ability to work independently and in a team environment and to effectively communicate highly technical information related to human health, animal health, and the environment to a variety of technical and non-technical audiences. The Specialist must demonstrate the ability to understand the strategic purpose and goals of stakeholders involved in epidemic prevention and control; ability to identify and solve problems, and coordinate and support activities that lead to mutual success across the different sectors. S/he should have experience with USAID approved monitoring and evaluation methodologies including frameworks, data quality assurance, analysis reporting and best practices in data dissemination in international/resource poor settings. S/he must also have a high degree of judgment, maturity, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results. S/he must possess strong communication skills both verbal and written and must have good computer skills in use of Microsoft Office software (i.e. Excel, Word, PowerPoint) for data analysis and reporting.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer (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>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, may do so before or after a candidate is interviewed, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

Offerors who clearly meet the aforementioned minimum education and work experience qualification requirements may be further evaluated through review of the offeror's submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Negotiations may be conducted with the most qualified/highest-ranked offeror at the conclusion of evaluations.

Only finalists will be contacted by USAID with respect to their offers. No response will be sent to unsuccessful offerors. As part of the selection process, finalist offerors may be interviewed either in person or by telephone at USAID's discretion.

USAID expects to award a personal services contract for the period of performance commencing as early as practically possible subject to security and medical clearances and funds availability.

Offerors will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

Rating System

1. Education (PASS/FAIL)
2. Prior Work Experience (PASS/FAIL)
3. Language Proficiency / Communication Skills (20 points)
4. Job Knowledge (40 points)
5. Skills and Abilities (40 points)

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the following: (**NOTE:** As stated in the cover letter: ***Incomplete or unsigned offers will not be considered.***)
 - a. **AID 309-2 (Offeror Information for Personal Services Contracts with Individuals) form:** The AID 309-2 application form can be found on the USAID website (<https://www.usaid.gov/forms/aid-309-2>). Continuous pages are required if your work experience description goes beyond Section C - Additional Work Experience in AID 309-2.
 - b. **Cover letter/Letter of Interest:** The cover letter should contain an overview of the offeror's qualifications and must state how the applicant meets the minimum education and prior work experience qualifications as stated in Section II of this solicitation. Please indicate this as the subject line of the cover letter: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan).
 - c. **Current resumé/curriculum vitae (CV) without photo:** The CV/resumé must contain sufficient relevant information to evaluate the offer in accordance with the stated evaluation criteria. Please indicate period of employment for each job in this format: MMMM dd, yyyy (e.g., July 01, 2015 to December 31, 2020).
 - d. **References:** Minimum of three (3) references with name, occupation, and contact information (email address and mobile number). The references may be current or previous supervisors or work colleagues who can respond to reference check/s on the applicant's professional expertise and work ethic. The Contracting Officer or the Technical Evaluation Committee may also reach out to other references not provided by the applicant.
 - e. **Transcript of records (TOR):** The TOR should reflect the date of graduation.
2. Offers must be received by the closing date and time (**October 18, 2024/11:59PM Port Moresby time**) specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I (aidmnlhr@usaid.gov)**.
3. Offeror submissions must clearly reference the Solicitation number (**72049224R10027**) on all offeror submitted documents.

By submitting your offer materials, you certify that all of the information on and attached to the offer is true, correct, complete and made in good faith. You agree to allow all information on and attached to the offer to be investigated.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. Once the Contracting Officer (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 forms needed to obtain medical and security/facility access.

Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

VI. BENEFITS AND ALLOWANCES

The Local Compensation Plan (LCP) is the basis for all compensation payments to locally employed staff /CCNPSCs. The LCP consists of the salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS:

- a. Allowances
- b. Paid leave (annual and sick leave)
- c. Medical benefits
- d. Life Insurance
- e. Participation in the local Social Security System

Additional information may be provided to the selected offeror at time of salary offer.

VII. TAXES

CCNPSCs are responsible for filing and paying local income taxes.

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

USAID regulations and policies governing **CCN and TCN PSC** 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/ads/policy/300/aidar>
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)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [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/resources_standards-of-conduct
5. **PSC Ombudsman**
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information:
<https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

6. **FAR Provisions Incorporated by Reference**

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUNE 2023
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