



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062424R00011

ISSUANCE DATE: October 3, 2024

CLOSING DATE/TIME: November 2, 2024/23:00 GMT

SUBJECT: Solicitation for U.S./Third Country National Personal Services Contractor (US/TCN PSC) as HIV Team Lead, Côte d'Ivoire.

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 underrepresented groups, to respond to the solicitation.

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 any offer.

All offers must be submitted to the Point of Contact via email: accrapsc@usaid.gov

Only shortlisted offerors will be contacted.

Any questions must be directed in writing to accrapsc@usaid.gov

Sincerely,

Michael Fritz
Contracting Officer
Regional Executive Office
USAID/West Africa

I. GENERAL INFORMATION

1. SOLICITATION NO.: **72062424R00011**
2. ISSUANCE DATE: **October 3, 2024**
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **November 2, 2024, 23:00 GMT**
4. POINT OF CONTACT: **USAID/West Africa, Accra**; e-mail at accrapsc@usaid.gov
5. POSITION TITLE: **HIV Team Lead**
6. MARKET VALUE: **\$123,041 - \$159,950** equivalent to **GS-15**
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: **Two (2) years**, estimated to start o/a 11/2024 with an option of three (3) one-year extensions for a maximum of five (5) years. Exercise of options will depend on continuing need of services, availability of funds, successful performance, and requisite approvals.

Based on Agency need, the Contracting Officer may exercise the additional **option periods** for up to three (3) years for the dates estimated as follows:

Base Period:	o/a 11/2024 to 11/2026
Option Period 1:	o/a 11/2026 to 11/2027
Option Period 2:	o/a 11/2027 to 11/2028
Option Period 3:	o/a 11/2028 to 11/2029

8. PLACE OF PERFORMANCE: **Côte d'Ivoire.**

Overseas USPSCs and TCNPSCs not subject to the local compensation plan, may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract

9. ELIGIBLE OFFERORS: U.S. Citizens (including Lawful Permanent Residents) or Third Country Nationals.

Hiring Preference:

USAID policy specifies that U.S. citizens or resident aliens (USNs) are preferred over third country nationals (TCNs). Therefore, USN and TCN offers will not be evaluated together. USAID will evaluate USN offers first and if the CO determines that there are no qualified USNs, only then will USAID evaluate TCN offers. *References 309.3.1.10 and 309.3.1.4.*

10. SECURITY LEVEL REQUIRED: Facility Access

11. STATEMENT OF DUTIES

1. BACKGROUND

The HIV prevalence in Côte d'Ivoire is 1.8 percent in adults ages 15-49 (UNAIDS 2023). The 2023 Spectrum model estimates approximately 420,000 persons living with HIV. Of persons newly diagnosed with HIV, approximately 34.4 percent of men and 65.6 percent of women have an AIDS defining condition (UNAIDS). Within Côte d'Ivoire, progress towards HIV/AIDS epidemic control has been challenging but is slowly improving. There has been progress in the number of AIDS-related deaths since 2010, with a 71% decrease, from 33,000 deaths to 9,500 deaths. Performance against the UNAIDS 95-95-95 targets in the country has also improved. As of 2023, Côte d'Ivoire's progress towards the 95-95-95 goal is: 82 percent of people living with HIV who know their status, 73 percent of people living with HIV who are on ART and 64 percent of people living with HIV have suppressed viral loads. Stigma, discrimination and gender-based violence (GBV) marginalize those affected and create barriers to their ability to access needed HIV prevention, care and treatment services. The epidemic disproportionately affects specific key populations (female sex workers and men who have sex with men). HIV also is more concentrated in certain geographic areas that are home to larger populations of these groups.

Through the interagency President's Emergency Plan for AIDS Relief (PEPFAR), USAID/Côte d'Ivoire supports HIV prevention and mitigation across the HIV continuum including: HIV prevention for priority populations, especially "key populations" (MSM, FSWs and transgender), adolescent girls and young women through DREAMS (Determined, Resilient, AIDS-Free, Mentored, and Safe); care and support services for orphans and vulnerable children (OVC) and their families, including economic strengthening activities to increase their resiliency and self-sufficiency; voluntary counseling and HIV testing with linkages to treatment and direct provision of support services for children and adults living with HIV/AIDS; and strengthening the health supply chain systems at large.

Since the beginning of the HIV epidemic, USAID has supported the Government of the Côte d'Ivoire (GOCI) and local organizations to strengthen the HIV response. The government is yet to take on financing essential HIV medications and HIV clinics. Community-based organizations remain vital to reaching these often stigmatized and marginalized populations with prevention services. USAID is steadfast in its commitment to strengthening and leveraging emerging local capacity to ensure that its efforts are appropriately tailored to the Ivorian context and to increase the likelihood of long-term sustainability.

2. BASIC FUNCTION OF THE POSITION

The HIV/AIDS Team Lead will be mainly responsible for HIV/AIDS issues for the Mission and will report to and support the USAID Health Office Director, a U.S. direct hire who will provide general supervision and oversight to the Health team. The USAID HIV/AIDS Team Lead will be based in Abidjan, Côte d'Ivoire and

will fill a key management and technical role. The incumbent will serve as the principal manager and technical officer for the USAID PEPFAR program in Côte d'Ivoire and provide strategic oversight over the entire USAID PEPFAR portfolio. The incumbent is responsible for the day-to-day management of 13 staff whose daily work is PEPFAR and contributes to oversight of another six cross-cutting administrative, program and procurement staff. The incumbent will supervise HIV/AIDS team leads (3).

S/he represents USAID to the Embassy and other USG Agencies, to the GOCI counterparts, and to USG implementing partners. S/he leads the development, management and implementation of the USAID portion of the PEPFAR program and has direct responsibility for day-to-day coordination, administrative management and technical oversight of the USAID PEPFAR portfolio in Côte d'Ivoire. The HIV/AIDS Team Lead will contribute to the establishment of overall program priorities and work assignments, development of strategies, program and project designs, and scopes of work, as well as provide technical guidance and support to CORs and AORs in project implementation. S/he will have wide latitude for the exercise of independent judgment and will have formal decision-making authority in broad program areas consistent with USAID policies, goals, and strategies. S/he will interact with the highest level of the Ivoirian government and represent USAID and the US Government in official settings. S/he will serve as a key member of the interagency PEPFAR team. S/he must be able to think and operate strategically and programmatically, analyzing complex situations to assist in the development of USAID strategic plans and programs, and assess the impact of host country policies and practices on USAID programs. The incumbent will advise, collaborate and work with Health Office colleagues in the planning, formulating, implementing, and monitoring and evaluating of health activities and strategies.

3. MAJOR DUTIES AND RESPONSIBILITIES

The HIV/AIDS Team Lead will have the following major duties and responsibilities:

A. Program Management (40%)

The USAID HIV/AIDS Team Lead in Côte d'Ivoire is fully responsible for the entire USAID program under the Côte d'Ivoire PEPFAR program. S/he is responsible for USAID's contributions to the development and implementation of annual Country Operational Plans (COPs), ensuring plans are designed according to USAID's strategic advantage and sufficient funds are allocated to reach goals. S/he initiates new programs in accordance with the Ministry of Health policies, guidelines and protocols and PEPFAR public health program goals, objectives, and policies. This includes playing a lead role in strategic planning and program development through the provision of direct technical assistance, and well executed program planning with partners. The HIV/AIDS Team Lead is fully responsible for project development and works to develop all procurements, for both new awards and for revising current awards, aligning them with new strategies and approaches. In accordance with State Department's Bureau of Global Health Security and Diplomacy (GHSD) and USAID Office of HIV/AIDS (OHA), s/he works closely with the GHSD and OHA Technical Working Groups to ensure new approaches and trends in health conditions, status of key policies, and legal and regulatory changes that could affect the implementation of the Côte d'Ivoire program are considered in project implementation and development.

The incumbent develops and maintains collaborative working relationships with senior-level host government officials, technical level health professionals, the Embassy in Abidjan and other USG Agencies, as well as HIV/AIDS program counterparts in non-governmental organizations, private sector, and international organizations. Through these contacts, the HIV/AIDS Team Lead stays informed and up to date on HIV/AIDS issues in Côte d'Ivoire. The job holder condenses the information gathered, analyzes needs and opportunities against PEPFAR program strategic objectives and advises on how USAID can best deliver programs that reflect international standards, host country policies, PEPFAR guidelines, and USG regulations.

Recommendations are made to the PEPFAR interagency team, Embassy management, USAID regional and headquarters management and are codified in annual COP and the 5-year PEPFAR Côte d'Ivoire Strategic Framework 2020 - 2025 and other strategies and plans.

The incumbent offers strategic and technical leadership of HIV/AIDS programs for the USAID Health Office. The HIV/AIDS Team Lead provides analysis, expert advice, and recommendations to Health Office Director and staff regarding the formulation of PEPFAR strategy for assistance and on the management and implementation of related activities in the Mission's portfolio; identifies short and long-range achievable, sustainable strategies and participate, as required, in the development of Mission strategic plans, results analysis, resource requests, and other strategic planning and reporting documentation. S/he coordinates with the Health Office Director to determine the additional analyses, assessments, or reviews required for sound strategies and activities; designs and oversees the implementation of such analyses or assessments; and follows up as designated. S/he oversees the review and documentation of PEPFAR implementing partner performance through regular site visits, routine reports, assessments and evaluations, and participation in technical working groups and other forums to monitor activities and verify asset use; ensures that issues are identified in a timely manner and recommends follow-up actions are carried out.

A key activity of the USAID Team in Côte d'Ivoire is to develop, implement, monitor and evaluate PEPFAR-funded HIV/AIDS programs that are carried out by cooperating/implementing partners. This requires close cooperation with other donor agencies, implementing and/or cooperative agreement partners, facilitation during implementation, frequent monitoring and travel and, in liaison with the Strategic Information Advisor, evaluating partner performance against desired results that are in accordance with USAID and PEPFAR guidelines and protocols. The incumbent ensures that program requirements of USAID grants, contracts and/or cooperative agreements are correctly followed and according to PEPFAR and international HIV/AIDS program standards. Independently, or in coordination with other experts, the job holder prepares and presents comprehensive program reviews to include accomplishments, challenges and recommendations on curtailing or expanding programs.

The HIV/AIDS Team Lead oversees the Agreement or Contracting Officer's Representative(s) (A/COR) or Activity Manager(s) for specific awards and contracts and is the lead on all USAID/CI PEPFAR Office reporting processes. S/he drafts technical requirements for program announcements for grants, contracts and/or cooperative agreements, and leads technical reviews on applications for financial assistance from PEPFAR. Once agreements or contracts are in place, s/he coaches implementing partners in work plan development and approves annual implementation activities. S/he provides regular direction to partners and technical advice to counterparts, reviews progress, and identifies and corrects potential issues before they become problems. The job holder reviews contractual requirements of the grant, contract or cooperative agreement including periodic program reports, financial reports, audits, expenditure and voucher reviews, concurrence requests and contract modifications.

B. Interagency Coordination and Representation (30%)

The HIV/AIDS Team Lead represents USAID at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. The incumbent represents USAID in meetings with the US Ambassador, senior officials in the GOCI and at the GHSD --- including the US Ambassador / Global AIDS Coordinator. S/he offers strategic leadership at multiple levels: within the USAID Health team; between the USAID/CDI and HQ offices (including USAID and S/GAC). S/he is a key member of the PEPFAR Côte d'Ivoire Executive team, ensuring coordination of work plan development, implementation strategies, and evaluation plans for all USG agency activities in Côte d'Ivoire. In coordination with the PEPFAR Senior Management team, s/he keeps the Ambassador and Deputy Chief of Mission up to date on the status of the

program through regular briefings and written communication. S/he contributes PEPFAR specific information to cables, speeches, editorials and other written materials produced by the U.S. Embassy as needed. Given the nature of PEPFAR, where budgets and programs are replanned annually through extended and strenuous negotiations and programs are closely monitored throughout the year, the HIV Team Lead position requires a unique set of heightened technical and management skills.

The incumbent will be closely involved in planning, collaborating, and negotiating with the partner PEPFAR agencies to manage the overall activities under this joint program as defined by the overall yearly Country Operational Plan (COP). S/He will collaborate closely with other USG entities, particularly CDC, DOD, HRSA, and other donors, PEPFAR implementing partners and civil society, in the design and implementation of the CDI PEPFAR program. The HIV/AIDS Team Lead must be conversant with and able to explain USAID and PEPFAR guidelines to host country counterparts. The incumbent should also maintain awareness of USAID's broader health portfolio in order to identify opportunities for greater harmonization and avoid duplication.

The HIV/AIDS Team Lead will represent USAID in meetings with USG and host country government officials at all levels. S/He will provide expert technical advice, leadership and strategic direction on HIV/AIDS on behalf of USAID/CI in policy dialogue and planning undertaken in collaboration with Ivoirian authorities and partners, other USG agencies, and development partners; represents USAID/CDI at meetings, seminars and conferences on health and HIV/AIDS. This will include writing and reviewing narratives for specific sections of the COP, PEPFAR semi-annual and annual reports, and other PEPFAR documents; and preparing briefing papers, materials, speeches, and informational and/or analytical reports as required by the US Embassy, USAID/Washington or other stakeholders.

C. Administrative Management (30%)

The HIV/AIDS Team Lead is responsible for the day-to-day management of the PEPFAR/USAID work in Côte d'Ivoire. This includes supervision of 12 USAID staff and coordination of additional technical assistance as needed to support USAID activities in Côte d'Ivoire. The incumbent orients new employees to the HIV/AIDS team and supports employees to develop annual training plans, provides coaching as needed, monitors progress, and formally evaluates the performance of PEPFAR/USAID employees. S/he manages staff workloads to meet peak demand in order to ensure that program goals and objectives are met. The incumbent prepares technical assistance requests, develops scopes of work and oversees the performance of external technical assistance service providers as required. S/he will also set staff annual work objectives; review and revise position descriptions; manage staffing issues and determine staff assignments; approve requests for leave and travel; and develop and manage staff training plans.

The HIV/AIDS Team Lead takes the lead role in formulating the USAID/CI PEPFAR annual budget request. This includes ensuring that the budget tracking system for USAID/CI PEPFAR activities is accurate, complete, and up to date; overseeing obligations and sub-obligations for all USAID/CI PEPFAR activities and ensuring that obligations tracking systems are accurate, effective, and utilized. S/he ensures funds are allocated according to an approved COP, tracks obligations, outlays and pipelines across all implementing mechanisms, and prioritizes funding actions based on need. The incumbent coordinates annual and ad hoc reprogramming exercises. S/He works with technical specialists at the U.S. Embassy to oversee the development, implementation, controlled access, and ongoing maintenance of technical and administrative filing systems for the program.

This position coordinates high-level, collaborative long-term projects with other internal and/or external organizations to meet broad agency and PEPFAR goals. The incumbent provides recommendations to the Ambassador and DCM on broader development programs and objectives and liaises with non-PEPFAR offices within USAID as needed. The incumbent recommends and organizes site visits for high-level visitors such as U.S. Government executive and legislative branch officials, interested donors and business leaders to showcase both PEPFAR and non-PEPFAR USAID-supported development projects. The HIV/AIDS Team Lead liaises with other offices of the Mission, the U.S. Embassy, and with counterparts in order to ensure the greatest impact from such visits.

The job holder leads the USAID/CI PEPFAR reporting processes. This includes ensuring the timely review and approval of PEPFAR implementation partner annual work plans and budgets as well as compliance with approved work plans and budgets. Contribute to and oversee, for USAID, the preparation of the PEPFAR Country Operational Plan (COP) and semi-annual and annual PEPFAR CI reports and PEPFAR ad hoc technical reports as needs arise (i.e., report on funding gaps; analysis and interpretation of project data from USAID implementing partners; identification of program gaps, implementation problems; propose strategies, actions to address problems).

4. POSITION ELEMENTS:

a) AVAILABLE GUIDELINES

The incumbent is expected to become familiar with Annual PEPFAR Regional Operational Plan guidance, the USAID Automated Directives System, Department of State Standardized Regulations, Foreign Affairs Manuals, USAID Inspector General Audit Guidance, Agency Policy Determinations, Foreign Assistance Act, Government Auditing Standards, Comptroller General, U.S. Government handbooks, guidelines, regulations and laws, OMB Circulars, Generally Accepted Accounting Principles, Guidelines for Financial Audits, and Mission Orders.

b) SUPERVISION RECEIVED

The HIV Team Leader is expected to exercise considerable independent judgment and will have a wide latitude to take initiative, acting proactively in planning and carrying out his/her assignment with significant autonomy, consulting the supervisor only when circumstances indicate an exceptional need for clarity and direction. The incumbent works independently, providing leadership to others involved in the management of the HIV/AIDS portfolio, and in the development, design, and drafting of the new HIV projects/activities. Results of the work are considered technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall program, or the contribution to the advancement of the program. The HIV Team Leader will provide oversight and managerial leadership to the HIV Team composed of 12 professionals and technical experts. The incumbent will lead, direct and manage the HIV Team staff members to ensure they meet the Office and Mission strategic goals and objectives.

c) ADMINISTRATIVE AND SUPERVISORY CONTROLS

The HIV Team leader will receive supervision and broad administrative guidance from the Health Office Director and / or Deputy Director. The incumbent also has the authority to prioritize his/her own workload in the management of the HIV Team.

d) EXERCISE OF JUDGMENT

A high degree of judgment will be required to provide guidance and assistance to a wide variety of professionals in PEPFAR Cote d'Ivoire and the USAID mission. As a highly qualified professional, substantial reliance will be placed on the incumbent to independently plan, analyze, evaluate, and formulate conclusions and recommendations for all HIV matters related to USAID/Cote d'Ivoire, prioritize and carry out specific activities to fulfill major duties and responsibilities. The incumbent will be expected to resolve problems that arise by determining the approaches to be taken and methodologies to be used; making independent judgments that can be defended, as necessary.

e) NATURE, LEVEL AND PURPOSE OF CONTACTS

The incumbent will routinely interact with the senior management and technical advisors from the multi-agency USG PEPFAR Team (DOS, DOD, CDC, PAS, Peace Corps), Ministry of Health, National AIDS Council, GFATM Principal Recipients, multilateral and bilateral donors (e.g., WHO, UNICEF, UNAIDS, UNFPA), and foundations (e.g., Clinton Foundation and Gates). Many of the incumbent's contacts with senior officials outside of USAID will be to advance the quality and scope of key HIV/AIDS policy and technical initiatives. Interactions with donor senior officials and counterpart institutions will be required during strategy and work plan development/review and donor coordination processes. Incumbent is expected to maintain and expand good working relationships with these partners.

f.) COMPLEXITY

The work consists of broad program management of the multi-faceted S/GAC function to (a) facilitate the development, implementation, and monitoring of HIV/AIDS prevention, treatment, and care plans for the countries and regions in which PEPFAR operates as well as other countries where the USG is administering substantial HIV/AIDS programs and (b) serve as the key facilitator of the US interagency team implementing PEPFAR activities in the areas of HIV/AIDS prevention, treatment, care, and health systems strengthening. The incumbent assists with planning, developing, directing, and controlling key functions of a major program with international scope.

The incumbent's portfolio involves the full range of roles and responsibilities associated with broad program management to include accountability for the success of the aforementioned functions: the monitoring and oversight of operations to deliver, measure and evaluate accomplishments and/or progress to date, and to highlight successes and to identify reasons for shortfalls; to adjust, should such action be necessary, to achieve program goals; the development and maintenance of internal control systems to ensure that human, financial, technological and material resources are safeguarded against waste, fraud, unauthorized use or misappropriation; compliance with gender equality and human rights, etc. These roles and responsibilities may be complicated by the need to consider and evaluate the impact of a range of factors such as: the need to recommend variance in Country Operational Plans (COP's) based on stages of the country's response to the HIV/AIDS epidemic and the anticipated trajectory of the USG investment in that response; the lack of appropriate HIV/AIDS prevention, treatment, and care protocols which can lead to ineffective, inconsistent and uneven program implementation; limited technical capacity which is a barrier to increasing and strengthening HIV/AIDS prevention, treatment, and care interventions and to ensuring compliance with established, recognized protocols; avoiding the duplication of program efforts and an uncoordinated response, especially in the most afflicted nations where so many institutions and organizations have initiated well-meaning programs; and Administration and Congressional interest and oversight in light of the unprecedented

resources that the Administration and Congress have authorized and appropriated in the fight against the HIV/AIDS pandemic through PEPFAR.

g.) SCOPE AND EFFECT

The HIV Team Lead assists Health Office Directors and their technical team members in providing support in the management of USAID business processes related to the activities and portfolios overseen by the USAID/CDI Health teams. S/he will be required to provide support in project development and management for PEPFAR activities. Position involves work that affects large numbers of people on a long-term or continuing basis including the well-being (i.e. health) of the citizens of Côte d'Ivoire, population approximately 29 million, with a specific focus on preventing HIV transmission among the general population and specific at-risk groups.

12.) PHYSICAL DEMANDS/WORK ENVIRONMENT

This is a low-to-moderate physically demanding position. The incumbent will be physically located at the US Embassy in Abidjan and will be expected to attend meetings and events related to the PEPFAR and Health programs on a frequent basis, both in Abidjan and in other cities in Cote d'Ivoire.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education:

- An advanced degree (minimum master's level) in public health, i.e., health management, health policy, health education, epidemiology, and/or Doctor of Medicine (MD) or development studies or another field with links to the health sector.

Work Experience:

- Minimum 12 years of progressively responsible experience as a program manager for complex HIV/AIDS and health development assistance programs, including direct experience managing PEPFAR activities with a minimum seven (7) years' experience in senior-level program management/leadership position based in a developing

Communication and Language:

- French Level III and English Level IV required. The USG reserves the right to test proficiency in either language.

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>

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

The following evaluation factors are established:

A. TECHNICAL KNOWLEDGE (30%)

- Must have demonstrable knowledge of public health and socio-economic development issues, and strong familiarity with HIV/AIDS issues and challenges in developing countries similar to Côte d'Ivoire, including state-of-the-art strategies, activities and programs for addressing the AIDS epidemic.
- Superior familiarity with international development theory, programming policies and practices, including multi-sector linkages and synergies.
- Excellent project management skills are required.

B. WORK EXPERIENCE (35%)

- Minimum 12 years of progressively responsible experience as a program manager for complex HIV/AIDS and health development assistance programs, including direct experience managing PEPFAR activities with a minimum seven (7) years' experience in senior-level program management/leadership position based in a developing country.
- Appropriate experience working in international health, including work in multi-year programs and projects (includes experience with project design and implementation; project trouble-shooting; data analysis and evaluation; report-writing; interacting with and advising a multitude of host country counterparts and implementing partners, etc.)
- Prior project management work within an international development organization, foreign assistance programs, or large implementing agencies (from private or nonprofit sector, or multilateral or other large donor agency).
- Demonstrated experience using facts, metrics, and data to guide strategic planning and rigorous program monitoring and evaluation.
- Prior experience leading and supervising a team/office of at least five (5) staff, overseeing their work, establishing work objectives, identifying training needs, conducting performance reviews, mentoring staff and addressing any performance challenges that arise. Familiarity with GOCI HIV/AIDS, health and social sector programs, priorities and policies is required.

C. SKILLS and ABILITIES (35%)

- Strong interpersonal, cross cultural, teamwork, facilitation, mentoring, and negotiation skills.
- Strong oral and written communication skills.
- Must be proficient in Microsoft Word, Excel, and PowerPoint.

- Ability to navigate and triangulate data for rigorous program monitoring and decision-making.
- Ability to work across agencies with competing interests to mediate conflicts and facilitate decisions on complex technical, programmatic, strategic, and financial issues.
- Ability to work effectively with high-level host country government officials and collaboratively with various stakeholders (multilateral and other donors).
- Strong capacity to multitask, including managing, prioritizing and fulfilling competing demands in real time.
- Ability to lead a team of highly qualified staff, build consensus, set direction and empower team members to apply available resources and expertise to addressing the local epidemic.
- Ability to provide expert advice and guidance to staff on matters related to HIV/AIDS and coach them on how to address challenges and overcome obstacles.
- Must be proficient in Microsoft Word, Excel and PowerPoint.

Maximum Evaluation Score: 100 Points

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, “Offeror Information for Personal Services Contracts with Individuals,” available at <http://www.usaid.gov/forms>

USAID’S ZERO TOLERANCE FOR SEXUAL MISCONDUCT

USAID has a zero-tolerance policy for sexual misconduct with the goal of fostering a respectful, safe, healthy and inclusive work environment. USAID maintains policies and procedures to establish a workplace free of sexual misconduct as described in Agency policy at [ADS Chapter 113, Preventing and Addressing Sexual Misconduct](#).

By acceptance of the contract, the contractor acknowledges having read, and agrees to abide by, the Agency’s ADS 113 policies and procedures.

SELF CERTIFICATION

Offerors must sign a [Sexual Misconduct Self-Certification form \[see hyperlink\]](#) related to sexual misconduct when submitting the offer. The signed form will be filed in the award file. If the offeror fails to submit a signed certification, the offeror will be determined to be non-compliant to submission requirements and will not be considered for award.

- For the Apparently Successful Offeror:
 - If Self-Certification response is “Yes”: In consultation with the Resident Legal Advisor (RLO) or General Counsel Acquisition and Assistance (GC/AA), the CO will request further details from the offeror.

- Event of False Certification: If the certification provided is found to be false, the offeror may be eliminated from consideration for the award. If the contract has been awarded, the false certification may be grounds for termination of the contract. The action may be punishable to the full extent of the law.

USE OF THE AGENCY'S MISCONDUCT PORTAL AND INQUIRIES MADE TO PREVIOUS COs FOR APPARENTLY SUCCESSFUL OFFEROR

The Office of Employee and Labor Relations (ELR) operates USAID's Misconduct Reporting Portal. Prior to award, the CO will email ELR at HCTM.ELR@usaid.gov to identify whether Agency records include any prior disciplinary action related to sexual misconduct taken against the apparently successful offeror.

If the apparently successful offeror has previously held a Personal Services Contract at USAID, the CO will attempt to contact the previous administering CO to inquire about previous disciplinary actions related to sexual misconduct against the apparently successful offeror.

NEW ENTRANT ORIENTATION (NEO)

For PSCs onboarded overseas, the PSC must complete an online module related to USAID's zero tolerance policy for sexual misconduct as administered by their cognizant CO as part of their onboarding process. The CO will include documentation in the award file that the PSC has completed the online module and has been made aware of USAID's zero tolerance policy for sexual misconduct.

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. A Cover Letter of not more than one (1) page.
5. A current CV/resume. The CV/resume must contain sufficient relevant information to evaluate the Offers in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
6. Applicants also must address the above **Evaluation Factors**, in a Summary Statement to be included in the Offers. This Summary Statement, limited to 500 words per factor, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The Summary Statement must include the name of the applicant and the announcement number at the top of each page.
7. Applicants must provide a minimum of three (3) professional references, one (1) of which must be a current or former supervisor. USAID reserves the right to contact previous employers to verify employment history. If the offeror had a previous position with USAID, the TEC and/or CO may obtain reference checks from the previous supervisor(s) or CO(s). Applicants must provide e-mail

addresses and/or working telephone numbers for all references.

8. Copies of diplomas, certificates or relevant degrees may be included to corroborate the CV/resume.
9. Applicants must provide their full mailing address with telephone, facsimile numbers (if available) and email address and should retain for their records copies of all enclosures that accompany their submission.
10. Submit applications via email to accrapsc@usaid.gov

IV. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

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

1. Offeror Information for Personal Services Contracts with Individuals (AID 309-2);
2. Contractor Physical Examination (AID Form 1420-62); *
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).

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

VI. BENEFITS

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

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

*Note: A US citizen's salary will be subject to employee's FICA and Medicare contribution.

2. ALLOWANCES:

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at

http://aoprals.state.gov/content.asp?content_id=231&menu_id=92

(a) Temporary Quarter Subsistence Allowance (Section 120)

(b) Cost-of-Living Allowance (Chapter 210)

(c) Post Differential (Chapter 500)

VII. TAXES

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

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES

USAID regulations and policies governing USPSC awards are available at these sources:

- a. **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.
- b. **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:

ITEM NO	SUPPLIES/SERVICES (DESCRIPTION)	QTY	UNIT	UNIT PRICE	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	2	LOT	\$ TBD	\$TBD at Award after negotiations
1001	Option 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations
2001	Option 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations

	Accounting Info: <i>TBD</i>				
3001	Option 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations

- c. 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>.
- d. **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/OGES%20Regulations> .
- e. **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/partner-with-us/acquisition-assistance-ombudsman/psc-ombudsman>.
- f. **FAR Provisions Incorporated by Reference** [52.204-27](#)
PROHIBITION ON A BYTEDANCE COVERED APPLICATION (JUN 2023)

[END OF SOLICITATION]