



USAID | GHANA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72064125R10002

ISSUANCE DATE: Monday October 21, 2024

CLOSING DATE/TIME: Friday November 22, 2024
11:59pm Accra time

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) - Project Management Specialist (PMI Malaria Advisor)**

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.

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.

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,

Tonya Jordan
Contracting Office

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72064125R10002
- 2. ISSUANCE DATE:** Monday October 21, 2024
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** Friday November 22, 2024
- 4. POINT OF CONTACT:** GhanaApplications@usaid.gov.
- 5. POSITION TITLE:** USAID PROJECT MANAGEMENT SPECIALIST (PMI MALARIA ADVISOR) - USAID/GHANA
- 6. MARKET VALUE:** This position has been classified at FSN-12 on the U.S. Embassy salary scale. The annual salary range is between **USD \$41,764.00 and USD \$64,732.00***. This is in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Ghana. (Final compensation will be negotiated within the market value. Salary is paid bi-weekly in Ghanaian Cedis at the exchange rate in effect when the payment is processed).

**Current policy is that salary payments are based on a U.S. dollar market value. This policy is reviewed regularly and may change in future. A change in policy may establish salaries in Ghanaian Cedis that are not linked to exchange rates.*
- 7. PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start o/a April, 2025. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
- 8. PLACE OF PERFORMANCE:** *Accra, Ghana* with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** All interested candidates must be eligible to work in Ghana. Ghanaian Citizens or non-Ghanaian citizens lawfully admitted for permanent residence in Ghana.
- 10. SECURITY LEVEL REQUIRED:** US Embassy Regional Security Office Authorisation.

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The U.S. President's Malaria Initiative (PMI) is a multi-agency initiative, led by the U.S. Agency for International Development (USAID) and co-implemented with the U.S. Department of Health and Human Services' Centers for Disease Control and Prevention (CDC). The U.S. President's Malaria Initiative (PMI) delivers cost-effective, life-saving malaria interventions alongside catalytic technical and operational assistance to equip and empower partner countries to end malaria. The goal of PMI is to work with partner countries to further reduce malaria deaths and substantially decrease malaria morbidity toward the long-term goal of elimination. PMI has three main objectives: (1) reduce mortality in high- burden countries, (2) reduce morbidity in high and moderate burden countries, and (3) reduce transmission to achieve elimination in low-burden

countries. PMI prioritizes rapid scale-up of proven and highly effective malaria prevention and treatment measures, including: insecticide-treated mosquito nets (ITNs); indoor residual spraying (IRS); accurate diagnosis and prompt treatment with artemisinin-based combination therapies (ACTs); seasonal malaria chemoprevention (SMC) among children under five; and intermittent preventive treatment of pregnant women (IPTp). Malaria prevention and control remains a major US foreign assistance objective, and the PMI Strategy fully aligns with the USG vision of ending preventable child and maternal deaths and ending extreme poverty. Malaria is hyper-endemic in Ghana, it causes a significant burden of disease and is a key contributor to poverty. In 2023, It accounted for over 40 percent of outpatient visits and an estimated 77 reported deaths in children under age five. Each year, more than 7 million suspected cases of malaria are seen in government health facilities with over 200,000 patients admitted.

To date PMI has contributed significantly toward malaria control targets in Ghana. Up to 2024, the USG has procured and distributed over 28 million ITNs and over 13 million malaria treatments since the launch of PMI in Ghana to help Ghana achieve universal ITN coverage targets and ensure availability of efficacious anti-malaria drugs. In FY 2023, PMI supported IRS operations in nine high-burden districts in Northern and North East regions; the teams sprayed 381,151 households, protecting 1,012,269 people.

The USAID Project Management Specialist - President's Malaria Initiative (PMI) Malaria Advisor (the "USAID PMI MA") shall provide specialized, senior-level technical expertise in malaria, as well as leadership, guidance and overall direction on the development and execution of PMI in Ghana. The USAID PMI MA will also work collaboratively with the CDC RA to manage and monitor the malaria program. The USAID PMI MA facilitates communication and ensures collaborative working relationships with high-level decision makers, as well as technical staff, in multiple government agencies, USAID Mission, USAID/Washington counterparts, with other United States Government (USG) partners as well as other key stakeholders, including bilateral and multilateral donor organizations. As a senior health advisor for USAID, the USAID PMI MA represents USAID and in partnership with the CDC RA, represents the USG in national and international fora to advise on malaria policies, strategies, and technical issues.

The jobholder provides expert malaria technical guidance and advice to the National Malaria Program (NMP) under the Ghana Health Service (GHS), and the Ministry of Health (MoH) in the development of country policies, and the design and management of in-country programs/projects/activities, reflecting best practices in malaria prevention, control, and elimination. The jobholder will exercise programmatic oversight to manage and coordinate PMI activities in support of Ghana's health development objectives. The USAID PMI MA will serve as an Agreement/Contracting Officer Representative (AOR/COR) and/or Activity Manager for USAID programs/projects/activities. The USAID PMI MRA monitors portfolio performance and progress, identifies implementation achievements as well as challenges, and initiates appropriate actions in consultation with others, as appropriate. The USAID PMI MA works in a complex and rapidly evolving country context, requiring regular contact and collaboration, at technical and policy levels, with counterparts and senior members in the host government, with the private sector, with other donors and international organizations, and with other USG entities. The USAID Ghana PMI MA is a key member of the Health Population and Nutrition Office, serves as the PMI Team Lead, and is the USG subject matter expert on PMI-related approaches and programming.

The jobholder will report to the Health Office Director or their designee and will have supervisory responsibility for up to four (4) PMI team staff, including AORs/CORs and GATRs, and will provide mentoring and coaching to the entire Health Office, Mission and USG interagency in the areas of malaria programming.

2. *Statement of Duties to be Performed*

Strategic and Technical Leadership [30% of time]

- Serves as a USAID's technical expert and lead in the design, implementation, monitoring and evaluation of malaria programs and interventions, in partnership with host country counterparts, USG interagency, implementing partners, private sector, academia, and development partners.
- Leads high-level advocacy and technical dialogue with the Mission, the USG interagency health team, and the Ghana government to coordinate support for malaria control activities and make strategic decisions, including policy formulation to improve malaria control.
- Scales up proven interventions, adopts new technologies, and engages in technical dialogue with other development partners, on issues pertaining to malaria. Ensures that all activities supported and strategic decisions made are consistent with global malaria policies and technical guidance; relevant to the specific malaria epidemiology of Ghana, and in line with overall Government of Ghana strategic plans for malaria and the health sector.
- Provides technical support to PMI team members in managing USAID PMI implementing partners to ensure that quality of interventions and programmatic targets are met. Is responsible for coaching and mentoring A/CORs through the review and approval of annual work plans in line with PMI objectives and goals. This will include but is not limited to case management of malaria in health facilities and at the community level; distribution of insecticide-treated mosquito nets (ITNs) through health facilities, large-scale campaigns, and the private sector; seasonal malaria chemoprevention among children under five years; intermittent preventive treatment of pregnant women (IPTp); indoor residual spraying (IRS); and information, education, and communications initiatives to promote the use of these interventions.
- Keeps abreast of new developments and emerging issues that affect USAID and PMI via literature review, conference/meeting attendance, as well as participation and facilitation at workshops, and relevant training events. Advise accordingly on how these policies and strategies can most effectively be incorporated to enhance PMI's approaches.
- Champions and provides strategic direction for USAID localization goals and objectives, including progressively transitioning the PMI portfolio to being locally led and implemented. This includes government to government activity oversight and mentoring GATRs in government relationship and activity management and local partner activity implementation oversight.
- In collaboration with the Malaria Data Specialist and Surveillance, Monitoring, and Evaluation colleagues, leads the development of innovative monitoring and evaluation approaches and tools to support measuring the impact and outcomes of PMI activities.
- Provides strategic leadership and is responsible for the preparation of key multi-year, annual and mid-term plans and reporting documents, including the Mission's Country Development Cooperation Strategy, Mission Annual Operational Plan, Annual Malaria Operational Plan (MOP), Congressional Budget Justifications, Progress Reports and other ad hoc requests for information.
- Represents USAID and provides strategic technical and operational guidance to the Government

of Ghana in the design and negotiation of the multi-year Global Fund Malaria and Health System Strengthening grant.

Representation and Coordination [30% of time]

- Represents USG and/or USAID Ghana as the malaria and PMI technical expert with high level USG diplomats including the U.S. Ambassador, Senior Government of Ghana Officials, and other external partners on strategic and technical matters.
- Develops and maintains productive, collaborative relationships with a wide range of partners and stakeholders such as the Ministry of Health, Ghana Health Service, National Health Insurance Agency, Food and Drugs Authority, local government Regional Health Directors, the World Bank, Global Fund, WHO, UNICEF, Gavi, other bilateral and multilateral donors, and NGOs dealing with issues related to malaria and health system performance.
- Establishes and maintains a coordination network among pharmaceutical and malaria commodity stakeholders to ensure that malaria commodity security is maintained in a timely and cost-effective manner.
- Provides strategic advice to the Health Office Director to bridge malaria specific activities with overall health system strengthening priorities, bringing to bear evidence and lessons learned from PMI implementation to inform integrated health programming.
- Communicates regularly the successes and challenges of PMI portfolio design and implementation in Ghana with USAID/Washington, including briefing the Global Malaria Coordinator and the Assistant Administrator for Global Health Bureau.
- Manages USAID's relationship with the Government of Ghana and actively engages in joint sector planning and monitoring among key government and development partner stakeholders, focusing on malaria control and overall health system strengthening.

Program/Project/Activity Management [20% of time]

- Leads the design of strategies and activities for malaria prevention and control, including IRS, ITN distribution, IPTp, SMC, case management and other related support activities. Coordinate with other Mission offices like Contracts and Finance, to support the design and procurement of bilateral and locally led development mechanisms to support PMI implementation in Ghana.
- Serves as a supervisor, mentor and coach to AOR/CORs and/or Activity Managers for the Mission's malaria activities, including: reviewing and approving implementing partners' (IPs) work plans, facilitating IP relationships, and coordinating with local stakeholders (other IPs, Ghana government counterparts, other development partners/donors, etc.). Ensures regular monitoring site visits to review activity implementation and meetings with beneficiaries, and based on the information collected during such visits, adjusts or recommends adjustments to activities, as appropriate. Oversees all PMI activity compliance with relevant USAID regulations and procedures.
- Keeps the Mission Director, Health Office Director, USG interagency leadership, and Government of Ghana regularly informed of PMI program implementation progress, results, and issues/problems on a timely basis.

Supervision, Coaching/Mentoring and Staff Support [20% of time]

- Serves as a PMI Team Lead and supervises up to four (4) Cooperating Country Nationals, which includes developing annual work objectives, identifying appropriate training opportunities, mentoring and coaching them in facilitation of professional development.
- Conducts regular performance reviews and addresses any performance challenges that may arise.
- Works with direct reports to determine training needs, helps identify appropriate training opportunities and ensures fair participation in training.

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

3. *Supervisory Relationship*

The USAID PMI MA position is within the Mission's Health Office working under the supervision of the Health Office Director. In carrying out work-related duties and responsibilities, the job holder is expected to function effectively with minimal supervision. Most assignments are self-generated and occur in the normal course of work and the job holder exercises independence in most phases of the USAID PMI MA's job responsibilities but determines those situations that must be coordinated with the supervisor or other team members. Completion of tasks and assignments are reviewed regularly through required written documents and oral progress reports.

4. *Supervisory Controls*

The Supervisory Specialist will directly supervise up to four (4) cooperating country national staff. (PMI CDC Regional Advisor, 2 PMI Project Management Specialist at FSN-11 and PMI Project Management Assistant at FSN-8).

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: Master's degree is required in public health, infectious disease, epidemiology, veterinary medicine or any closely related field.

b. Prior Work Experience At least seven (7) years of progressively responsible experience in public health programming, with experience spent on malaria-related work in Ghana and other low or middle-income countries are required. At least three (3) years of experience working in the Government, international donor agencies, non-government organizations (NGOs), Government of Ghana health agencies, or private sector institutions.

c. Language Proficiency: Level 4 (advanced professional proficiency) in English is required.

III. EVALUATION AND SELECTION FACTORS

A supplemental document is required with written responses to the five Evaluation Factors listed below. Responses to each evaluation factor should not exceed 200 words.

Strategic and Technical Leadership**25 points**

Experience in designing and implementing malaria programs in partnership with national stakeholders including the Government of Ghana and multilateral donors. Experience leading and influencing high-level advocacy and technical dialogue with national and international partners to accomplish measurable program results. Experience tracking or leading teams that track quality, progress, outcomes, and impact of malaria or similar health programs. Knowledge of the U.S. Government's strategic vision and direction for the President's Malaria Initiative. Experience developing multi-year development plans for health programs. Experience leading, coaching and mentoring teams.

Representation and Coordination**25 points**

Experience representing governments or multilateral organizations to high level officials on strategic and technical topics. Experience developing and maintaining collaborative relationships with ministries, national government agencies, donors, bilateral and multilateral partners on issues related to malaria and health system performance. Experience establishing or coordinating with pharmaceutical or malaria commodity stakeholders to improve health commodity security. Knowledge of evidence and lessons from integrated health programming that demonstrates the technical bridge between malaria specific activities and overall health systems strengthening priorities. Experience communicating program successes, challenges and updates to internal stakeholders within the same organization and external stakeholders at regional, national and international fora.

Project/Project/Activity Management**20 points**

Experience leading the design of strategies and activities for malaria prevention and control, including IRS, ITN distribution, IPTp, SMC, case management and other related support activities. Experience as a supervisor, mentor and coach to project staff including reviewing and approving work plans, facilitating relationships, and coordinating with local stakeholders, and development partners or donors.

Health Sector Experience**15 points**

Experience working in public health, infectious disease, epidemiology, veterinary medicine or any closely related field in developing countries. Experience working with public health particularly malaria intervention policies and advocating for changes or support. Experience in implementing innovative approaches to public health delivery and improvement in low or middle income countries.

Teamwork**15 points**

Experience working as part of a team in a fast-paced, multicultural setting and fostering a collaborative work environment to deliver results. Experience with solving problems as they

arise and adapting to changing circumstances. Experience with training or mentoring others within an organization to develop their skills and knowledge.

Total Possible: 100 points

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities. Applicants who obtain the highest scores based on the criteria defined may be interviewed and may also be required to pass a written test. A security authorization and medical clearance are required prior to employment.

After the closing date of this solicitation, all applications will initially be screened for minimum requirements and a shortlist of applicants developed. Applications from candidates that do not meet the selection criteria will not be scored.

A Technical Evaluation Committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter. 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 Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer 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 Contracting Officer 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 Contracting Officer 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>.

IV. SUBMITTING AN OFFER

Eligible Offerors are required to submit the following:

1. USAID form 309-2 available at the following link: <https://www.usaid.gov/forms/aid-309-2>
2. A current curriculum vitae.

3. A supplemental document with written responses to the Evaluation Factors listed under Section III.
4. Relevant educational certificate (s) and work permit or residency permit.
5. **To ensure consideration of offers for the intended position, Offerors are asked to prominently reference the position title and solicitation number in the subject line of their email and on all documents submitted.**

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 - a. Medical History and Examination Form (Department of State Forms)
 - b. Security Clearance
 - c. Finger Print Card (FD-258)
2. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors- Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:
 - a. Health Insurance
 - b. Annual Salary Increase (if applicable)
 - c. Annual and Sick leave
 - d. Annual Bonus
 - e. Salary Advance (0% interest)
 - f. Social Security Contributions
 - g. Local and American Holidays
2. ALLOWANCES (as applicable):
 - a. Meal Allowance
 - b. Miscellaneous Allowance

VII. TAXES

The Mission emphasizes to its employees the fact that they are obliged to observe Ghanaian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Ghanaian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

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

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

- **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>
- **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: PSC-CCN - Product Service Code: R497 - Accounting Info: <i>BFY: 2022/2023</i> <i>Fund: GH-C-PMI</i> <i>Distribution: 641-M</i>	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_

- 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>
- **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>.
- **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.

- **FAR Provisions Incorporated by Reference**

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	<i>JUN 2023</i>
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---END OF SOLICITATION---