



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: March 13, 2013

CLOSING DATE: March 20, 2013 12:30 Hrs, Accra Time

READVERTISED: Applicants who applied previously need not re-apply.

SUBJECT: SOLICITATION NUMBER 624-13-002 FOR A U.S. CITIZEN OR A THIRD COUNTRY NATIONAL PERSONAL SERVICE CONTRACTOR FOR HEALTH SYSTEMS STRENGTHENING ADVISOR/USAID/WEST AFRICA BASED IN ABIDJAN, COTE D' IVOIRE.

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified U.S citizen or Third Country National individuals interested in providing Personal Services Contract (PSC) services as described in the attached solicitation.

Submittals shall be in accordance with the attached information at the place and time specified. Interested applicants must submit all the materials required by the solicitation such as:

Completed and hand-signed federal form Application for Federal employment (SF-171) or OF-612 (including OF-612 continuation sheets as needed) including other documentation/information in Instruction to Applicants. (Incomplete or unsigned applications will NOT be considered.) Forms can be downloaded from: www.usaid.gov/forms/.

Applicants are required to sign the certification at the end of the OF-612. Applications that are received without a signature will not be considered for the position.

To be considered for the position, a candidate must meet all of the eligibility requirements listed under Selection Factors in the solicitation. Complete application must be e-mailed to the submission address specified in the solicitation. Consideration and selection will be based on a panel evaluation of the applications in accordance with the Evaluation Criteria in the solicitation.

Applicants should retain for their records copies of all enclosures which accompany their applications. All applications and the required documents should be submitted to:

Regional Executive Office,
U.S. Agency for International Development
No. 24 Fourth Circular Road
P.O. Box GP 194
Cantonments, Accra, Ghana

Via email: accrapsc@usaid.gov. Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB.

This solicitation does not represent a commitment on behalf of USAID and it is subject to availability of funds. The U.S. Government is not obligated to make an award or to pay for any costs associated with the preparation and submission of a proposal in response to this solicitation.

USAID reserves the right to award all or none of the contracts contemplated herein, subject to availability of funds.

Sincerely,

Janine Scott
Executive Officer

SOLICITATION NUMBER: 624-13-002

ISSUANCE DATE: March 13, 2013

CLOSING DATE: March 20, 2013, 12:30Hrs, Accra Time

POSITION TITLE: Health Systems Strengthening Advisor

MARKET VALUE OF POSITION: GS 14 (\$84,697 - \$110,104 per annum) Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the GS 14 pay range will not be entertained or negotiated.**

PLACE OF PERFORMANCE: USAID PEPFAR/US Embassy, Cote d'Ivoire
the U.S. Embassy in Cote d'Ivoire is authorized to operate again as a fully accompanied post, meaning minor dependents of U.S. government employees are now permitted to travel to or accompany family members to Abidjan).

SECURITY ACCESS: The final selected candidates must obtain security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

A. Background

Under PEPFAR phase two (2010-2014), the focus is on transitioning from an emergency response to the HIV/AIDS epidemic to promoting sustainable country programs to address HIV/AIDS. PEPFAR will spend approximately \$50 billion worldwide to treat 3 million individuals, prevent 12 million new infections and provide care for 12 million individuals, including 5 million orphans and vulnerable children (OVC). Each PEPFAR recipient country will contribute to the attainment of these targets and the achievement of the following goals:

PEPFAR's 2010 – 2014 Goals:

- Transition from an emergency response to promotion of sustainable country programs.
- Strengthen partner government capacity to lead the response to this epidemic and other health demands.

- Expand prevention, care, and treatment in both concentrated and generalized epidemics.
- Integrate and coordinate HIV/AIDS programs with broader global health and development programs to maximize impact on health systems.
- Invest in innovation and operations research to evaluate impact, improve service delivery and maximize outcomes.

The Office of the Global AIDS Coordinator (OGAC) oversees all USG international HIV/AIDS activities. The main USG agencies currently working under PEPFAR in Côte d'Ivoire (CI) are the United States Agency for International Development (USAID) and the Centers for Disease Control and Prevention (CDC). In addition, small-scale activities are undertaken by the Departments of Defense (DOD) and State (DOS).

The USAID/PEPFAR Côte d'Ivoire (CI) portfolio currently includes 11 USAID/Washington Global Health Bureau field support activities as well as 4 activities under awards done by USAID/West Africa. They complement the more than 20 PEPFAR partners that are financed by the Centers for Disease Control and Prevention (CDC). The CI PEPFAR program is unique in that activities, regardless of whether USAID or CDC is the grantor or sponsoring agency, are considered part of one coherent program that is implemented jointly by the two agencies. In the past few years, total PEPFAR funding for CI has exceeded \$110 million annually.

B) Basic Function of the Position

The Health Systems Strengthening (HSS) Advisor functions as Chief of the PEPFAR CI HSS Branch (office) and will assist PEPFAR CI to transition to a more sustainable country. S/he is one of six senior-level specialists/Branch Chiefs and reports directly to the USAID PEPFAR Country Director. The incumbent will design and oversee implementation of health sector reform and related systems strengthening activities supported under the PEPFAR CI program. Such activities aim to reinforce basic systems, practices and tools that are necessary for optimal institutional performance, improved health outcomes, and sustainable programs. These include sound leadership and governance, health financing, management information systems (MIS), human resources management, decentralization, policy and regulatory mechanisms, and commodities and supply chain management. The HSS Advisor will also have major responsibility for securing CI "ownership" of the USG-GOCI PEPFAR Partnership Framework Implementation Plan, and for its timely execution and conformance with the terms of the Plan. This position is located in the PEPFAR Office, American Embassy, Abidjan, Côte d'Ivoire.

1. MAJOR DUTIES AND RESPONSIBILITIES

The HSS Advisor/Branch Chief will function as the PEPFAR/CI senior technical advisor for health sector reform and systems strengthening activities, including the development of planning and management capacities. S/he will liaise and work with other PEPFAR CI Branches (Care and Treatment, Prevention, Strategic Information, Laboratory, Project Management) and with GOCI counterparts, to identify needs, set priorities, and propose strategies, options, interventions and activities to be supported by PEPFAR. S/he will promote and facilitate the application of best practices in health sector reform and

planning; health financing; legal and regulatory mechanisms; decentralization; human resources; governance and leadership; supply chain and commodities; and health management information systems (HMIS).

The HSS Advisor/Branch Chief will take the lead in proposing activities and benchmarks, deliverables and timetables under the PEPFAR Partnership Framework (PF) and Implementation Plan and work with GOCI counterparts to ensure timely execution of the Plan. The purpose of a Partnership Framework is to provide a five-year joint strategic framework for cooperation between the USG, the partner (“host”) government, and other partners to combat HIV/AIDS through service delivery, policy reform and coordinated financial commitments. The PF should be developed with transparency, accountability and the active participation of other key partners from civil society, the private sector, other bilateral and multilateral partners (e.g. Global Fund to Fight AIDS, TB and Malaria, GFATM), and international organizations, and should support and strengthen national HIV/AIDS strategies.

The incumbent will also produce written documents for use in PEPFAR CI communications related to health systems activities. This includes preparation of the HSS section for the annual PEPFAR CI Country Operational Plan (COP), analytical reports, briefing papers, press releases, etc. S/he will produce required USAID and PEPFAR CI reports for submission/distribution to the PEPFAR CI team, USAID/Washington, OGAC, USAID/West Africa, and other USG agencies.

The HSS Advisor/Branch Chief will also review and provide input into PEPFAR partners’ work plans, activity proposals and other program documents regarding systems strengthening activities. S/he will be a member of the PEPFAR CI Management Implementation Team (MIT) and Strategy and Policy Team (SPOT). S/he will mentor PEPFAR CI staff and provide guidance on HSS strategies to PEPFAR CI implementing partners and GOCI counterparts.

2. SUPERVISION/OVERSIGHT OVER OTHERS

The PEPFAR HSS Branch, when fully staffed, will consist of a permanent staff of 4, including a senior supply chain advisor, an advisor for decentralized supply chain management, a private sector advisor. The HSS Team is comprised of professionals from different USG that are responsible for the direct supervision and evaluation of their respective employees. Nonetheless, the Team functions as a single unit, implementing one cohesive program. Within this context, the Branch Chief will coordinate Branch members’ work assignments and expected deliverables with the staff and their respective agency supervisors. S/he will provide technical direction and guidance for the entire team, and will provide input for team member’s periodic employee evaluations. S/he will directly supervise any USAID staff assigned to the Branch. In sum, in consultation with agency supervisors (primarily the Agency Heads), the Branch Chief will oversee the work of all HSS Branch employees, as well as the work of the many short-term technical assistance providers and consultants who provide ad hoc support to the HSS team.

3. EVALUATION /SELECTION CRITERIA

Minimum qualifications required:

Education (10 points):

- Master's degree or equivalent in health economics, health cost financing, health services, public health program management, public policy, public sector reform, or similar.

Knowledge (20 points):

- Knowledge of challenges faced by national health ministries and programs in Africa. Understanding of the impact of the HIV/AIDS epidemic in the various sectors (health, education, labor, etc.). Knowledge about the field of international development, with focus on health sector reform, particularly health cost financing and institutional capacity building. Additional knowledge on topics such as national health insurance and user fee plans, innovations in provider payments, decentralization and equity of resource allocation, the role of public and private sector providers, integration of services, cost analysis and efficiency indicators for health care, etc.
- Understanding of how PEPFAR operates, including how different USG agencies work together to meet the President's goals and objectives, and general knowledge of USAID, including its mission, operational procedures, rules and regulations, program goals, objectives, principles and priorities and technical areas supported and how these areas can be tailored to fit local needs.

Work Experience (45 points):

- Minimum ten years' progressively responsible work as a subject matter expert in health policy/health sector reform or a related field, including at least five years of supervision and management experience with responsibility for interacting with supervisors, subordinates and professional staff from other institutes or organizations.

Abilities and Skills (25 Points):

- Ability to readily analyse, understand and discuss new program design, management, and implementation approaches; ability to identify priority actions, generate and complete work plans within short time frames.
- Strong computer literacy and aptitude to rapidly acquire and apply additional skills.
- Strong oral and written skills, and ability to clearly communicate new program and technical concepts to technical and non-technical counterparts; interpersonal communication and negotiation skills in achieving results by establishing cooperative working relationships with a wide range of program partners, including public health personnel of both the host government and NGOs to effectively implement HSS activities.
- English language fluency at Level 4 and French language fluency at Level 3 (a good working knowledge).

Total: 100points

4. OTHER SIGNIFICANT FACTORS

a) Guidelines

The incumbent must have the ability to understand and operate within USAID's policies and regulations regarding foreign assistance programs, and in particular global health and HIV/AIDS programs. The HSS Advisor is expected to quickly become familiar with USAID processes, procedures and regulations as presented in USAID's Automated Directives System (ADS) and other relevant USG and PEPFAR policies, directives and programmatic guidelines. The incumbent is required to be proactive in keeping abreast of all relevant USG guidelines and policies as well as host country policies and decrees related to the health sector in CI. Guidance will be available to the incumbent from senior USAID and CDC staff in Abidjan, USAID/West Africa, USAID/Washington Global Health and Africa Bureaus, Dept. of State Office of the Global AIDS Coordinator (OGAC) for PEPFAR, and CDC.

b) Exercise of Judgment

The incumbent will exercise a high degree of independent judgment in providing guidance and assistance to a wide range of host country counterparts and other PEPFAR implementing partners in Cote d'Ivoire. As a recognized expert and highly qualified professional, substantial reliance will be placed on the incumbent to independently plan, prioritize and carry out the duties and responsibilities of the position. The incumbent will be expected to analyze and address problems by applying relevant guidance (for management/administrative issues) and evidence-based strategies (for technical issues). The use of initiative, discretion, cultural sensitivity, collaboration and teamwork is expected of the incumbent when working with PEPFAR colleagues and implementing partners to resolve challenges for which there are no clear or immediate solutions. In the event that no formal guidance exists, the incumbent will propose solutions in consultation with his/her supervisor and/or other senior PEPFAR colleagues.

c) Complexity

This is a position of substantial complexity. The incumbent must demonstrate leadership and exceptional initiative to address evolving country health system needs. The position requires the ability to plan, implement, follow-up and work both independently and within a large multi-agency team setting. The incumbent is expected to be highly productive and meet tight deadlines. The ability to operate sensitively and effectively in a post-conflict developing country environment is essential. S/he must be able to devise solutions for situations that may involve conflict between stakeholders, political sensitivities, unclear or contradictory policies, weak institutions and extreme poverty.

d) Scope and Effect

The incumbent is the lead USG PEPFAR advisor on all matters relating to HSS activities. S/he serves to guide the entire PEPFAR team in this subject area as well as the US Embassy officials at the highest levels. S/he will collaborate closely with other PEPFAR Cote d'Ivoire Branches to ensure that HSS efforts are coordinated appropriately with all other PEPFAR Branches and technical areas. S/he also serves as the point of contact for all exterior parties, including host country government officials and PEPFAR implementing partners, regarding USG-supported health systems strategies, interventions and activities.

e) Personal Contacts

Personal contacts include high-level USG officials at the US Embassy, the PEPFAR CI team, host country officials (both technical and political) at all levels (national, regional, local), other donors, and PEPFAR implementing partners and other concerned stakeholders. S/he must have the ability to communicate PEPFAR HSS strategies effectively in French and in English, using a great deal of tact, diplomacy, and technical knowledge. S/he must be a good listener, stay abreast of host country priorities, policies and practices, and be able to manage and/or reconcile differences of opinion or conflicts regarding HIV SI program priorities and strategies.

f) Level and Purpose of Contacts

The incumbent occupies a high profile and important position in USG foreign assistance to Cote d'Ivoire. S/he provides policy recommendations as well as strategic and programmatic advice to senior PEPFAR (includes USAID, CDC, DOD, DOS) and US Embassy officials, host country government officials, and PEPFAR implementing partners. The incumbent will represent the PEPFAR CI program at the highest levels in USG, GOCI, PEPFAR and HIV/AIDS technical meetings with PEPFAR partners, the donor community, and other interested parties. S/he is required to establish and maintain professional contacts/relationships with senior host country government officials and leaders of private and nongovernmental sector institutions that partner with PEPFAR in the fight against HIV/AIDS. Meetings range from factual exchanges of information on HSS issues, strategies and programmatic guidance, etc. to subjects that could involve significant or controversial issues and differing viewpoints, goals or objectives.

5. POSITION ELEMENTS

a) Supervision Received

Work will be performed in consultation with the USAID direct hire supervisor who will approve incumbent's annual work objectives. The supervisor will also provide guidance on USAID and PEPFAR strategic, and management and administrative requirements. The incumbent will receive minimal oversight in carrying out his/her daily tasks and achieving longer-term work objectives.

b) Supervision Exercised

Within the context of a multi-agency implemented program (PEPFAR CI), the Branch Chief will coordinate all HSS Branch staff members' work assignments and expected deliverables with the respective agency supervisors. S/he will provide technical direction and guidance for the entire team, will directly supervise any USAID Branch employees, and provide substantial "360" input for the performance evaluations of non-USAID staff. To sum, in consultation with agency supervisors (primarily the Agency Heads), the Branch Chief will oversee the work of all HSS Branch employees, as well as the work of short-term technical assistants and consultants who provide ad hoc assistance and collaboration to the HSS team throughout the year.

c) Reporting

The incumbent will develop annual work objectives and an illustrative work plan in consultation with his/her supervisor. S/he is responsible for all required USAID and PEPFAR documentation for HSS Branch activities, including terms of reference, strategy papers,

activity budgets, scopes of work for consultants, responses to questions and requests for information from a wide range of stakeholders, etc. S/he is required to complete a trip report upon completion of site visits.

d) Authority to Make Commitments/Obligations

The incumbent is not authorized to make financial commitments on behalf of the USG. However, because of the incumbent's expertise and standing as a highly qualified professional in his/her field, his/her conclusions and recommendations will be taken into account by USAID direct hire colleagues who have such decision-making authority regarding funding commitments and obligations.

e) 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 USG PEPFAR program on a frequent basis, both in Abidjan and in other cities in Cote d'Ivoire. S/he will also conduct site visits (minimum 3-4 per year) to review progress of PEPFAR-supported activities throughout the country many of which are located in rural or quasi-urban areas with limited amenities.

f) Time Required to Perform Full Range of Duties

The incumbent must be able to perform the full range of technical and Branch leadership duties upon arrival at post. While the incumbent might not have a thorough working knowledge of USG activity management and administrative procedures (used in the implementation of PEPFAR CI), it is expected that this knowledge will be reinforced within the first six (6) months on the job.

g) Post Entry Training

Post entry training will focus on USG regulations that govern grants, contracts and field support activities; ii) USG activity management and procurement systems; iii) PEPFAR-specific objectives, guidelines and procedures; and iv) USG technical guidance concerning HIV/AIDS and HSS strategies and activities. Other formal training, attendance at HIV/AIDS workshops, seminars and conferences (both internal and external) may be provided from time to time depending on the availability of funds and if determined to be in direct support of USAID/PEPFAR CI's activities.

6. PAST PERFORMANCE EVALUATION

Interested applicants are advised that USAID/West Africa will conduct reference checks and request input from past employers concerning applicants' past work performance, technical knowledge, required skills, including teamwork and team-building experience. USAID/West Africa may also require a written test and/or writing samples.

7. INSTRUCTIONS TO APPLICANTS:

Interested individuals are requested to submit fully completed and hand-signed copy of an Application for Federal employment (SF-171) or an Optional Application for Federal Employment Form (OF-612), forms are available at <http://www.usaid.gov/forms/>. In addition, a cover letter and a current resume/curriculum vita (CV). The CV/resume must contain sufficient relevant information to evaluate the application 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.

a) Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

8. LIST OF REQUIRED FORMS FOR PSCS:

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

1. Standard Form 171 or Optional Form 612.
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.

9. ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance including Personal Service Contracts. Please refer to the USAID website http://transition.usaid.gov/business/business_opportunities/cib/subject.html#psc to locate relevant AAPDs.

10. BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances: (NOTE: An individual defined as a USPSC employee may only be eligible for those benefits listed below.) For a Third Country National (TCN), benefits shall be in accordance with the USAID/West Africa Mission Order policy. Please refer to this website http://agh2k3fpsacccr02:8080/accra_aid/intranet/notices/index/15

BENEFITS:

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Eligibility for Worker's Compensation
- Annual & Sick Leave
- Access to Embassy medical facilities, commissary and pouch mail service

*Note: If a US citizen, the Contractor's salary will be subject to employee's FICA and Medicare contribution.

ALLOWANCES (If Applicable):

- (1) Temporary Lodging Allowance (Section 120)*
- (2) Living Quarters Allowance (Section 130)*
- (3) Post Allowance (Section 220)*
- (4) Supplemental Post Allowance (Section 230)*
- (5) Post Differential (Chapter 500)*
- (6) Payments during Evacuation/Authorized Departure (Section 600)* and
- (7) Danger Pay (Section 650)*
- (8) Educational Allowance (Section 270)*
- (9) Separate Maintenance Allowance (Section 260)*
- (10) Educational Travel (Section 280)*

* Standardized Regulations (Government Civilians Foreign Areas).

FEDERAL TAXES: USPSCs are not exempt from payment of Federal and State Income Taxes