



**SOLICITATION NUMBER:** 72068523R10002

**ISSUANCE DATE:** November 17, 2022

**CLOSING DATE/TIME:** December 17, 2022 – 11:59 pm (GMT)

**SUBJECT:** SOLICITATION for a USAID Project Management Specialist (Health)  
Cooperating Country National Personal Service Contractor (CCN/PSC) Senegal Local  
Compensation Plan)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this Solicitation.

Offers must be in accordance with **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,

Rodney Stubina  
Acting Supervisory Regional Executive Officer



**I. GENERAL INFORMATION**

1. **SOLICITATION NUMBER:** 72068523R10002
2. **ISSUANCE DATE:** November 17, 2022
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 17, 2022 – 11:59 pm (GMT)
4. **POINT OF CONTACT:** Recruitment team, email at [Usaiddakar-hr@usaid.gov](mailto:Usaiddakar-hr@usaid.gov)
5. **POSITION TITLE:** USAID Project Management Specialist (Health)
6. **MARKET VALUE:** From FCFA 29,275,409 to FCFA 45,537,845 equivalent to grade FSN-11 (no relocation benefits; see page 8 for benefits). In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Senegal. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds, the need for services and performance. The base period will be for one year, estimated to start on o/a February 1, 2023. Based on Agency need, the contracting Officer may exercise an additional option period for four years for the dates estimated as follows:

Base Period:	o/a February 1, 2023 to January 31, 2024
Option Period 1:	o/a February 1, 2024 to January 31, 2028

8. **PLACE OF PERFORMANCE:** US Embassy/USAID compound in Senegal, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** USAID policy is that a Cooperating Country National (CCN), meaning an individual who is a cooperating country (Senegal) citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country (including citizens of ECOWAS member states) may apply. A CCN is preferred over a local-hire Third Country National (TCN) in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. A local-hire TCN must only be used when qualified CCNs are not available. Therefore, CCN applications will be screened first. If qualified CCNs are not available, USAID will consider applicants from TCNs.
10. **SECURITY LEVEL REQUIRED:** Facility Access

**11. STATEMENT OF DUTIES****BASIC FUNCTION OF POSITION**

This position is based within the Sahel Regional Technical Office (SRTO), which manages a regional resilience and countering violent extremism portfolio while supporting low-presence countries in the Sahel. The Health, Nutrition, and Water Sanitation and Hygiene (WASH) portfolio is integrated into these multi-disciplinary programs and serves their higher level goals of enhancing resilience and stability in the region. This position is primarily focused on Health and Nutrition, but will also assist in WASH as needed. The position covers all aspects of activity management, including the management (as activity manager and/or Agreement Officer's Representative (AOR)/Contract Officer's Representative

(COR)) of contracts and grants awarded to implementing partner organizations; the monitoring and evaluation of project progress; the reporting of project results; and coordination on project management with relevant government, donor and international organization counterparts. The position also includes support for management of the overall SRTO health, nutrition, and WASH portfolio, including budget planning, tracking, and program results reporting; as well as support for activity design and procurement processes. The position will also liaise on broader health and nutrition policy, sharing of best practices, and program coordination with Food for Peace, and organizations external to USAID including other USG agencies, host governments in Sahelian countries, donors, and international organizations. The position will provide technical assistance to USAID bilateral programs within the Sahel region to include office coverage, analysis, and activity management. The position involves active participation as relevant and requested in other aspects of the Sahel Regional Technical Office.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **Activity Management 50%**

1. Assist the USAID Health Officer to manage activities in the USAID/SRO health and nutrition portfolio. As requested, may manage activities in the WASH portfolio.
2. Serve as AOR/COR for acquisition and assistance instrument as required to ensure performance: review annual work plans, narrative reports and sub-contractor/grantee documents; develop/monitor budgeting and fiscal accountability; monitor short term technical assistance; prepare analyses and documentation required to obligate funds, and initiate and/or make any necessary amendments required for activity implementation.
3. Serve as Activity Manager for Global Health Bureau field support mechanisms as well as mechanisms funded through regional offices of West Africa and SRO as required: develop/review scopes of work, annual budgets, and work plans; monitor activity performance; prepare analyses and documentation required to obligate funds.
4. Ensure timely progress towards planned outputs and results; keep supervisor and other SRTO staff apprised of progress and issues; make recommendations to solve problems, and take the lead in implementing agreed upon actions.
5. Monitor and evaluate USAID health projects in the field based on set objectives and policies to ensure support and achievement of regional and country strategies; ensure that health projects are in compliance with all guidance while reviewing performance of USAID health projects and providing recommendations for changes in focus, staffing, budget and activities to ensure that the activity can meet its goals.
6. Monitor all aspects of activity implementation including holding regular meetings with implementing partners, reviewing and providing comments on annual work plans and semi-annual reports and annual reports, and undertaking regular site visits to ensure quality and performance; this includes ensuring that all compliance measures in family planning and/or HIV/AIDS and other compliance measures are followed appropriately by implementing partners.
7. Ensure activity implementation is compliant with all environmental requirements.
8. Verify that recipient activities conform to the terms and conditions of the award.
9. Ensure that assets are safeguarded against waste, loss, unauthorized use, or misappropriation.
10. Check validity of performance data acquisition, and ensure that the data to be reported to USAID fulfills quality standards for validity, integrity, precision, reliability and timeliness.
11. Prepare written analyses, trip reports, briefing materials, activity descriptions, press releases, speeches, success stories, and other documents as required.
12. Work closely and in close coordination and collaboration with USAID/Washington, Burkina Faso and Niger Country offices, and West Africa Regional Office.

**Program Support 20%**

1. Assist the Health Officer in the management of the overall SRTO Health and nutrition program portfolio, including WASH as needed.
2. Support preparation and updating of health and nutrition budgets to track current and planned expenditures and prepare resource requests.
3. Support the writing and review of the SRTO Operational Plan, the Annual Performance Report, and the Mission Portfolio Review documents and presentations. As necessary, support preparation of other USAID health sector planning and reporting documents.
4. Assist in collection, compilation, analysis, and presentation of performance data from implementing partners.
5. Support design and procurement for new activities to include preparation and review of scopes of work, budgets, and approval and supporting documents. Manage clearance processes. Participate in technical evaluation committees.

**Technical Assistance to Bilateral USAID Units 20%**

1. Provide technical assistance to bilateral USAID health, nutrition and WASH programs in Sahelian countries served by the SRO, especially Niger and Burkina Faso.
2. As needed, provide short-term coverage assistance to bilateral units to cover staffing gaps, respond to surges in workload, or support special events. This assistance may be provided remotely or through Temporary Duty Travels (TDYs). The incumbent should be willing and able to spend two to three weeks at a time on TDY status.
3. Assist in data collection or analysis as requested to inform country programs. This may involve remote or in-country engagement.
4. Assist in managing bilateral activities, serving as activity manager or AOR/COR for a short or a longer term.
5. Provide other technical or management services as requested.
6. Stay up to date with international and local state-of-the-art technical approaches in all health, nutrition, and WASH technical areas; analyze and interpret policy, strategy, and technical documents to ensure USAID health, nutrition, and WASH activities are aligned with and integrating with state-of-the-art practices.

**External Liaison 10%**

1. Maintain working relationships with, and understanding of, public international organizations and non-profit organizations active in the health field through regular meetings, attendance of relevant conferences and workshops, and review of publications and public communications.
2. Participate in donor groups and multi-donor platforms that are relevant to the Sahelian countries.
3. Build relationships with USG representatives from State Department, Centers for Disease Control and Prevention (CDC), and other USG Agencies as relevant to the health sector.
4. Prepare or oversee preparation of public documents or presentations that share about USAID health and nutrition programs and the lessons USAID has learned.

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.

**Supervision Received:** The incumbent will be supervised on a day-to-day basis by the USAID/Sahel Regional Technical Office (SRTO) Health Officer.

**Supervision Exercised:** This position is non-supervisory.



## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A postgraduate degree in public administration, public health (MPH-CES), medicine (MD), nursing or similar discipline, with formal training in maternal health issues, infectious diseases (Sexually Transmitted Diseases (STI) including HIV, malaria, tetanus), child health issues including immunization, or nutrition management is required.
- b. **Prior Work Experience:** A minimum of five (5) years of progressively responsible professional-level experience in the management and implementation of regional and/or national level health or nutrition programs.
- c. **Post Entry Training:** Reaching 4 Results; Automated Directives System (ADS) 200 series; AOR/COR certification; courses in Project Implementation, Project Design and Evaluation and courses in Compliance in all health areas.
- d. **Language Proficiency:** French and English fluency at the FSI level IV is required. Will be tested.
- e. **Job Knowledge:** The incumbent must have expert level knowledge of one or more health or nutrition fields. The incumbent must have a thorough knowledge of the principles, concepts, techniques and accepted procedures of program management, evaluation, reporting and budgeting. Excellent knowledge of the Sahelian context, development perspectives, objectives and priorities, particularly in the health sector is required.
- f. **Skills and Abilities:** The incumbent must be innovative, possess a strong sense of diplomacy, have excellent interpersonal skills and be capable of working both as a team member and independently. The person must also exercise sound, independent, professional judgment in negotiating program design and implementation decisions within the USAID/SRTO team as well as with counterparts within the host governments and partner organizations. Incumbent should be proficient in using standard computer applications, including Word and Excel, to prepare typical office documents such as memos, trip reports, and budget analyses.

## 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.

**Selection Process**

After the closing date for receipt of application, a Selection Committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Incomplete applications from applicants who do not meet the minimum requirements will not be scored. Candidates will be tested on English writing skills and relevant technical skills. As part of the selection process, only shortlisted applicants will be invited to participate in an oral interview. Required reference checks will be conducted only for shortlisted applicants who meet the specified requirements. The applicant's references must be able to provide substantive information about his/her performance and abilities.

**Work Experience/Education:** Extent to which the applicant's prior work experience and education matches the specific responsibilities in the Position Description above **(24 points)**.

**Knowledge:** Extent to which the applicant's knowledge matches the specific skills listed in the Position Description above. S/he also must have strong knowledge of program or project management and organizational management, including the design of new programs or projects, and monitoring and evaluation techniques and best approaches **(38 points)**.

**Skills and Abilities:** Extent to which the applicant demonstrates the skills and abilities described in the Position Description above **(38 points)**.

**Language Ability:** French and English fluency at level IV is required. English ability will be tested. (yes/no).

**Evaluation Summary**

Prior work experience: 24 points

Knowledge: 38 points

Abilities and Skills: 38 points

Language Skills: yes/no

Total Possible Points: 100 points

*USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.*

**IV. SUBMITTING AN OFFER**

To ensure consideration of applications for the intended position, Offers must be received by the closing date and time specified in Section I, item 3 and submitted electronically to: [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov) with **the following email subject line: [name of applicant] SOLICITATION 72068523R10002 Project Management Specialist (Health).**

Qualified applicants are required to submit the following five (5) items in separate email attachments in one email submission:

1. **Cover letter:** The cover letter should contain an overview of the applicant's qualifications and **must state how the applicant meets the technical evaluation criteria: 1) minimum education, language proficiency, years of prior work experience requirements, and 2) knowledge, skills and ability, listed above in the section entitled Evaluation and Selection Factors.** The filename should be: Cover letter [name of applicant] SOLICITATION 72068523R10002.



2. **Current résumé/curriculum vitae (CV).** The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated technical evaluation criteria, listed above. The title of the file should be: Resume/CV [name of applicant] SOLICITATION 72068523R10002.
3. Applicants are required to provide **no less than five (5) references** who are not family members or relatives. References should include not less than three (3) from current or former supervisors (from both paid or volunteer work) who can provide information regarding applicant job knowledge and professional work experience. Applicants must provide accurate e-mail addresses for all references. The filename should be: References [name of applicant] SOLICITATION 72068523R10002.
4. Offeror Information for Personal Services Contracts **form AID 309-2** which can be found at <https://www.usaid.gov/forms/aid-309-2> . Offerors are required to **complete and sign the form**.
5. Copies of relevant **academic degrees/diplomas, certificates** should be submitted in a single searchable PDF file. The filename must be: Supporting documents [name of applicant] SOLICITATION 72068523R10002.
6. A copy of your National Identity Card. The filename must be: ID [name of applicant] SOLICITATION 72068523R10002

Offers must be received by **December 17, 2022** and submitted to [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov).

**ALL DOCUMENTS MUST BE SUBMITTED IN ENGLISH except for supporting documents.**

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

1. The Contracting Officer (CO) will provide the successful Offeror instructions about how to complete all the pre-award forms and clearances necessary (medical and security).
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 benefits and allowances in accordance with Mission policy and Local labor laws in Senegal.

Benefits: Annual bonus; Anniversary bonus; Medical insurance, and Supplementary pension plan

Allowances: Transportation; Meal; Miscellaneous; and Seniority

## **VII. TAXES**

In accordance with Mission policy and Senegalese local labor laws.

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

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources: 1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar> .

2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> . Pricing by line item is to be determined upon contract award as described below:

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

**Please note that only shortlisted applicants will be contacted to participate in the oral interview process.**