SUBJECT: Solicitation for a USAID Project Management Specialist (Maternal Child Health, Family Planning & Reproductive Health Specialist) Cooperating Country National Personal Services Contract (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.

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 information.

Sincerely,

Chadwick Mills
Deputy Regional Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72068520R10016

2. ISSUANCE DATE: May 15, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: June 4, 2020- 5:00 p.m. (Senegal time)

4. POINT OF CONTACT: Recruitment team, email at usaiddakar-hr@usaid.gov

5. POSITION TITLE: USAID Project Management Specialist (Maternal Child Health, Family Planning & Reproductive Health Specialist)

6. MARKET VALUE: Salary equivalent to grade FSN-11. 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 August 1st, 2020. Based on Agency need, the contracting Officer may exercise an additional option period for four years for the dates estimated as follows:

<table>
<thead>
<tr>
<th>Period Type</th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Period</td>
<td>o/a August 1, 2020 to July 31, 2021</td>
</tr>
<tr>
<td>Option Period 1</td>
<td>o/a August 1, 2021 to July 31, 2025</td>
</tr>
</tbody>
</table>

8. PLACE OF PERFORMANCE: US Embassy/USAID compound in Dakar, Senegal, with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: USAID policy is that a CCNPSC is preferred over a TCNPSC 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. The establishment of a TCNPSC position must be temporary, and must only be used when: a) Qualified CCNs are not available; b) Limitations on Agency and Mission operations do not allow sufficient time to train CCNs; and c) Program efficiencies and policy objectives can only be achieved using TCNPSCs as a substitute for available, eligible, and qualified USNs or CCNs.

10. FACILITY LEVEL REQUIRED: Facility Access

11. STATEMENT OF DUTIES

BASIC FUNCTION OF POSITION
The incumbent is the technical lead on reproductive, maternal, neonatal and child health (RMNCH). This position is for a Cooperating Country National (CCN) professional to support the Mission’s programs and sits in the USAID/Senegal Health, Population, and Nutrition (HPN) Office. The incumbent works in all aspects of maternal and child health including nutrition; adolescent health and private sector for health and will develop effective, innovative, and integrated strategies that are delivered at a reasonable cost and involve stakeholders in a participatory manner.

HPN has the largest portfolio in the Mission at about $60 million per year. The Office consists of eleven Cooperating Country Nationals Personal Services Contractors (CCNPSCs), three U.S. Personal Services Contractors (USPSCs), one Eligible Family Member (EFM), and five U.S. Direct Hires (USDHs). This portfolio also includes three Presidential Initiatives: PEPFAR, the President’s Malaria Initiative (PMI), the Global Health Security Agenda (GHSA) and the Feed the Future Initiative.

RMNCH is one of key priority for both Government of Senegal (GoS) and USAID as the maternal and child death still high despite the consistent efforts provided. The incumbent represents USAID in steering committees with the GoS, donors, and other stakeholders at all levels of the health system, ensuring that USAID/Senegal’s public health programs (1) are designed with evidence based interventions, implemented, monitored and reported in accordance with USAID policies and guidelines; and (2) are consistent with the health priorities and plans of the Ministry of Health, international donors and other key developments partners.

The incumbent will be a recognized expert in Public Health (PH) and will perform a full range of consultative, advisory, project management, technical support, monitoring, data collection and evaluative functions.

The jobholder manages multi-million-dollar contracts and grants to ensure the effective implementation of strategies developed in conformity with USAID rules and regulations and is consistent with Government of Senegal policies and operating principles.

The job may be expected to perform work-related travel.

**MAJOR DUTIES AND RESPONSIBILITIES**

**Project Management and Oversight (40%)**

The job holder is part of and works in collaboration with the health team, responsible for all aspects of the RMCH program management: planning, organizing, coordinating, and monitoring for results contributing to the overarching maternal and child mortality reduction goals. The incumbent works with the entire health team and other relevant USAID units to understand the health portfolio dynamic and its impacts on RMNCH. The jobholder provides substantive guidance on policy and programs on child survival, nutrition, and other related maternal and adolescent health and other health system strengthening domains and assists to increase government and donor engagement to achieve results in these areas.

Under these responsibilities, the job holder will:

- Serves as Agreement/Contracting Officer’s Representative (A/COR) and Activity Manager for Mission contracts and grants promoting Maternal, Neonatal, Child Health, Family Planning, and Reproductive Health (RH).
- Regularly monitors and evaluates program performance and ensures that relevant and appropriate program documentation is provided and aligned with USAID bilateral health program.
• Conducts technical monitoring and reporting on the adequacy and accomplishments of technical assistance, acquisition, training and other strategic activities.
• Prepares reports on program activities and actions undertaken for RMNCH program components; also prepares reports on field trips, meetings, and other events of significance to the program.
• Provides analysis on how political, social, and health trends effect the development and implementation of the Mission’s health portfolio in general, and more specifically, how the trends and changes affect RMCH in the context of decentralization in targeted areas.
• Works closely with the Mission Monitoring and Evaluation Specialist and implementing partners to develop a monitoring and learning plan for RMCH including nutrition contracts and grant activities, and concurrently tracks and evaluates results achieved.
• Analyzes data and results needs to confirm their continuing validity.
• Takes a lead role in developing MCH/FP/RH performance information for annual results reporting.

Technical Assistance (35%)
The job holder provides technical assistance that reflects the state-of-the-art in international public health and is consistent with the policies of USAID.
• Conducts thorough analyses of opportunities and constraints presented by innovative new Reproductive Health approaches and participates actively in the formation and execution of activities designed to enhance access to RMHC services and products in targeted areas.
• Represents the health team and provides expert technical inputs in technical working groups, key forums and steering committee.
• Advises the MOH central and district program managers, and local government officials, on USAID policy and programmatic matters as well as alternative strategies for expediting the attainment of program objectives.
• Gives guidance and facilitates USAID/Senegal Cooperative Agencies to provide technical and managerial expertise to Officials at all levels of Ministry of Health (MOH) and local communities in the process of institutional capacity building.
• Provides substantive technical and policy input into RMCHA program implementation documents, including contractor delivery orders, letters, evaluations, ad hoc reports, procurement actions and waivers, and other documents related to programmatic objectives and documentation requirements. Assists in generation of annual and multi-year budgets, and other documents as needed.
• Provides expert guidance on MCH/FP/RH programs, Contraceptive Management, Social Marketing of commodities (contraceptives, impregnated treated nets (ITNs), etc.) in accordance with mission strategy. Also provides guidance on issues related to Government health policies and programs, health donors and Non-Governmental Organizations programs.
• Provides technical guidance on Direct Financing issues and implementation to the Health Office and wider Mission and to MOH counterparts consistent with the policies of USAID.

Leadership (25%)
• Ensures technical guidance on Maternal Child Health, including Nutrition for strategy design in coordination with the HPNO senior management team.
• Maintains and report on effective working relationships with USAID partners and UN agencies, World Bank, Global Fund and other bilateral donors, etc...) for the purpose of coordination, and mobilization of technical and material cooperation; and facilitating common goal attainment.
• Ensures participatory leadership in steering committees at MOH, in multi-donor coordination group on Maternal, Neonatal, Child Health/Family Planning and Reproductive Health; GOS multisectoral nutrition coordination committee.

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

Supervision Received: The jobholder will report directly to the Health Deputy Office Director. S/he is expected to work with minimal supervision and oversight and ensure the supervisor and other parties are briefed on all relevant matters.

Supervision Exercised: May be called upon from time to time supervise FSN 8 to 10 professional and administrative staff. Provides ongoing support and guidance to other team members for their individual and team skills development in information technology, planning and management practices, and other areas as appropriate.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: A postgraduate degree is required in public health, public policy, medicine (MD), development, nursing, or similar discipline, such as epidemiology. Additional training in maternal health issues, infectious diseases, child survival immunization, nutrition management is required.

b. Prior Work Experience: A minimum of eight years of progressively responsible experience working in Maternal, Child Health/Family Planning and or Reproductive Health, at least six years of experience designing and managing health sector programs in the developing world, required experience sub-Saharan Africa and Senegal.

c. Post Entry Training: Post entry training will include coverage of USAID established policies, procedures and regulations that govern specific activity management, including monitoring and program assessment/evaluation and procurement systems. Necessary post-entry training will be provided on-site or at regionally based facilities.

d. Language Proficiency: (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read): Written and Spoken Level IV French and written and spoken Level IV English is required. Will be tested.

e. Job Knowledge: An in-depth knowledge of the Government of Senegal’s strategy, policies, regulations, and key planning documents related to USAID areas of intervention is required. A thorough knowledge of the concepts, principles, techniques, and practices of public health is required, together with demonstrated strategic planning and management experience. The jobholder possesses expert knowledge of maternal, neonatal, child, and adolescent health issues and understands and appreciates USAID’s strategic direction, and its principal accomplishments and challenges in order to articulate the agency’s objectives. Thorough service delivery and behavioral knowledge of contemporary Maternal child
Health/ Family Planning issues, interventions and approaches. Awareness of current thinking and literature on Reproductive Health approaches.

f. Skills and Abilities: Demonstrated managerial, administrative, analytical and decision-making abilities. Ability to readily analyze, understand, and discuss new program design, management, and implementation approaches. Demonstrated ability to identify priority actions, generate and complete work plans within short time frames. Must have strong oral and written skills, and ability to clearly communicate new program and technical concepts to technical and non-technical counterparts. Strong interpersonal communication and negotiation skills in achieving results with a wide range of program partners. Ability to work in close coordination with technical colleagues in an integrated overall program environment. Ability to establish and maintain extensive contacts with a range of stakeholders, including mid- and high-level host country officials at the national, provincial, and district levels. Strong computer literacy and aptitude to rapidly acquire and apply additional skills. Ability to rapidly create text, spreadsheets and other types of documents to meet specific program and reporting needs. Position requires skill in mentoring, training or building the capacity of health sector staff; and computer skills such as word processing, database and/or spreadsheets, and PowerPoint.

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.

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. 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.

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 230 points:
### Rating System

<table>
<thead>
<tr>
<th></th>
<th>Written Application (100 points)</th>
<th>Interview and written test (130 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education</strong></td>
<td>Extent to which education is relevant to requirements described in the position description (10 points)</td>
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</tr>
<tr>
<td><strong>Prior Work Experience</strong></td>
<td>Extent to which the applicant’s prior work experience matches the specific responsibilities in the Position Description above (35 points)</td>
<td>Extent to which the applicant’s prior work experience matches the specific responsibilities in the Position Description above (30 points)</td>
</tr>
<tr>
<td><strong>Knowledge</strong></td>
<td>n/a</td>
<td>Extent to which the applicant’s interview and written test demonstrate the knowledge required in the position description (35 points)</td>
</tr>
<tr>
<td><strong>English &amp; French Language proficiency – oral</strong></td>
<td>n/a</td>
<td>Extent to which applicant clearly articulates his or her ideas verbally in English and French. (25 points)</td>
</tr>
<tr>
<td><strong>English &amp; French Language proficiency – written</strong></td>
<td>Extent to which applicant’s writing samples demonstrate the ability to express ideas clearly; quality of writing in written application (25 points)</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Skills and abilities</strong></td>
<td>Extent to which written application demonstrates the skills and abilities described in the Position Description above (30 points)</td>
<td>Extent to which the interview and written test demonstrate the skills and abilities described in the Position Description above (30 points)</td>
</tr>
</tbody>
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### IV. SUBMITTING AN OFFER
1. Eligible Offerors are required to complete and submit a complete application package which includes:
   • A cover letter
   • A Detailed Resume plus three (3) to five (5) references
   • Copies of relevant degrees

2. Offers must be received by June 4, 2020 and submitted in usaidakar-hr@usaid.gov

3. Offerors submissions must clearly reference the Solicitation number on all offeror submitted documents.

ALL DOCUMENTS MUST BE IN ENGLISH.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete all the pre-award forms and clearances necessary (medical and security).

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; and Medical insurance
Allowances: Transportation; Meal; Miscellaneous; and Seniority

VII. TAXES

In accordance with Mission policy and 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:


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:


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
Cleared by:

Laura Campbell: ____________________________ Date: _____________
HPN/Office Director

Robert Clink: ____________________________ Date: _____________
Acting Supervisory Executive Officer