



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: December 1, 2015

CLOSING DATE: December 15, 17:00 Hours Accra local Time

SUBJECT: SOLICITATION NUMBER 624-16-001 FOR A U.S. CITIZEN OR A THIRD COUNTRY NATIONAL PERSONAL SERVICE CONTRACTOR FOR SUPPLY CHAIN GOVERNANCE ADVISOR, CAMEROON.

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 Nationals (TCN) interested in providing Personal Services Contract services as described in the attached solicitation.

In order to be considered for the position, a candidate must meet the minimum qualifications listed in the solicitation at the time of submission and must submit all required documentations. The Supply Chain Governance Advisor position will be located in Yaoundé, Cameroon.

Interested candidates meeting the requirements of the solicitation must submit all the following required materials for consideration (see details on section 7):

- Cover Letter;
- Curriculum Vitae or resume;
- Signed Form AID 302-3 (available at <http://www.usaid.gov/forms/>);
- Supplemental document addressing the evaluation factors; and
- List of three professional references.

All application packages are to be submitted to:

Via email: accrapsc@usaid.gov. Or Via courier: **Regional Executive Office
USAID/West Africa
No. 24 Fourth Circular Rd. CT
P.O. Box 1630
Accra, Ghana**

If sending application via email, please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be in a format compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB.

Form a302-3 must be signed. Incomplete and unsigned applications will not be considered. Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

USAID/West Africa anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application. Any questions on this solicitation should be sent to Dinah McKeown at dmckeown@usaid.gov or the undersigned at jascott@usaid.gov.

Sincerely,

Janine Scott
Acting Supervisory Executive Officer

SOLICITATION NUMBER: 624-16-001

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POSITION TITLE: Supply Chain Governance Advisor

MARKET VALUE OF POSITION: GS-13 (\$73,115 – 95,048) 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 GS13 pay range will not be entertained or negotiated.**

AREA OF CONSIDERATION: Open to U.S. Citizens and Third Country Nationals

Third Country Nationals means an individual (i) who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty, and (ii) who is eligible for return to his/her home country or country of recruitment at U.S. Government expense.

PERIOD OF PERFORMANCE: Two (2) years with option to extend for three (3) additional years. Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds.

PLACE OF PERFORMANCE: Yaoundé, Cameroon

CLEARANCES: Selected applicant must obtain Facility Access (USPSC) or Employment Authorization (TCN) and Medical Clearance 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.

1. INTRODUCTION

USAID/West Africa is an independent Operating Unit of the United States Agency for International Development (USAID), responsible for managing development programs that

cover 21 countries¹, seven of which have bilateral USAID missions. The Strategic Plan of USAID/West Africa envisions “*a politically stable and economically prosperous West Africa.*” The Mission is committed to achieve this goal through programs in the following areas: health, economic integration and trade; agriculture, food security and natural resource management; and conflict prevention and anti-corruption. USAID/West Africa coordinates and enhances other USAID programs in the region and builds and sustains partnerships with West African governments and regional institutions to focus on four foreign policy objectives:

- Peace & Security
- Governing Justly & Democratically
- Investing in People (health and education)
- Economic Growth (agriculture, trade and investment and natural resource management)

The USAID/West Africa Health office, under the Investing in People objective, works to improve health outcomes in the region. The vision of the office is to be a “*recognized leader in improving health status of vulnerable populations in West Africa, especially that of women and children, by promoting and building partnerships to scale up evidence based interventions*”.

Overview of Cameroon Health Status:

Cameroon has a very high under-five mortality rate at 122 deaths per 1,000, the majority of which are due to neonatal causes, diarrheal diseases, malaria, pneumonia, and HIV/AIDS. Maternal mortality is equally high, estimated at 782 deaths per 100,000 live births. 24% of women at age of procreation use a contraceptive method. The total fertility rate is 5.1 children per woman. Malaria is among the largest contributors to national morbidity and mortality, however only 36% of households own insecticide treated nets. HIV/AIDS also contributes to national morbidity and mortality, ahead of lower respiratory infections and diarrheal diseases. With 4.3% HIV prevalence, Cameroon has a generalized epidemic. Prevalence is disproportionately high among men who have sex with men (37%), female sex workers (36%), long distance truck drivers (16%), pregnant women (7.6%), and the military (6%).

Efforts to reduce the high rates of infant and maternal mortality, including HIV/AIDS, include the elaboration of an ambitious plan (Cameroon National Health Development Plan, 2011-2015) that seeks to strengthen the public health system particularly at district level; improve mother, child, and adolescent health; fight against HIV/AIDS and malaria; and promote effective health-seeking behaviors. In addition to the development of disease-specific strategic plans, the Cameroonian government has also consistently increased its investments in the health sector, although these efforts still represent only 5% of the national public investment budget – well short of its pledge (2001 Abuja Declaration) to allocate at least 15% of its annual budget to improve the health sector.

Major health sector donors include the governments of Germany, France, U.S., the World Bank, United Nations system, Global Alliance for Vaccines and Immunization (GAVI), and the Global Fund to fight AIDS, Tuberculosis, and Malaria (Global Fund). In addition to providing support

¹ USAID/WA’s regional health program served the following 21 nations: Benin, Burkina Faso, Cameroon, Cape Verde, Chad, Côte d’Ivoire, Equatorial Guinea, Gabon, The Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, São Tomé and Príncipe, Senegal, Sierra Leone, and Togo. Eighteen of the 21 USAID/WA countries have a US Embassy presence (Equatorial Guinea is supported by Cameroon, Guinea Bissau by Senegal, and São Tomé and Príncipe by Gabon). The USAID/WA health program also includes activities in all 15 member countries of ECOWAS.

to the Global Fund, the U.S., through the President's Emergency Plan for AIDS Relief (PEPFAR) is funding several projects totaling \$36 million in FY 2015. The PEPFAR program in Cameroon is implemented by five agencies: - U.S Centers for Disease Control and Prevention (CDC), USAID, Peace Corps, State Department, and the Department of Defense (DoD). Areas of intervention include prevention of mother-to-child transmission (PMTCT); blood safety; care and support for orphans and vulnerable children (OVC); prevention among key populations and other vulnerable populations including military; and health systems strengthening with particular focus on labs, public pharmaceutical sector, and strategic information.

Overview of USAID activities in Cameroon

In FY 2014, USAID's footprint in Cameroon is estimated around \$21.5 million, with 17 different implementing mechanisms focused on improving the health status of Cameroonians, conserving key forest resources, and assisting the government of Cameroon to address the needs of internally displaced persons and refugees. USAID's Cameroon Office is a satellite of USAID/West Africa, though it receives funding from West and East Africa and directly from Washington. The office has three staff members.

As part of the Cameroon PEPFAR team, USAID collaborates with the Ministry of Public Health, donors, and other international nongovernment organizations to strengthen local response to the HIV epidemic and other health demands. USAID is currently implementing three core HIV/AIDS activities – Continuum of prevention, care, and treatment for HIV/AIDS with most-at-risk populations in Cameroon (CHAMP); Key Interventions to develop systems and services for OVC (KIDSS); and Systems for Improved Access to Pharmaceuticals and Services (SIAPS).

2. BASIC FUNCTION OF POSITION:

The Supply Chain Governance Advisor reports to the Senior Health Advisor, who serves as Team Leader for the USAID/West Africa field office in Cameroon. This position is currently located at the U.S. Embassy in Yaoundé, Cameroon and will require some travel (up to 30%) within and outside the country.

This position requires highly specialized skills, knowledge, and experience related to commodities, logistics, and supply chain systems, as well as interagency coordination, strategic planning, and health systems strengthening. The Supply Chain Governance Advisor is the key interlocutor for the U.S. Government on all matters related to procurement and supply chain management of health commodities. In general, s/he will be expected to work independently, including developing and implementing strategies to secure essential supplies for USAID's priority health areas (currently, HIV/AIDS with plans to expand to malaria and family planning, depending on the availability of funding). More specifically as a member of the PEPFAR country team, the incumbent will provide senior level technical expertise and leadership to the wider U.S. Government country team on planning, procurement, and monitoring of HIV/AIDS commodities. S/he will work with key stakeholders within the Government of Cameroon (GRC), donor partners – such as the United Nations Population Fund (UNFPA), Global Fund for HIV/AIDS, Tuberculosis, and Malaria (Global Fund), etc. –, and other stakeholders to identify and apply innovative approaches and best practices to achieve supply chain and broader health systems goals.

The Supply Chain Governance Advisor will need to interact with the U.S. Embassy and USAID/West Africa's Office, other U.S. Government agencies operating in Cameroon, representatives of other development Partners and leadership within the Ministry of Public Health and Ministry of Public Contracts, as needed.

3. MAJOR DUTIES AND RESPONSIBILITIES

Technical Leadership and Expertise (40%)

- Principal U.S. Government advisor on all issues related to policy, supply and distribution of health sector commodities.
- Develop drug supply and distribution policy for USAID's Cameroon field office and as needed, coordinate or advise on drug supply and distribution policy across U.S. Government health programs in Cameroon.
- Serve as senior technical advisor to Cameroon's PEPFAR program, guiding the development and/or implementation of coordinated strategy for strengthening Cameroon's supply chain and logistics system.
- Participate in technical coordination meetings/groups on matters related to supply chain and logistics in the health sector. S/he develops strategic partnerships with other donors and partners to forge coordinated approaches to strengthen the public pharmaceutical sector.
- Provide technical assistance to Global Fund Principal Recipients (PRs) on procurement and supply chain management. This includes supporting efforts to address bottlenecks, and help build technical and managerial capacity.
- Prepare and present technical reports, budget/financial analyses, quantification/forecasts, and other briefs as needed for program management and stakeholder consultations.

Program Management (50%)

- Manage and coordinate quantification and procurement of USAID-purchased (and as appropriate assisting other U.S. Government agencies) health commodities. Commodities procured and distributed under these activities currently include ARVs, condoms and lubricants. As needed, the incumbent may also assist CDC in procurement of laboratory reagents and supplies, etc. Essentially, s/he will ensure that all procurement activities are implemented in compliance with relevant U.S. Government (particularly USAID and PEPFAR) procedures and guidelines. S/he will also be expected to monitor specific risks associated with in-country storage and distribution of USAID-purchased commodities, including developing strategies to improve quality assurance and mitigate procurement and supply chain management challenges.

- Through delegation from the Contracting Office, the incumbent may serve as Agreement Officer/Contracting Officer Representative (AOR/COR) or activity manager for bilateral or centrally funded procurement instruments. S/he will manage one or more awards ranging in size and scope with a minimum budget of \$2 million per annum (excluding commodities). Key responsibilities include: technical input for the development of performance monitoring plans, annual work plans, and budgets; conducting and documenting site visits; monitoring contract and award management compliance; etc.
- Provide recommendations on program direction including participating in technical design of new projects (preparation of project appraisal document, etc.) focused on technical assistance to the national drug supply and distribution program and procurement of health commodities that support USAID-funded programs.
- Other duties as assigned may include organizing and participating in field visits by external parties that highlight U.S. Government supply chain strengthening activities.

Other Management Duties (10%)

- This includes providing technical and management contributions to program design; budget allocations; strategic planning documents and reporting mechanisms; and others in line with USAID and or U.S. Government policy and needs. The incumbent is also expected to coordinate closely with USAID/West Africa staff as needed.
- Assist Senior Health Advisor in responding to information requests from U.S. Embassy and USAID/West Africa's Front Office on broader development topics.
- As designated, represent the U.S. Government at high-level meetings/discussions related to development aid.

4. REQUIRED QUALIFICATIONS/SELECTION CRITERIA

The minimum qualifications listed below determine basic eligibility for the position. Applicants that do not meet all of the minimum qualifications listed below are considered NOT qualified for the position:

- **Education (10 points)** – Minimum of a Master's degree in public health, pharmacy, logistics and supply chain management, business administration (with complementary health-related qualifications), or a related field from a recognized institution.
- **Prior work experience (40 points)** – At least five (5) years of professional experience, which includes international experience in pharmaceutical supply chain management or operations; Minimum two (2) years procurement experience with central medical stores or comparable institutions in Sub-Saharan Africa highly desirable; Direct experience managing USAID-purchased public health commodities is required. Experience in identifying and

managing implementation of innovative solutions for logistics management information systems (LMIS) is highly desirable. Additional experience or knowledge on managing public health commodities for the Global Fund would be an added asset.

- **Language proficiency (10 points)** – Must be fluent in English (Level IV) with the ability to draft and read complex technical documents. Working knowledge of French (Level III), which includes ability to understand and conduct technical discussions. Language skills will be tested.
- **Skills and abilities (40 points)** – (1) Thorough knowledge of procurement and supply managing including quantification, management of bidding process, contract management, quality monitoring, warehousing, distribution, information management, district capacity-building, etc.; (2) Significant knowledge of program management strategies and monitoring and evaluation methods; (3) Strong negotiation skills including ability to navigate and manage politically sensitive issues related to procurement and supply management; (4) Ability to work effectively with a broad range of stakeholders (GRC and donor counterparts, U.S. Government personnel and implementing partners, etc.) in a culturally sensitive manner; (5) Excellent organizational skills in order to multitask and stay organized in a complex, frequently changing environment.

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.

5. OTHER SIGNIFICANT FACTORS

a) Guidelines

The incumbent must become familiar with USAID assistance management regulations. S/he will need to apply these regulations and understand when guidance or approval should be requested from the Regional Acquisition and Assistance Office. While some of the knowledge, methods, and techniques from the health technical field are established and commonly accepted, other guidance may be vague, controversial, conflicting, or absent, especially with respect to management of HIV programs. Where there is no guidance available, the incumbent is required to interpret and make decisions based on sound judgment and strong decision making, as well as effective interpretation of any guidance that is available. While the Senior Health Advisor and/or Regional Health Office Director may provide some input, the incumbent is expected to apply guidelines and act independently. Some situations will require interpretation and deviation from existing guides.

b) Complexity

The incumbent must be able to assume a wide range of various strategic, programmatic and project management tasks and be able to independently identify the appropriate action needed.

The incumbent may be required to take a leadership role in various situations. Clear guidance is not always available; the person in this role is expected to demonstrate sound judgment and seek guidance where appropriate.

c) Scope and Effect

The Supply Chain Governance Advisor will provide managerial, technical, and policy oversight and/or advice, contributing towards efficient supply chain systems. S/he will work closely with the Senior Health Advisor and other members of the interagency PEPFAR team to assess policy, institutional and other barriers to an effective commodity supply, and identify and advocate for innovations, best practices, reforms, and training to remedy problems found. Successful work will have a significant impact of USG, host country, and donor health objectives.

d) Contacts

The incumbent will maintain contacts and work with USG staff in Cameroon, and will interact with the USAID/Washington Global Health Bureau's Office of HIV/AIDS, USAID/West Africa, and the Office of the Global AIDS Coordinator (OGAC) regarding policy and procedural guidance and to obtain information relative to programs and activities. Other contacts will include counterparts within the GRC and donor community. As deputy team leader, the incumbent may be required to meet with the U.S. Ambassador to Cameroon, Deputy Chief of Mission, and other senior officials within GRC and donor community.

6. POSITION ELEMENTS

a) Supervision Received

S/he works under the general supervision of the Senior Health Advisor/Team Leader for USAID/West Africa's field office in Cameroon, who will approve annual work objectives. The incumbent will receive minimal oversight in carrying out his/her daily tasks and achieving longer-term work objectives. Performance is evaluated annually based on accomplishments.

b) Supervision Exercised

Supervisory responsibilities are not immediately expected. However, this may change at the discretion of the Senior Health Advisor and USAID/West Africa leadership – including, for example, the hiring of additional supply chain staff.

c) Post-entry training

On-the-job training will be provided relating to USAID-specific procedures, regulations, and methods; supply chain and logistics policies, procedures, and regulations; Automated Directives System (ADS), Mission Orders, and all planning and reporting databases. Formal AOR/COR certification courses will be provided, and program/project management and other appropriate training courses will be offered, subject to course offerings and the availability of funds.

d) Authority to Make Commitments

The incumbent shall not make any unauthorized commitments on behalf of the U.S. Government. However, s/he exercises the authority given to activity managers and AOR/CORs, and may make administrative arrangements consistent with ADS guidance and Mission policy.

The incumbent takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the Senior Health Advisor informed of activity and project status. Within the scope of the authority delegated, the incumbent may indicate to ranking counterpart and implementing partners that they will make a recommendation to USAID on a specific activity issue or problem. The incumbent may negotiate ad referendum for the Senior Health Advisor.

e) Time Required to Perform Full Range of Duties

The incumbent must be able to perform the full range of duties upon arrival at Post. It is reasonable to assume the incumbent might not have a working knowledge of USAID's activity management and administrative procedures (*e.g.*, AOR/COR functions). But it is expected these proficiencies will be acquired within the first six (6) months on the job.

7. INSTRUCTIONS TO APPLICANTS

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

- Signed Form AID 302-3, Offeror Information for Personal Services Contracts (available at <http://www.usaid.gov/forms/>)

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form a302-3 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

- 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. Complete dates (month/year) also required on CV.
- 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 work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

- Applicants also must address the above **Section 4: Selection Criteria**, in a summary statement to be included in the application. This summary statement, limited to two pages, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The summary statement must include the name of the applicant and the announcement number at the top of each page.

8. LIST OF REQUIRED FORMS FOR PSCS:

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

1. Application for Application for Federal Employment (AID 302-3);
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. CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs

CIBs AND AAPDSs contain information or changes pertaining to USAID policy and General Provisions in USAID regulation and procedures concerning acquisition and assistance including Personal Service Contracts and can be found at: <http://www.usaid.gov/work-usaid/aapds-cibs>. AIDAR Appendix D and J apply to USPSC and TCNPSC respectively and can be found at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

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.) TCNPSC MAY be eligible for benefits in accordance with AIDAR Appendix J, sec. 4(c)(2)(ii)(B).

BENEFITS:

Employee's FICA and Medicare Contribution (USPSCs only)
 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 (USPSCs only)

*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

END OF SOLICITATION