



USAID | MADAGASCAR

FROM THE AMERICAN PEOPLE

**SUBJECT: Solicitation for a U.S Personal Service Contract (USPSC)
Senior Health Advisor, GS-14**

SOLICITATION NUMBER: SOL-687-16-000002

ISSUANCE DATE: November 17, 2015

CLOSING DATE: December 8, 2015, 18:00 Local Time

Ladies and Gentlemen,

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

Application must be in accordance with the **Attachment, Sections I through V** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application 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 application.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Timothy Pruett
Contracting Officer



USAID
FROM THE AMERICAN PEOPLE

MADAGASCAR

ATTACHMENT

**SOLICITATION FOR A PSC
SENIOR HEALTH ADVISOR, GS-14**

I – GENERAL INFORMATION

- 1. SOLICITATION NUMBER** SOL-687-16-000002
- 2. ISSUANCE DATE** November 17, 2015
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS** December 8, 2015 – 18:00, Madagascar time
- 4. POSITION TITLE:** Senior Health Advisor (SHA)
- 5. MARKET VALUE:** The position is the equivalent of a GS-14 salary (basic salary ranging from \$86,399 to \$112,319 per annum). Final compensation will be based on individual's qualifications, salary and work history, experience and educational background. Salary above the top of the pay range will not be entertained or negotiated.
- 6. PERIOD OF PERFORMANCE:** Two (2) years from date of appointment with an option of One-year extension options up to a maximum of 5 years subject to the availability of funds.
- 7. PLACE OF PERFORMANCE:** USAID/Madagascar
U.S. Embassy
Lot 207 A, Point Liberty
Andranoro Antehiroka
Antananarivo 105
Madagascar
- 8. EVALUATION FACTORS:** Evaluation will be done on a 100-point scale: Professional Experience – 45 points; Program Management – 20 points; Interpersonal and Communication Skills – 20 points; and Language – 15 points
- 9. SECURITY ACCESS:** Facility Access
- 10. AREA OF CONSIDERATION:** United States (US) citizens only

11. STATEMENT OF WORK/POSITION DESCRIPTION:

SCOPE OF WORK

A. BACKGROUND

The U.S. Agency for International Development (USAID)/Madagascar's Health, Population and Nutrition Office (HPN) implements programs in family planning/reproductive health, maternal and child health, nutrition, water and sanitation, infectious diseases, malaria prevention and control. FY 15 Global Health Program (GHP)/USAID funding elements include maternal and child health, malaria, family planning and reproductive health. HPN partners also coordinate with the Title II food security programs to increase the overall effectiveness and reach of USAID's assistance. Madagascar is a priority country for Ending Preventable Child and Maternal Deaths and a President's Malaria Initiative (PMI) focus country. The FY 2015 budget is \$52.5 million, roughly half of which is PMI.

Reducing maternal, infant and child mortality in Madagascar is a critical priority for the international community and the Government of Madagascar (GoM). Although the country has made significant progress on reducing child deaths, maternal mortality has stagnated over the past twenty plus years resulting in 10 women dying from birth-related causes each day. In addition, each day, 100 children die from preventable causes, including malaria, which is the third leading cause of death for children.

The 2009 *coup d'état* plunged the country further into crisis, stalling development and further deteriorating the health system. With financial and political restrictions placed on the GoM during this period, USAID/Madagascar shifted to a humanitarian support strategy and invested nearly \$250 million in innovative community health services and systems: scaling up access to diagnosis and treatment for simple pneumonia, diarrhea, and malaria as well as oral and injectable contraceptives. USAID/Madagascar equipped and trained an extended cadre of more than 17,000 community health volunteers (CHV) in 20 of 22 regions covering about 1,200 mostly rural communes to expand basic, life-saving services. This system continues to provide health services to 9.5 million people or about 64 percent of Madagascar's rural population.

Following successful elections in December 2013, multi- and bi-lateral organizations normalized relations; the USG lifted restrictions in May 2014. The GoM initiated the development of a health sector development strategy, the *Plan de Développement du Secteur Santé* (PDSS) in January, 2014. The plan outlines a five-year strategy to improve health services and outcomes. This plan was launched in September 2015. Madagascar also launched an action plan in response to the African Union's Campaign for the Accelerated Reduction of Maternal, Newborn and Child Mortality in Africa (CARMMA). The ambitious plan aims to reduce, by 2019, the maternal mortality ratio from 478 to 300 deaths per 100,000 live births and the neonatal mortality rate from 26 to 17 deaths per 1,000 live births.

In June 2014, the GoM committed to redouble its efforts at the "Acting on the Call: Ending Preventable Child and Maternal Deaths" meeting, which mobilized governments and their partners from 24 priority countries to address maternal and child mortality. In particular, USAID committed to scale up high impact interventions such as the use of chlorhexidine to prevent newborn infection – an intervention that holds significant promise for improving health outcomes in the community-based program. With the lifting of USG restrictions from the GoM, USAID also committed to supporting improvements to the whole health system, including investments in the health commodity supply chain, primary health facilities, and human resources.

The HPN Office directly manages four (4) large multi-year grants and contracts and actively oversees a further fourteen (14) substantive activities managed by USAID/Washington. The current staff includes one US Foreign Service Officer, a TCNPSC PMI Advisor, a PMI Advisor from the Centers for Disease Control and Prevention, a USPSC Family Planning and Community Services Advisor, a PSC Operations Specialist, several senior Foreign Service National (FSN) staff, Program Management Assistants FSN, and an FSN Program Assistant.

Since the lifting of the restrictions in May 2014, the Mission's efforts are now focusing to reengage with the government and strengthen linkages between national, regional, district and community level. Furthermore, there is a need to ensure that best practices from community-based health activities can inform policy formulation and health sector dialogue. The five-year crisis has had tremendous negative effects on the health sector including the further weakening of the health sector. This has meant a reduction of the national health sector budget by 64 percent. The Ministry of Health is expecting nearly 50 percent of its health workforce to retire in the next four years. Therefore, the USAID/Madagascar requires the services of a Senior Health Advisor (SHA) with strong focus on health systems strengthening and policy to be hired through a Personal Services Contract. The Senior Health Advisor Position is intended to be a senior broad based position that would help provide oversight and leadership for the HPN program particularly in health systems strengthening and policy and its key development components. The SHA will be based in Antananarivo but is expected to spend approximately 25 percent of his/her time traveling throughout the country to monitor program activities.

B. GENERAL RESPONSIBILITIES

The Senior Health Advisor (SHA) is key member of the HPN Office, reporting directly to the HPN Director. He/She is a senior professional and expert in his/her field who provides evidence-based technical advice to the Mission, helps to develop strategic approaches to health systems across the portfolio, and assists in the design and management of projects and programs. The incumbent is a subject matter expert in at least one of the following key areas: health systems strengthening, policy, private sector partnerships, monitoring and evaluation/research. An expert in his/her field, the incumbent will provide strategic and technical input to the Ministry of Health, implementing partners, and USAID AORs and CORs within the office. The incumbent may represent the Mission on a number of health issues to government officials, other donors, partners and potential partners a role which requires strong diplomatic and negotiating skills. S/he will represent these issues to USAID senior management and with offices throughout the Mission for cross-sectorial impact. The incumbent will be designated as a Contracting/Agreement Officer's Representative (COR/AOR) or Activity Manager for at least two activities. The Senior Health Advisor will assist the HPN Director in ensuring coordination with the Mission's P. L. 480 Title II development food aid program.

He/she may serve as Acting HPN Director in the absence of the Office Director. He/she will also serve as the point person for HPN's monitoring and evaluation elements.

C. SPECIFIC DUTIES AND REPSONSIBILITIES

The Senior Health Advisor—Health Systems Strengthening and Policy will undertake the following duties:

Technical Direction and Program Design

1. Lead the health systems strengthening and policy dialogue in Madagascar. This includes liaising with USAID/Washington task force and working groups to ensure that the global agenda is reflected in health systems activities designed in the Malagasy context.
2. Strengthen linkages between community-based health activities to national level policy dialogue
3. Develop innovative health financing or private sector partnerships to strengthen the health systems as part of the universal health coverage recently launched by the Government of Madagascar.
4. Facilitate integration of health systems component into the HPN and other cross-sectorial activities within the Mission which can amplify or leverage outcomes as well as liaise with other projects/partners outside of USAID to learn from and apply best practices, or to generate new evidence.
5. Develop and foster strategic private sector partnerships which will lead to scalability and improved quality in health systems reform.
6. Integrate as appropriate technological solutions into health systems to build scalability, sustainability, and cost-effectiveness.
7. Provide leadership in M&E and research of program activities. This includes ensuring that the health office is on track to meet its indicators as outlined in the PMP as well as spearheading the office's operational research agenda to generate new evidence.
8. Serve as a technical lead, assisting the HPN Director in the planning for a broad range of population/health/nutrition activities, including identifying opportunities for integrating development assistance principles with population/health/nutrition sector programs.
9. Guide HPN staff under his/her supervision in reviewing and analyzing data and providing assistance and advice on population/health/nutrition as well as water and sanitation issues, including analyzing constraints to development, both sector-wide and country-specific, and recommending courses of action.
10. Lead the formulation, coordination, and management of strategies, policies, concepts, procedures, procurements, guidelines, and models for establishing programs and projects in the HPN areas under his/her direction.
11. Provide direction and technical support as required to Ministries and non-governmental authorities in the health sector; and collaborate with the Government of Madagascar (GOM) in collecting and assessing data for developing national HPN strategies.
12. Coordinate activities with other USAID programs and offices, the Department of State, other USG agencies, the host government, other donors and the private sector in Madagascar.
13. Actively collaborate with other senior managers to identify and leverage opportunities, respond to challenges, and solve problems. Takes an active interest in the work of other technical offices to maximize resource use, make programmatic linkages, encourages staff to collaborate with other teams and offices to promote a Mission-wide team spirit and improve communication.
14. Maintain close, cordial technical management relationships with USAID implementing partners to assure the quality, consistency and coordination of program planning, interpretation of policies and procedures, regulatory compliance and data collection for results reporting.
15. Lead the technical design (including Project Appraisal Documents, Scopes of Work, Concept Papers, etc...) and support the procurement processes for new projects and activities as needed.
16. Mobilize short-term technical assistance as needed to enhance the program.

Project Management

1. Oversee bilateral and Global Health central contracts, grants and cooperative agreements in the areas under his/her direction and managed by staff under his/her supervision. This includes coaching CORs/AORs and Activity Managers in drafting statements of work and budgets, administratively approving payment vouchers, and performing ongoing project oversight and management. It also includes serving on technical selection committees for acquisition and assistance awards.
2. Oversee all monitoring, evaluation and reporting for activities under his/her areas. Coach staff in preparation of data and narratives for annual planning and reporting documents; gather information for ad hoc requests; and provide success stories and other program write-ups for public dissemination.
3. Serve directly as a COR/AOR or Activity Manager as required.

Team Management

1. Lead the Health Systems Strengthening and Policy sub-team. As such, the incumbent will supervise a team that includes senior FSN staff and Program Management Assistant staff.
2. Strengthen supervisee work planning and quality.
3. Mentor staff.

Other Duties as Assigned, including

1. Serve as the Acting HPN Director as needed, covering the full range of HPN activities in managing HPN personnel, resources, and activities and in representing the Office.
2. The incumbent may be delegated by the HPN Office Director to fulfill other assignments or duties related to achieving the Mission's health objectives and goals. For example, this may include:
 - o Serving as point person for select new initiatives
 - o Representing the Director at forums and meetings
 - o Supporting and participating in team processes (e.g. partner meetings, retreats, etc.)

12. PHYSICAL DEMANDS

Work is primarily performed in an office setting although up to 25% of the time may be spent in the field. The requirement for field trip assignments to Monitor and evaluate projects and to consult with implementing partners of HPN projects will however expose the incumbent to difficult working surroundings and security risks during the course of travel.

13. POINT OF CONTACT

Ms. Josée Ramanaly

antananarivoUSAIDHR@usaid.gov

Phone: + (261) 33 44 320 00

14. START DATE

The Contractor should be available to start as soon as possible subject to appropriate medical and security clearances.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- Master's degree or higher from an accredited institution in public health, health systems, public financing, public policy, development studies or similar field is required. Additional courses/certificate/training in such areas as policy, health systems, public health financing, private sector engagement or evaluation and research are highly desirable.
- At least 10 years of progressively responsible experience in international public health is required
- Overseas experience managing large (in excess of \$10 million annually), integrated, and complex public health programs, especially community-based programs, in developing countries.
- Demonstrated expertise in monitoring and evaluation of public health programs.
- Supervisory and mentoring experience, minimum five (5) years.
- French language proficiency at an FSI 3/3 level equivalent or above.
- Basic computer skills, including knowledge of Microsoft Word and Excel, e-mail and the internet.
- Ability to obtain a USG Facility Access Certification.
- Ability to obtain a Department of State medical clearance for Madagascar.

III. EVALUATION FACTORS

Applicants who meet the minimum qualifications and selective factors will be further evaluated based on the Quality Ranking Factors (QRF) listed below. Applicants are strongly encouraged to address each of the factors on a separate sheet describing specifically and accurately the experience, training, and/or education that are relevant to each factor. Be sure to include your name, social security number, and the announcement number at the top of each additional page.

A. Professional Experience – 45 Points Total

- (i) Knowledge of and experience with international public health programs (5 points)
- (ii) Knowledge of and experience with USAID health programs (5 points)
- (iii) Technical expertise in a public-health area, such as health systems strengthening, policy, private sector engagement, evaluation and research, family planning/reproductive health, maternal and child health, water and sanitation, nutrition, HIV/AIDS and/or malaria. (15 points)
- (iv) The incumbent must have good analytical skills, including an ability to comprehend quantitative and analytical reports from development and peer-reviewed literature and to objectively evaluate programs. (10 points)
- (v) Supervising and mentoring experience (10 points)

B. Program Management – 20 Points Total

- (i) Ability to manage programs, to include programmatic and financial issues (5 points)
- (ii) Ability to monitor and evaluate programs, to include programmatic and financial issues (5 points)

- (iii) Ability to review, evaluate and apply complex policies and regulations (10 points)

C. Interpersonal and Communication Skills – 20 Points

- (i) Ability to provide rapid, concise, accurate reporting, both verbally and in writing
- (ii) Ability to work effectively as a technical leader in a multi-cultural environment.
- (iii) Ability to establish and maintain professional and effective contacts with government officials, other donors, implementing partners, private sector CEOs, Washington headquarters staff, and Mission staff.
- (iv) Ability to negotiate diplomatically and influence people from a variety of cultures and backgrounds.

D. Language—15 points

- (i) Excellent oral and written communication skills in both English and French required. The incumbent must be able to draft and read complex technical documents in English as well as conduct technical discussions in both languages.
- (ii) Ability to confidently present technical material to lay people or VIPs in a manner they understand. These same skills are required in both English and French.

IV. APPLYING

For applicants to be considered for this position, the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.

1. AID 302-3, Offeror Information For Personal Services Contract Form

Qualified applicants are requested to submit complete and hand-signed Offeror Information For Personal Services Contract (AID 302-3) available at the USAID website, on www.usaid.gov/forms. Applicants are required to sign and scan the certification at the end of the AID 302-3.

2. Resume/Curriculum Vitae

Applicants shall submit a resume or a curriculum vitae which will contain the following information:

- a) Personal Information: Full name, mailing address (with zip code), email address, day and evening phone numbers, country of citizenship, if applicable highest federal civilian grade held (also give job series and dates held);
- b) Education: date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
- c) Work Experience: provide the following information for each of your paid and non-paid work experience related to the job for which you are applying: job title (include series and grade if federal job), duties and accomplishments (do not send job descriptions), employer's name and address, supervisor's name and phone number, starting and ending dates (month and year),

hours per week, salary. Indicate if we may contact your current supervisor. In addition, applicants should highlight or make special note of relevant significant awards and achievements. This may include information that was listed in the AID 302-3 form.

3. Appendix

Supplemental document specifically addressing the Evaluation Factors shown in the solicitation: applicants are required to address each of the Evaluation Factors on a separate sheet describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Other pertinent information related to the qualifications required for the position, including job-related training courses (title and year), job-related skills; for example, other languages, computer software/hardware, tools, machinery, typing speed, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested). Be sure to include your name and the announcement number at the top of each additional page. Failure to address the selection and/or Evaluation Factors will result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

4. Reference Persons

Applicants are required to provide three (3) to five (5) references with complete contact information, including E-mail address and telephone numbers, who are not family members or relatives, with working telephone and email contacts. The references must be able to provide substantive information about your past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's AID 302-3 form and/or resume. The interviewing committee will delay such reference check pending communication with the applicant.

5. Application Submission

Applications must be received by December 8, 2015, 18:00 local time via email at the address: antananarivoUSAIDHR@usaid.gov

Please note that attachments to e-mail must be in Word format (.doc) and Adobe Acrobat format (.pdf) only. Applications in zip or other compressed format will be rejected.

6. Marking Application

To ensure consideration of applicants for the intended position, please mark on your e-mail subject line:

SOL-687-16-000002 [your name]

7. Late Submissions

Qualified individuals should note that applications must be received by the closing date and time at the address specified in the cover letter or they will not be considered eligible for evaluation or award, unless Contracting Officer determines that the documents were mishandled by the receiving agency. The closing time for the receipt of applications is 18:00, local time (GMT+3), on the date specified on the covering letter to this solicitation. You are directed to Federal Acquisitions Regulation, Part 15.208 "Submission, modification, revision, and withdrawal of proposals" for further information. USAID/Madagascar reserves the right not to award any contract as a result of this solicitation.

V. LIST OF REQUIRED FORMS FOR PSCs

- AID 302-3. Available at <http://www.usaid.gov/forms>

Once the CO informs the successful Applicant about being selected for a contract award, the CO will provide the successful Applicant instructions about how to complete and submit the following forms.

- DS 6561, Pre-Assignment for Overseas Duty for Non-Foreign Service Personnel. Found at <http://www.state.gov/m/med/c35188.htm>
- Request for Security Action (AID 6-1)
- SF-86, Questionnaire for Sensitive Positions (for National Security)
- Finger Print Card (FD-258)
- Fair Credit Reporting Act of 1970, as Amended (AID 500-4)
- Foreign Activity Data (AID 6-85)
- OF-126, Residence and Dependency Report
- SF-144, Statement of Prior Service - Worksheet

SECURITY AND MEDICAL CLEARANCES

i) Medical Clearance: Prior to signing a contract, the selected individual and eligible dependents will be required to obtain a medical clearance or waiver to work in Madagascar. Instructions for obtaining the medical clearance will be forwarded to the selected individual once negotiations have been concluded.

ii) Security Clearance: Prior to signing a contract, the selected individual will be required to obtain a Facility Access Certification. Temporary clearances will be requested while a personal background investigation is conducted. Instructions for obtaining the security clearance will be forwarded to the selected individual once negotiations have been concluded

VI. REGULATIONS/BENEFITS/ALLOWANCES

i) USAID Regulations:

1. Contract Information Bulletins (CIBs): AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this web site <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which CIBs apply to this contract.
2. AIDAR: The Agency for International Development Acquisition Regulation (AIDAR) Appendix D

- Direct USAID Contracts with U.S. Citizens or U.S. Residents for Personal Services Abroad found at: http://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf is the primary regulation governing USPSCs for USAID.

ii) Benefits, Allowances and U.S. Taxes: As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances (however, as conditions at post change, benefits and allowances may also be changed):

1. Benefits:

- a) Employee's FICA Contribution
- b) Annual Contribution towards Health and Life Insurance
- c) Pay Comparability Adjustment - - Annual across the board salary increase for USG employees and USPSCs
- d) Worker's Compensation
- e) Annual increase
- f) Vacation and Sick Leave
- g) Access to Health Unit if employee and/or dependents are medically cleared to serve at post of assignment

2. Allowances * (If Applicable):

- a) Post Differential (Section 500)
- b) Living Quarters Allowance (Section 130)
- c) Temporary Lodging Allowance (Section 120)
- d) Post Allowance (COLA)(Section 220)
- e) Supplemental Post Allowance (Section 230)
- f) Payment During Evacuation (Section 600)
- g) Education Allowance (Section 270)
- h) Separate Maintenance Allowance (Section 260)
- i) Educational Travel (Section 280)

* Dept of State Standardized Regulations (DSSR) (Government Civilians Foreign Areas)

3. In-Kind Allowances:

The US Government will provide the following in-kind allowances, on par with US Direct Hires at the same location, in lieu of some allowances in paragraph "2. Allowances* (If Applicable)" above:

- a) Housing
- b) Furniture
- c) Appliances
- d) Furnishings (drapes/blinds, rugs, lights, etc.)
- e) Utilities
- f) Guard Services for Residence

4. Federal and State Taxes:

- a. Federal Taxes: USPSCs are not exempt from payment of Federal Income taxes and these will be withheld from compensation payments.
- b. State Taxes: USAID does not withhold state taxes from compensation payments. State taxes

are solely between the employee and the employee's state of official residence.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

END OF SOLICITATION