



# USAID | DEMOCRATIC REPUBLIC OF CONGO

SOLICITATION NO: SOL-660-15-000008  
ISSUANCE DATE: June 23, 2015  
CLOSING DATE: July 14, 2015  
17:00 hrs. Kinshasa time  
SUBJECT: Solicitation for a Resident-Hire U.S. Citizen Personal Services Contractor (USPSC) for Global Fund Adviser, USAID/Democratic Republic of the Congo (DRC), Kinshasa, DRC.

To All Interested Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens interested in providing PSC services as described in the attached solicitation. Submittals shall be in accordance with the attached information at the place and time specified.

Interested applicants must submit: (1) Most current curriculum vitae or resume with cover letter; (2) Completed, hand-signed form OF 612; (3) Three references, who are not family members or relatives, with telephone and email contacts.

The CV/resume must contain sufficient relevant information to evaluate the application in accordance with stated evaluation criteria. The form OF-612 must be signed; applications submitted unsigned will be rejected. Applicants should retain for their records copies of all enclosures that accompany their submissions. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Permanent residence status and/or requisite visas and work permits for the DRC is required.

Applications shall be submitted by email by the closing date and time. Late applications shall not be considered and will be handled in accordance with Federal Acquisition Regulations (FAR) 15.412.

USAID/DRC anticipates awarding one (1) Personal Services Contract as a result of this solicitation. This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any costs incurred in the preparation and submission of the application.

Application packages may be submitted via e-mail to: [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov) with a copy to Sandra Kiyanga ([skiyanga@usaid.gov](mailto:skiyanga@usaid.gov)) and Matthew Corbin ([mcorbin@usaid.gov](mailto:mcorbin@usaid.gov)). Please quote the number and position title of this solicitation on the subject line of your email.

Sincerely,

Matthew Corbin  
Executive Officer  
USAID/DRC

Attachment 1: SOLICITATION NO. 660-15-000008 FOR RESIDENT-HIRE PERSONAL SERVICES CONTRACTOR  
GLOBAL FUND ADVISER, USAID/DRC, KINSHASA, DRC

**SOLICITATION NUMBER:** RFP No. SOL-660-15-000008

**ISSUANCE DATE:** June 23, 2015

**CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS:** July 14, 2015

**POSITION TITLE:** Resident Hire USPSC Global Fund Adviser

**NUMBER OF POSITION(S):** One position may be filled

**MARKET VALUE OF POSITION:** (Base Pay): GS-13 equivalent

The position has been classified at the GS-13 level. Salary to be paid within this grade will depend on experience, qualifications, and salary history. The standard compensation package also includes a contribution for life and health insurance and a contribution to FICA.

**PERIOD OF PERFORMANCE:** To start as soon as possible, for a period of two years with the possibility of extensions depending on the need for continuation of such services, availability of funds, and satisfactory performance and the needs of the USAID Mission. Applicant must be available for a minimum of 18 months to apply.

**ELIGIBLE FOR CONSIDERATION:** Eligible Family Member (EFM) or Legal Resident of DRC - US Citizens only

**PLACE OF PERFORMANCE:** Kinshasa, DRC

**SECURITY ACCESS:** The contractor will require Facilities Access security level.

#### **JOB DESCRIPTION**

A. Position Title: USPSC Global Fund Adviser

B. Introduction and Background:

The successful candidate will assume responsibilities for: (1) Coordinating ongoing and critical communications among the US Government (USG) PEPFAR Country Team, the Country Coordinating Mechanism (CCM), the Global Fund Secretariat, the Government of the Democratic Republic of Congo (GDRC), and other strategic partners regarding the management and implementation of the Global Fund program; (2) Coordinating and ensuring complementarity between Global Fund and USG supported programs, especially at the Health Zone level; and (3) Identifying Prime Recipients and CCM technical assistance needs, and making the necessary recommendations to address those needs and ensuring follow-up on implementation of the technical recommendations.

### C. Major Roles and Responsibilities

Technical leadership to improve Global Fund program implementation through collaboration among stakeholders (35%):

- Representing the USG in stakeholders meetings regarding improving Global Fund program implementation;
- Working closely with government, donors and private and civil society counterparts to ensure effective coordination and timely implementation of Global Fund programs contributing to improved results;
- Providing technical advice to the USG representative to the CCM to during the CCM decision making process;
- Identifying opportunities to lever resources and/or strengthen collaboration to enhance and maximize Global Fund program results;
- Ensuring, regularizing and strengthening communication between the USG, CCM, Global Fund Secretariat, Principal Recipients (PRs), other donors and implementing partners; and
- Maintaining ongoing communication with CCM representatives, the Global Fund Secretariat, the Global Fund Portfolio Management (Geneva) and other donors and stakeholders ensuring that the USG and partners are well-informed on the status of Global Fund activities.

Technical leadership to build the management and program implementation capacity of the GDRC, CCM, PRs for improved Global Fund program implementation (30%):

- Strengthening the capacity of the CCM, GDRC, Civil Society Organizations and PRs to coordinate, manage, and implement programs by identifying technical assistance needs and accessing the appropriate support;
- Advocating for donor support of technical assistance to the CCM and to the PR.
- Identifying, designing, and managing USG resources for technical assistance to the CCM and PR including coordinating technical support from USG at the country and headquarter levels;
- Providing technical assistance to the CCM Proposal Development and Program Oversight committees; and
- Participating in site visits, ensuring quality implementation of activities, identifying program implementation challenges, and suggesting and implementing solutions to these challenges.

Leadership within USG to enhance Global Fund program collaboration (20%):

- Ensuring that the Global Fund resources are effectively used to facilitate, support and when possible, lever USG investments for increased program impact;

- Coordinating and liaising with the wider USG/DRC foreign assistance network (PEPFAR Coordinator and PEPFAR/DRC country team; the Presidents' Malaria Initiative (PMI) team and Roll Back Malaria; and key partners in TB management) to ensure critical communication between and among agencies on Global Fund program management and implementation;
- Coordinating and liaising with affected units at the US Embassy to ensure that the Chief of Mission (COM)/DCM, Agency heads and others are well apprised of key Global Fund accomplishments, challenges, and timelines;
- Working with host government ministries/offices and other donors supporting HIV/AIDS, TB and Malaria programs to promote collaboration with USG agencies and their partners; and
- Collaborating with participating USG agencies and the PEPFAR Coordinator, prepare ad hoc communication materials (speeches, press releases, talking points, etc) on the progress of Global Fund program implementation and the USG involvement as its largest contributor; and

#### USAID Program Management and Implementation (10%):

- Serves as Activity Manager for one or more USAID mechanisms: Ensure suitable monitoring and reporting systems are in place, providing technical input in the development of Performance Monitoring Plans (PMPs). Develop Implementing partners' scope of work (SOW); review and approve implementing partner annual work plans and budgets; ensure partner compliance with approved work plans and budgets; monitor expenditures and pipelines; ensure appropriate and timely funding (if applicable with the type of funding mechanism); review and document implementing partner performance by conducting regular site visits to monitor activities and verify asset use; identify issues and recommend follow-up actions, ensuring that these are carried out; and review all written reports submitted by implementing partners and furnish feedback.
- Provides regular reviews and analyzes data on USG mechanisms as a basis for providing up-to-date information on the effectiveness and impact of program strategies and inputs; and
- Identifies and implements innovative approaches that improve the collaboration with host country, other donors and implementing partners in order to achieve the Agency goals.

#### Other Duties and Responsibilities (5%)

- Providing or assisting with training of relevant USG staff regarding Global Fund processes and policies;
- Serving as secretariat for USG on meetings related to Global Fund; Organize, disseminate and retain records of regular communications with the CCM, Global Fund Secretariat and related participating agency staff;
- Supporting efforts by USG implementing agencies to recruit, qualify, and successfully engage new, especially indigenous, partners in Global Fund activities; and
- Perform any other duties as assigned by the Health Office Director or his/her designee.

D. Reporting Requirements/Supervision:

Incumbent will work under the general policy and technical guidance of the USAID Health Office Team Leader or his/her designee. S/he will develop a personal annual performance plan, in coordination with his/her supervisor, and will be evaluated annually on the basis of the performance plan. The Global Fund Advisor should sometimes be able to work independently, selecting technical and managerial approaches to be used depending on the context. However, S/he should inform the supervisor of progress and significant challenges and remedies.

E. Supervisory Controls:

No direct supervision exercised. In terms of general work guidance, s/he will function as a senior "go-to" person for all matters related to Global Fund in the DRC. S/he will provide technical input which will guide the work of the PMI, PEPFAR and TB programs in the health portfolio as it relates to the Global Fund. In this role, the job holder will have the authority to designate members of the USAID health teams, in conjunction with those team supervisors, to undertake tasks or provide documentation and justification required for the preparation of strategy and work plan development and performance reporting.

F. Physical Demands:

The successful candidate will be required to pass a medical certification exam, paid for by the U.S. Government. USAID prohibits discrimination in hiring and employment on the basis of physical or mental impairment. USAID promotes, with reasonable accommodation, the full realization of equal employment opportunities for the disabled in recruitment, promotion, assignment, and training.

G. Available Guidelines:

Guiding documents will include the USAID Automated Directives System (ADS), the TB National Strategic plan, PEPFAR Country Operational Plans, the MOH Road Map for TB/HIV Prevention, Care and Treatment, Global Fund Grants, and different operational documents available at the mission including mission orders and mission notices.

H. Exercise of Judgment:

In instances not clearly covered by written guidelines, He/she will use her/his own professional judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy challenges. Excellent (balanced) judgment must be exercised in setting priorities. Personal initiative, discretion and patience is expected in dealing with Mission and Host Country personnel as well as representatives from other donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution.

In addition, considerable judgment is required in working effectively with officials in the government (if needed) and the private sector, in overseeing contractor activities and coordinating multi sector efforts in support of USAID/DRC development objectives, and in collecting, analyzing and reporting on progress of activities and recommending project actions. He/she will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.

I. Authority to make commitments:

The incumbent has no independent authority to make any resource commitments or commit U.S. Government funds on behalf of the U. S. Government.

J. Nature, Level, and Purpose of Contacts:

He/she will be required to establish and maintain solid working relationships with all categories of Mission personnel to function effectively. S/he will be required to work closely, coordinating with: USG agencies, technical staff, national governmental officials, non-governmental officials, private sector representatives, and other foreign donor institutions. The purpose of contact will be to maintain open lines of communication 1) in support of program implementation; 2) regarding the timely management of activity functions and procedures; 3) to collect, obtain, and verify factual information pertaining to program/project planning and implementation; 4) to monitor and evaluate existing activities on a regular basis; and 5) to gather information needed for reporting. The purpose of contacts will range from simple information gathering to assisting in the development of complex programs and documents with various partners.

K. Language Proficiency:

Requires Level IV English; level III French is strongly preferred.

L. Other Requirements:

The incumbent must be:

- A U. S. Citizen;
- Permanent resident and/or have requisite visas and work permits for DRC;
- Available and willing to work outside the regular 40-hour workweek when required/necessary;
- Willing to travel to work sites and other offices as/when requested; and,
- Able to obtain a security clearance at the level of "Facilities Access" within a reasonable period of time.

M. Minimum Qualifications:

Education: Medical Doctor's or Masters' degree in Public Health (MPH) or equivalent in public health is required.

Prior Work Experience: More than 10 years of progressive and responsible experience in public health, including experience in strategic planning, activity design, program planning and budgeting, and monitoring and evaluation. Experience managing and implementing two of the three following programs, Malaria, TB and HIV/AIDS programs in DRC or in developing country contexts.

Languages: Requires Level IV English; level III French is strongly preferred.

Job Knowledge: Knowledge of PEPFAR and PMI strategies, rules, requirements, and procedures; Understanding of USG Program Implementing Agencies (USAID, CDC) procedures and policies; Knowledge of Global Fund program development, management, implementation and monitoring; and knowledge of GF Country Coordinating Mechanism procedures.

Skills and Abilities: Demonstrate ability to initiate, establish and maintain relationships with the major multilateral and bilateral stakeholders to facilitate coordination and collaboration; Demonstrated ability to understand complex financial and program management; Familiarity with USG administrative, management, and reporting procedures and systems; Demonstrated ability to mediate and facilitate consensus decisions on complex and time sensitive technical, programmatic, strategic, and financial issues; and ability to interpret regulatory directives and related guidance.

#### N. Evaluation Criteria/Selection Criteria

##### 1. Education and Experience: 30 Points

Experience working with disaffected populations including people living with HIV/AIDS, Malaria, and Tuberculosis, countries with weak governance, communities in conflict and/or recovery from conflict, and coordination with multiple actors in a fast-paced and dynamic environment is necessary for this position. Strong strategy development experience is desired. Demonstrated skills dealing with high level government officials desired.

##### 2. Knowledge: 30 points

Knowledge of humanitarian and development principles and US strategic interests are necessary to be successful in this position.

##### 3. Skills: 40 points

Organizational skills, financial management, strategy development, and interaction with other agencies, organizations, and governments are necessary to perform at the desired level.

## O. Instructions to Applicants:

Interested individuals are requested to submit following:

1. Fully completed and signed copy of an Optional Application for Federal Employment Form (OF - 612);
2. A current resume or curriculum vitae (CV) with cover letter;

Please be sure that the CV and/or cover letter provides the following personal information, as well as the following information concerning the Evaluation Criteria:

- a. Personal Information: Full Name, Mailing Address, Email Address, Day and Evening Phone Numbers, and Country of Citizenship
  - b. Education - Colleges and universities or technical vocational schools, 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); clearly state if experience is being substituted for a degree;
  - c. Experience - Provide information for paid and non-paid work experience specifically related to this position;
  - d. Knowledge - Pertinent information related to the qualifications required for the position including procurement training courses; on-the-job training and other job-related skills such as computer software training/experience;
  - e. Skills and Abilities - Pertinent information on work/educational experiences which demonstrate the applicant's performance and knowledge in a highly demanding work environment.
3. A minimum of three and a maximum of five references (including two references from direct supervisors) who can provide information regarding the applicant's knowledge of procurement work;
  4. Information on current or prior U.S. Government security or employment authorization clearance and current or prior U.S. Government/employment medical clearances (if any).

The OF-612 is available at the following website:

<http://www.gpo.gov/pdfs/careers/apply/of612.pdf> or at Federal offices. Applicants should note that the salary history for the purposes of the OF-612 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.

NOTE: 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.

This office must receive your application prior to the closing date and time specified in this solicitation. Late applications will not be considered. Please note all applications must be signed - unsigned applications shall NOT be considered. Please reference the solicitation number on your application, and as the subject line in any cover letter.

To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter. Applications must be received via email, by the closing date and time specified in the cover letter.

#### P. Benefits

As a matter of policy, and as appropriate, a Resident Hire USP SC recruited is normally authorized the following benefits and allowances:

##### BENEFITS:

(1) Employee's FICA Contribution

(2) Contribution toward Health & Life Insurance

- 72% of Health Insurance Annual Premium (not to exceed \$20,399 for a family and \$7,266 for employees without dependents)
- 50% of Life Insurance Annual Premium (not to exceed \$500)

(3) Eligibility for Worker's Compensation

(4) Annual & Sick Leave

Federal Taxes and Fringe Benefits: USPSCs are not exempted from payment of Federal Income taxes. As a resident hire USPSC, the incumbent will not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.

**Q. CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDS) PERTAINING TO PSCS:**

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs#psc> to determine which CIBs and AAPDs apply to this contract.

Additionally, AIDAR Appendix D can be found at: <http://transition.usaid.gov/policy/ads/300/aidar.pdf>

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.