



USAID | **HAITI**
FROM THE AMERICAN PEOPLE

ISSUANCE DATE: 02-16-2012
CLOSING DATE: 03-16-2012

Ladies/Gentlemen:

SUBJECT: SOL-521-12-000015
PEPFAR Coordinator

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified individuals from U.S. Citizens or TCN interested in providing Personal Services Contract (PSC) services as described in the attached solicitation.

Submittals shall be in accordance with the attached information at the place and time specified.

Any questions on this solicitation may be directed to:

Elénita Lahens
USAID/HAITI
Blvd. 15 Octobre
Tabarre 41
Port-au-Prince, Haiti

TELEPHONE NUMBER: 011-509-2 229-8000
FAX NUMBER: 011-509-2 229- 8066
E-MAIL ADDRESS: elahens@usaid.gov

Applicants should retain for their records copies of all enclosures which accompany their applications. All application and the required documents should be submitted to: elahens@usaid.gov or sneptune@usaid.gov

Sincerely,

R. Christopher Gomes
Executive Officer

SOL-521-12-000015

SOLICITATION NUMBER: SOL-521-12-00015

ISSUANCE DATE: 02/16/2012

CLOSING DATE/TIME : 03/16/2012

POSITION TITLE: PEPFAR COORDINATOR

MARKET VALUE: GS 14

PERIOD OF PERFORMANCE: ONE YEAR RENEWABLE

PLACE OF PERFORMANCE: PORT-AU-PRINCE, HAITI

SECURITY ACCESS: EMPLOYEMENT AUTHORIZATION

AREA OF CONSIDERATION: U.S. Citizens/TCN

PEPFAR Coordinator

The President's Emergency Plan for AIDS Relief (PEPFAR) Coordinator, reporting to the Chief of Mission or his/her designee, is responsible for managing the inter-agency USG PEPFAR program in Haiti. The incumbent works closely with technical staff in the design of the PEPFAR program, manages and tracks a substantial budget (approximately \$144 million in FY2010), collaborates with Government of Haiti counterparts and multiple international and national implementing partners, and leads a complex inter-agency team at Post. The incumbent is also the primary contact with the Office of the Global AIDS Coordinator (OGAC) and representatives of the USG PEPFAR implementing agencies (the Department of Health and Human Services/Centers for Disease Control and Prevention (HHS/CDC), and the US Agency for International Development (USAID)).

A. BACKGROUND ON U.S. GOVERNMENT'S HIV/AIDS PROGRAM

The U.S. President's Emergency Plan for AIDS Relief (PEPFAR) is the U.S. Government initiative to help save the lives of those suffering from HIV/AIDS around the world. This historic commitment is the largest by any nation to combat a single disease internationally, and PEPFAR investments also help alleviate suffering from other diseases across the global health spectrum. PEPFAR is driven by a shared responsibility among donor and partner nations and others to make smart investments to save lives.

PEPFAR is the cornerstone and largest component of the U.S. President's Global Health Initiative. With a special focus on improving the health of women, newborns and children, the Global Health Initiative's goal is to save the greatest number of lives by increasing and building upon what works and, then, supporting countries as they work to improve the health of their own people.

On July 30, 2008, [H.R. 5501, the Tom Lantos and Henry J. Hyde United States Global Leadership Against HIV/AIDS, Tuberculosis, and Malaria Reauthorization Act of 2008](#) was signed into law, authorizing up to \$48 billion over the next 5 years to combat global HIV/AIDS, tuberculosis, and malaria.

In the aftermath of the January 2010 earthquake and the October 2010 cholera outbreak in Haiti, the PEPFAR program has played a major role in the emergency response.

PRINCIPAL RESPONSIBILITIES:

- a) Lead the inter-agency USG team in the management of the Haiti PEPFAR program.
- b) Organize regular meetings of PEPFAR staff, assign tasks, prepare reports, and ensure that required deadlines are met as required in connection with the PEPFAR program.
- c) Represent the PEPFAR program at weekly Country Team meetings, and represent the USG on the Global Fund Country Coordinating Mechanism (CCM), in collaboration with the Global Fund Liaison.

- d) Plan, manage and track the substantial PEPFAR budget, maintain detailed and accurate records regarding budget levels, prepare necessary documents for approvals of any changes to approved budget amounts.
- e) Serve as principal point of contact between the Haiti PEPFAR program and the Office of Global AIDS Coordinator (OGAC) through respective country support team lead and members named by OGAC.
- f) Ensure that Chief of Mission, Health Pillar Coordinator, Post leadership and other interested and/or affected units at the Embassy are apprised of key PEPFAR accomplishments, challenges and timelines.
- g) Coordinate with representatives of the USG PEPFAR implementing agencies (i.e., the Department of Health and Human Services/Centers for Disease Control and Prevention (HHS/CDC), and the US Agency for International Development (USAID)), and other relevant USG agencies.
- h) Collaborate with host Government ministries/offices to promote maximum collaboration between the host Government HIV/AIDS programs and those being planned and implemented by USG agencies and their partners.
- i) Liaise with development partners active in HIV/AIDS and implementing PEPFAR programs in Haiti.
- j) Develop and maintain relationships between USG PEPFAR and leadership involved in the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM), including the Country Coordinating Mechanism (CCM), principal recipients and sub-recipients in order to ensure optimal coordination and integration of USG efforts with those others.
- k) Develop and implement a unified PEPFAR program for Haiti that makes best use of the comparative advantages and competencies of participating USG agencies, achieves maximum results related to the PEPFAR 4-12-12 targets and Government of Haiti objectives for HIV/AIDS and is optimally responsive to the needs of people at risk for or infected by HIV.
- l) Lead the inter-agency USG team in development of all required reporting, including the Country Operational Plan (COP), Semi-Annual Program Results (SAPR), and Annual Program Results (APR).
- m) Liaise with the Public Diplomacy Section on PEPFAR related communication.

DUTIES SHALL INCLUDE:

- a) Convene, chair, disseminate and retain records of regular and ad hoc meetings with the inter-agency Haiti USG PEPFAR Team.
- b) Develop the annual Country Operational Plan (COP), lead the inter-agency process to prepare COP elements, including assigning tasks, setting deadlines and ensuring that Post leadership is informed of and involved in the process. Collaborate as necessary with implementing agency leads and activity managers to facilitate the completion of reports and other key documents required for the COP.
- c) Coordinate the Haiti PEPFAR Team's response to key developments, action requests, reports, and policy guidance from OGAC in Washington.
- d) Inform Chief of Mission, Post leadership and the Health Pillar Coordinator of key PEPFAR developments and timelines, significant policy or program issues, successes as well as constraints to achieving the program goals.

- e) Assure alignment of PEPFAR programming in support of the overall USG health strategy focusing on strengthening the MOH capacity to plan, execute, and evaluate health programs
- f) Plan and manage international VIP visitors visiting PEPFAR supported sites.
- g) Coordinate monitoring and reporting of program results and strategic exercises to evaluate program progress and success, maintain a calendar of important benchmarks to ensure the program is on schedule. This includes working closely with the Haiti PEPFAR Strategic Information advisor on the development and submission of the semi-annual and annual program results reports.
- h) Work with Public Diplomacy staff in Haiti to prepare and disseminate periodic internal and external updates and status reports on PEPFAR. Liaise with Public Affairs at OGAC.
- i) Serve as the liaison with the Global Fund Portfolio Manager, UNDP and PSI- the new Principal Recipients of the Global Fund's HIV/AIDS and Tuberculosis grants to Haiti, respectively - to ensure consistent coordination of joint planning, programming and monitoring of implementing partner activities and budgets.
- j) Serve as secretariat for USG/Government of Haiti and USG/other donor agency meetings related to PEPFAR.
- k) Coordinate with other USG health programs, as necessary.
- l) Other duties as assigned.

SUPERVISION/OVERSIGHT:

The direct supervisor of this position will be the Health Pillar Coordinator or his/her designee. The incumbent is expected to work independently, taking initiative under general supervision, to sensitively and collaboratively manage the complex processes associated with planning for, implementing, and monitoring the results of PEPFAR across the participating USG implementing agencies.

The PEPFAR Program Coordinator performs a key role in the Haiti PEPFAR Program, coordinating the teams from two in-country USG agencies and/or departments (USAID and HHS/CDC) and an additional department in Washington (HHS/HRSA), including team leaders and technical staff. Though the PEPFAR Program Coordinator does not supervise the teams representing the USG agencies (mission directors and technical staff), s/he is accountable for their ability to work together to prioritize actions, implement programs, and achieve results. The convener role of the PEPFAR Coordinator carries significant authority. In addition, the Health Pillar Coordinator can delegate authorities as appropriate.

APPLICATION PROCEDURE:

Qualified individuals are requested to submit:

For USPSC's, a U.S. Government Standard form 171 or Optional 612 (available at the USAID website, http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://fillform.gsa.gov>, or at Federal offices);

For CCNs and TCNs , a resume and/or Mission specified forms.

Applications must be received by the closing date and time at the address specified in the cover letter.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

LIST OF REQUIRED FORMS FOR PSCS

Forms outlined below can found at

http://www.usaid.gov/procurement_bus_opp/procurements/pcs_solicit/

1. Standard Form 171 or Optional Form 612.
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).**

* Standardized Regulations (Government Civilians Foreign Areas).

** 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.

CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCS

CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to the website

http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/ to determine which CIBS apply to this contract.

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 Resident Hire Employee may only be eligible for those benefits listed under item A below.)

BENEFITS:

Employee's FICA Contribution
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

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 Income taxes.