

ISSUANCE DATE: 05/14/2015
CLOSING DATE: 06/05/2015

Gentlemen/Ladies:

SUBJECT: Solicitation for Personal Services Contractor (PSC) No. 19-2015
USPSC Senior Public Health Specialist, USAID/Kyrgyz Republic, Bishkek, Kyrgyz
Republic

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking proposals (Optional Form 612) from persons interested in the PSC services described in the attached.

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

Any questions may be directed to Troy Tillis, Contracting Officer, and Tatiana Rossova, Personnel Specialist, who may be reached at FAX No. 7-727-250-76-34, or e-mail almaexo_hr@usaid.gov.

Offerors should retain for their records copies of all enclosures which accompany their proposals.

Sincerely,

Troy Tillis
Contracting Officer

ATTACHMENT TO SOLICITATION NO. 19-2015

1. SOLICITATION NUMBER: 19/2015
2. ISSUANCE DATE: 05/14/2015
3. CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS: 06/05/2014 (6 p.m. Almaty Time)
4. POSITION TITLE: USPSC Senior Public Health Specialist
5. MARKET VALUE: \$86,399-\$112,319 per annum (GS-14 equivalent) with 25% Post Differential (currently)
6. PERIOD OF PERFORMANCE: One year
7. PLACE OF PERFORMANCE: USAID/Kyrgyz Republic, Bishkek, Kyrgyz Republic
8. JOB DESCRIPTION:

A) BACKGROUND

The USAID Kyrgyz Republic Mission (USAID/KR) is headquartered in Bishkek, Kyrgyz Republic, with a sub-office in Osh in the south of the country. The Kyrgyz Republic is bordered by Kazakhstan, Uzbekistan, Tajikistan, and China and is an emerging parliamentary democracy still recovering from a violent political transition in 2010. Because it serves as a model for democracy in the region, and because of its proximity to South Asia and its potential to contribute to stability in nearby Afghanistan and Pakistan, the Kyrgyz Republic is of considerable geopolitical and strategic interest to the United States.

The U.S. Government's program of assistance in the Kyrgyz Republic is focused on the growth of diversified enterprise and trade; building a more open, democratic culture; better management of environmental resources, including energy; and improved HIV and Tuberculosis and education services. The mission manages over \$35 million in assistance funds annually. The Mission implements its programs together with more than 30 contractor and grantee teams.

The Mission currently has three technical offices: the Economic Development Office (EDO), the Democracy and Governance Office (DGO) and the Health and Education Office (HEO). The HEO manages a diverse program of country-specific and regional activities and an annual portfolio of over \$10 million. The HEO currently manages activities in the following areas:

- 3.1.1 HIV/AIDS
- 3.1.2 Tuberculosis
- 3.2.1 Basic Education
- 3.2.2 Higher Education

B) BASIC FUNCTIONS

USPSC Senior Public Health Specialist (Specialist) serves as the principal manager and Team Leader for the Health and Education Office team, and as advisor to USAID/Kyrgyz Republic senior management on all issues and programs pertaining to health and education.

The Specialist will be responsible for: 1) managing three Foreign Service Nationals (FSNs); 2) devising appropriate strategies and plans for supporting health and education in the Kyrgyz Republic; 3) leading the design and implementation of cost-effective programs/activities that produce meaningful results; 4) facilitating the proper coordination and integration of USAID health activities within the Mission's portfolio; 5) ensuring that all Mission health and education activities are coordinated with, complementary to, and supportive of similar assistance activities of other U.S. government agencies, especially from the Department of Health and Human Services/ Centers for Disease Control and Prevention, Peace Corps, and other U.S. Embassy interagency actors; 6) ensuring that the design and implementation of all health and education activities are fully coordinated with international organizations and bilateral donors active in this area; 7) ensuring that all Mission health activities support national policies and plans and are coordinated

with relevant national and local authorities; 8) providing policy advice and analyses to senior Mission management, USG and U.S. Embassy leadership, the Government of the Kyrgyz Republic (GoKR) and the private sector on topics related to health development.

The Specialist will serve as a principal technical resource on health and education as the Mission's primary point of contact on matters related to programming under USAID's Assistance Objective for "Health" and "Education" and relevant Program Areas and Elements under the USAID foreign assistance framework. The Specialist will also serve as a day-to-day liaison with other U.S. Government agencies (mainly CDC, the State Department, and Peace Corps) and international organizations and foreign donors engaged in providing assistance for health and education.

The incumbent will handle all assigned work either independently or, as required, as part of teams, according to established Mission policies, practices and programmatic guidance, as in effect and in accordance with all applicable USAID regulations and guidance as provided in the USAID ADS and elsewhere.

The incumbent is expected to make independent judgments that can be defended as necessary. As a highly qualified professional, substantial reliance is placed on the employee to independently plan and carry out the specific activities entailed in fulfilling major duties and responsibilities.

The range of responsibilities and functions are outlined below.

C) MAJOR DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to the following:

1) Health and Education Office Management and Supervision (55%)

- Serves as de-facto Director of the HEO, and oversees a staff of three Foreign Service National Project Management Specialists.
- Sets staff annual work objectives; conducts staff performance evaluations; reviews and revises position descriptions; manages staffing issues and determines staff assignments; approves requests for leave and travel; develops and manages staff training plans; and determines the need for TDY assistance.
- Provides technical, administrative and managerial leadership for the health and education office, convenes office meetings, ensures information sharing and collaboration among staff and projects, and raises issues with senior management as necessary.
- Ensures proper management of the administrative health, education, and nutrition budget and finances (for program design, management, administration and oversight), including procurement planning, use of program funds, and monitoring pipelines to avoid funding gaps.
- Ensures response by the Health and Education office to Program Office requests for information or participation, such as participation in strategic planning exercises, or providing project information for USAID/Washington inquiries, etc.
- Contributes to select sections of the ROP, PEPFAR semi-annual and annual reports, and other PEPFAR documents.
- Supports formulation of the PEPFAR annual budget request. Oversees obligations and sub-obligations for all USAID/KR PEPFAR activities. This includes ensuring that obligations tracking systems are accurate, effective, and utilized.
- Represents USAID/KR in planning, collaborating, and negotiating with partner PEPFAR

agencies to ensure overall activities under this joint program are managed as defined by the overall yearly Regional Operational Plan (ROP).

- Supports USAID/Central Asia PEPFAR Office reporting processes. Contributes to preparation of the PEPFAR Regional Operational Plan (ROP) and semi-annual and annual PEPFAR reports.
- Supervises, coaches and mentors USAID PEPFAR staff working on the budget, reporting and monitoring processes. Assists, coaches and mentors USAID PEPFAR program management staff and technical advisors in start-up and implementation requirements of newly awarded USAID grants/contracts.

2) Strategic and Technical Leadership, and Health and Education Assistance Portfolio Management (45%)

- Provides analysis, expert advice, and recommendations to senior Mission management and staff regarding the formulation of Mission strategy for assistance in health, education, and nutrition and on the management and implementation of related activities in the Mission's portfolio; identifies short and long-range achievable, sustainable strategies and participate, as required, in the development of Mission strategic plans, results analysis, resource requests, and other strategic planning and reporting documentation.
- Provides expert technical advice, leadership and strategic direction on health, education, and nutrition on behalf of USAID/Kyrgyz Republic in policy dialogue and planning undertaken in collaboration with Kyrgyz Republic authorities and partners, other USG agencies, and development partners; represents USAID/Kyrgyz Republic at meetings, seminars and conferences on health, education, and nutrition.
- Determines the additional analyses, assessments, or reviews required for sound strategies and activities; designs and oversees the implementation of such analyses or assessments; and follows up as necessary.
- Participates in, coordinates, or manages USAID inputs into assessments conducted in conjunction with other USG Agencies, international organizations, or other donors.
- Maintains close contact, provides technical advice, and engages in policy dialogue as appropriate with staff and senior representatives of, for example, the Government of the Kyrgyz Republic, the civil society community, private sector entities as appropriate, international organizations, and foreign donors active in providing assistance, as well as with USAID implementing partners and other U.S. Government agencies.
- Leads coordination efforts between USAID's health, education, and nutrition implementing partners and facilitate coordination with concerned parties within GoKR and development partner institutions; represents USAID and proactively participates in coordination of activities and issues with GoKR, other donor agencies, appropriate local public sector and nongovernmental entities, Global Fund, and others; represents USAID with multi-lateral donor coordination organizations and in defining the donor technical, policy and program agenda with the GoKR.
- Continuously gathers information about, and keeps current on, developments pertaining to health, education, and nutrition in the Kyrgyz Republic and reports such developments as required to Mission management and staff.
- Oversees management of the Mission health and education portfolios on a day-to-day basis, including managing and overseeing all health, education, and nutrition projects funded by USAID/Kyrgyz Republic; identifying and resolving program issues, assuring that all activities are carried out in a technically sound and cost-effective manner, assigning

responsibility for program management and implementation matters to subordinates, and ensuring that activities are carried out in accordance with all applicable Mission and Agency directives and requirements.

- Leads planning and design of new health and education projects and activities and/or oversees the design of new activities led by members of the health and education office to meet Mission and Agency foreign assistance goals.
- Ensures the timely review and approval of health, education, and nutrition implementation partner annual work plans and budgets as well as compliance with approved work plans and budgets.
- Oversees management of health, education, and nutrition program budget and finances in coordination with Financial and Program offices leadership; ensures that program/activity expenditures and pipelines are monitored and that corrective action is taken when needed; ensures appropriate and timely funding.
- Oversees the review and documentation of health, education, and nutrition implementing partner performance through regular site visits, routine reports, assessments and evaluations, and participation in technical working groups and other forums to monitor activities and verify asset use; ensures that issues are identified in a timely manner and that recommend follow-up actions are carried out.
- Oversees the review and documentation of health, education, and nutrition implementing partner performance through regular site visits, routine reports, assessments and evaluations, and participation in technical working groups and other forums to monitor activities and verify asset use; ensures that issues are identified in a timely manner and that recommend follow-up actions are carried out.
- Ensures that health, education, and nutrition program and activity management files are in order, up to date, and complete.
- Provides strategic, technical and administrative guidance on all supported health, education, and nutrition activities.
- Ensures that health, education, and nutrition activities are integrated into overall USAID-supported development activities (especially agriculture, economic growth and democracy and governance) and coordinate these activities with the Ministry of Health, Ministry of Education, Ministry of Agriculture, other government bodies and civil society and private sector organizations to avoid duplication of efforts and programming gaps.
- Carries out such other tasks related to Mission health, education, and nutrition activities as might be assigned.

E) REQUIRED QUALIFICATIONS:

1) Prior Work Experience: This is a position that requires maturity and a minimum of seven years of progressively responsible experience in management of health sector or education development programs, grants, or cooperative agreements, with a proven track record of programmatic accomplishment and professional achievement. The position also requires the ability to function in complex, frequently changing political and economic conditions. The candidate must have at least five years of effective international program development/management experience while residing in a transitional or developing country. At least three years of successful leadership experience in a team environment is required. Experience managing programs in NIS countries and/or Central Asia specifically is highly desirable.

2) Knowledge, Skills, and Abilities: Excellent project management skills are required. The candidate should have strong analytical and writing skills as evidenced by previous experience and a writing sample. Exceptional leadership and interpersonal skills and demonstrated ability to work in a collegial and persuasive fashion in a team environment are required. Knowledge (or potential to acquire) of USAID program design, management and implementation systems.

Comprehensive knowledge and understanding of public health and/or education sectors development issues and best practices. Knowledge and understanding of political, economic and social situation and development trends in Central Asia.

The incumbent must have fulfilled mentorship roles in the past and have the strong interpersonal skills necessary to support a team member's development.

The incumbent must be fluent in English (working knowledge of Russian and/or Kyrgyz highly desired but not required) and have proven ability to communicate quickly, clearly, and concisely, both orally and in writing, including technical reports. S/he must have demonstrated ability to produce professional quality statements of work, white papers, and other professional documents in the specified technical areas. The incumbent must be able to make oral presentations logically and persuasively to senior officials, other donors, the NGO community, and to USAID and other USG officials.

3) Teamwork/Interpersonal Skills: Exceptional leadership, communications and inter-personal skills. Ability to interact effectively with a broad range of internal and external partners and USAID clients, international organizations, and host country government officials or NGO counterparts. Ability to function collaboratively and productively as a member of a multi-disciplinary and multi-functional team, and to work effectively in a team environment to achieve consensus on policies, activities and administrative matters. Technical skills are not sufficient to be selected for this position candidates are required to convincingly relate how their experience demonstrates their ability to mentor and develop staff within team environments.

4) Education: A minimum of a Master's Degree in a relevant development-related field (e.g.: public health, education, medicine, or nursing) is required.

F) OTHER REQUIREMENTS

1) Must be an U.S. Citizen and possess or be able to obtain a U.S. Government-issued security clearance at the level of SECRET. 2) Must be able to obtain a State/Med medical clearance to serve in the Kyrgyz Republic. 3) Must be available and willing to commit to the Contract Performance Period of 12 months; 4) Available and willing to work additional hours beyond the established 40-hour workweek and outside established Monday-Friday workweek, as may be required or necessary; and 5) Must be willing to travel throughout the Kyrgyz Republic and occasionally to other countries in Central Asia.

G) SELECTION CRITERIA:

Applicants will be evaluated against the following criteria:

Prior Work Experience:	20 points
Knowledge, Skills and Abilities:	
- Project Management, analytical and writing skills	25 points
- Knowledge of health sector development and/or education issues and best practices:	25 points
Teamwork/Interpersonal Skills:	20 points
<u>Education:</u>	<u>10 points</u>
Total:	100 points

Notice to Applicants: USAID reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its

evaluation.

9. APPLYING

Qualified individuals are requested to submit a Optional Application for Federal Employment OF-612 including experience, salary history, list of references, and recent sample of his/her written work (maximum 1-3 pages, i.e. policy memo) no later than COB (6 p.m. Almaty time) June 05, 2015. The form is available at the USAID website, <http://www.usaid.gov/forms/> or <http://www.usaid.gov/sites/default/files/OF612.pdf> . Applications, recent supervisor reference and three (3) personal references, and writing sample may be submitted by e-mail, fax, DHL or FedEx air courier by the closing date, above, to:

Personnel Office
USAID/CA Almaty
41 Kazibek Bi Street
Almaty, Kazakhstan
Email: almaexo_hr@usaid.gov
Fax: 7 727 2507634/35/36

Email or faxed documentation is preferred as mail delivery may be untimely. 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.

USAID/KR (through USAID/CA) expects to award a personal services contract for an off-shore or resident-hire US Citizen for a one-year period commencing o/a September 6, 2015 subject to security and medical clearances and funds availability. The duty post for this contract is Bishkek, Kyrgyzstan.

10. Benefits include post differential, housing, and other benefits per USAID regulations. Basic household furnishings will be available in quarters to be provided by USG.

11. For more information about USAID/Kyrgyz Republic see <http://www.usaid.gov/kyrgyz-republic>

Attachment 3

AS A MATTER OF POLICY, AND AS APPROPRIATE, A PSC IS NORMALLY AUTHORIZED THE FOLLOWING BENEFITS:

1. BENEFITS

Employer's FICA Contribution
Contribution toward Health, Medevac & Life Insurance
Pay Comparability Adjustment
Annual Increase
Eligibility for Worker's Compensation
Annual & Sick Leave
Eligibility for 401(k)

2. ALLOWANCES* (if Applicable).

(A) Temporary Lodging Allowance (DSSR Section 120).
(B) Living Quarters Allowance (DSSR Section 130).
(C) Post Allowance (DSSR Section 220).
(D) Supplemental Post Allowance (DSSR Section 230).
(E) Separate Maintenance Allowance (DSSR Section 260).
(F) Education Allowance (DSSR Section 270).
(G) Education Travel (DSSR Section 280).
(H) Post Differential (DSSR Section 500).
(I) Payments during Evacuation/Authorized Departure (DSSR Section 600), and
(J) Danger Pay (DSSR Section 650).

LIST OF REQUIRED FORMS FOR PSCs

1. Optional Form 612.
- **2. Medical History and Examination (DS-1843).
- **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).

NOTE: Form 5 is available from the requirements office.

* Standardized Regulations (Government Civilians Foreign Areas).

** The forms listed 2 through 5 shall only be completed via e-QIP upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

3. POLICY GUIDANCE PERTAINING TO PSCs

a) ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) and CONTRACT INFORMATION BULLETINS (CIBs) contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc to determine which AAPDs and CIBs apply to this contract.

b) 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/policy/ads/300/aidar.pdf> is the primary regulation governing USPSCs for USAID.