

SOLICITATION NUMBER: SOL-636-11-000002

ISSUANCE DATE: July 26, 2011

CLOSING DATE: August 9, 2011

SUBJECT: Solicitation for a Resident Personal Services Contractor – Deputy Program Manager/Health Advisor

OPEN: To all U.S. Citizens in Sierra Leone

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), Guinea is seeking applications (**Optional Form 612**) from qualified applicants to provide services as a Deputy Program Manager/Health Advisor under a local hire personal services contract, 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: (i) a complete and signed Form set of U.S. Government OF 612 – Optional Form for Federal Employment; (ii) a most current curriculum vitae (CV) or resume; and (iii) three references, who are not family members or relatives, together with working telephone and email contacts. (iv) a cover letter (3 pages maximum) addressing how they meet the required qualifications for this position (see Qualification section of this Solicitation). Each of the expected qualifications should be addressed in the cover letter. Applicants are reminded and required to sign the certification at the end of the OF-612. Unsigned applications shall NOT be considered.

In order to be considered for the position, a candidate must meet the minimum qualifications listed in the solicitation. Consideration and selection will be based on a panel evaluation of the applications vis-à-vis the evaluation criteria.

Applications and the required documents in response to this solicitation must be addressed in a sealed envelope as follows:

**The Human Resources Office
(Application of U.S. Citizen PSC Deputy Program Manager/Health Advisor
Position)
United States Embassy
Southridge,
Hill Station
Freetown**

And hand delivered the envelopes to security guards at the entrance of the Embassy.

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Applicants should retain for their records copies of all enclosures which accompany their applications.

This solicitation does not represent a commitment on behalf of the USAID. The U.S. Government is not obligated to make an award or to pay for any costs associated with the preparation and submission of a proposal in response to this solicitation.

USAID reserves the right to award or not the contract contemplated herein, subject to availability of funds.

Any questions regarding this solicitation may be directed to Mahamane Tandina, Executive Officer, USAID Guinea, who may be reached by phone at 224-67-10-40-29 or by email at mtandina@usaid.gov.

Sincerely,

Lawrence Bogus
Contracting Officer

Solicitation for a Resident U.S. Personal Services Contractor: DEPUTY PROGRAM MANAGER/HEALTH ADVISOR

- 1. SOLICITATION NO.: SOL-636-11-00002**
- 2. ISSUANCE DATE: JULY 26, 2011**
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: AUGUST 9, 2011 AT 16H30 LOCAL TIME**
- 4. POSITION TITLE: DEPUTY PROGRAM MANAGER/HEALTH ADVISOR**
- 5. MARKET VALUE:** GS-13 (\$71,674.00-\$93,175.00). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. If not fully qualified, candidate will be hired at a lower grade.
- 6. PERIOD OF PERFORMANCE:** Two years
- 7. PLACE OF PERFORMANCE:** Freetown, Sierra Leone
- 8. STATEMENT OF WORK**

A. INTRODUCTION:

This job is being advertised by USAID/Guinea and Sierra Leone, which has responsibilities for both the management of the Sierra Leone Assistance Program and programs in Guinea. The advertised job is based out of Freetown, to assist the Country Program Manager of USAID programs in Sierra Leone. The current strategy for Sierra Leone consists of two development objectives: 1) Advancement of economic growth; and 2) democracy and governance capacities Strengthened. These program areas provide the framework for USAID assistance to Sierra Leone.

B. POSITION DESCRIPTION

After nearly a decade of civil war, Sierra Leone is transitioning from peace keeping to peace building following the July 1999 signing of the Lomé Peace Agreement. Managing this program requires the skill of a strong Program Manager. Design and implementation of USAID development assistance activities in the post-conflict country are especially sensitive and challenging.

Working under the direct supervision of the Country Manager based in Freetown, the Contractor will participate in and provide support to project design, development, implementation, monitoring, and reporting. S/He will also provide program coordination with counterparts and implementing agencies, NGOs, including those receiving USAID

funds and others; international organizations; representatives of the international donor community, especially in the Health sector; USAID Regional Offices; and USAID/Washington cognizant staff. S/He will also work closely with USAID/Guinea and Sierra Leone to ensure that activities planned and implemented remain consistent with USAID transition strategy for Sierra Leone.

C. DUTIES AND RESPONSIBILITIES

- a. The Contractor will assist the Program Manager in advancing program performance in all areas of assistance, and will assist in the guidance of contractors, grantees, and other activity implementing agencies. The Contractor will also provide guidance in the design of activities to be implemented, in conformity with USAID policies, procedures, and sound activity management principles.

The incumbent will serve as the USAID Health Advisor in-country, and as the technical and programmatic lead for all activities related to public health in-country in the domains of nutrition, HIV/AIDS, family planning, maternal and child health, etc. Specifically, this includes providing technical input in programming, assisting in the development of new strategies, and communicating cutting-edge Health knowledge to maximize the quality of program design, implementation, monitoring and evaluation with USAID's broad coalition of partners. The incumbent will also lead the management of multiple activities in the Mission's health portfolio, liaise with host government counterparts, and coordinate with other donors in the Health sector. The Health Advisor will also work with partners to assist in the preparation and editing of reporting documents to address requests from Washington, a key part of USAID's work.

The Program and Health Advisor backstops the Country Manager and assumes his/her responsibilities when s/he is absent. As needed, the Country Manager may delegate specific responsibilities for assignments to the Program/Health Advisor on either a short-term or long-term basis.

- b. Specific functions may include, but are not limited to:

Program Advisor:

- Participating in Country Development Coordination Strategy (CDCS) design and activity development efforts in the Foreign Assistance Framework of USAID assistance to Sierra Leone.
- Monitoring and performing regular, documented assessments of performance progress and indicators of existing programs.

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- Provide significant substantive input to the Annual Operating Plan & Program Performance and Results reporting, the Congressional Budget Justification, Congressional Notification, OYB reporting, Taskers, etc.
- Providing recommendations on budget allocation levels for transition assistance activities by Program Element, Presidential Initiative, and Line Item.
- Preparing correspondences, cables and reports to address inquiries and routine reporting documents communicating program activities.
- Leading, organizing, or attending relevant meetings and conferences, as well as preparing follow-up cables and reports.
- Serving as the USAID humanitarian assistance liaison with regional and functional USAID Bureaus. The Program Assistant will regularly report on these activities, as directed by the Program Manager.
- Coordinating USAID program activities with bilateral and multilateral donors who support similar activities through meetings, round-tables, conferences and other representational activities.
- Coordinating and implementing humanitarian assistance activities.
- As a team member, actively participate in meetings and joint activities between USAID and the Ministries of Health, other donors, Peace Corps and the U.S. Embassies.

Health Advisor:

- Providing expert advice, technical leadership, and coordination in developing and implementing USAID Health projects/activities in Sierra Leone as well as monitoring the progress of these activities.
- Serving as a liaison official for USG assistance with the Government of Sierra Leone, the U.S. Embassies in Sierra Leone, private voluntary organizations, and international donor organizations for all activities in the Health portfolio.
- Undertaking field observation, analysis, and consultation with host government and/or other local entities to identify needs for USAID assistance in areas consistent with USG assistance program and foreign policy objectives. This may include advising the Sierra Leone Program Manager of these needs, and developing concept papers outlining a potential USAID response.
- Acting as the technical and programmatic resource person for public health especially for the HIV/AIDS and reproductive health portfolio for Sierra Leone.
- Analyzing partners' progress in relation to their and the Mission's performance indicators. Assist in tracking of quality of performance data. Identify any problem areas

and provide a plan for corrective actions. Ensure partners receive needed information on USAID procedures and policies.

- Working closely with and provide technical leadership on cross-cutting issues, particularly HIV/AIDS, nutrition, civil society strengthening and combating female genital cutting and early and forced marriages.
- Drafting all documentation necessary and obtaining approval for obligations including SOWs, Action Memoranda, pipeline analysis, and undertaking GLAAS actions.

C. The contactor will perform other appropriate duties as assigned by the Country Program Manager.

D. Assist in the Supervision of three FSN professional staff, and one Administrative Assistant. Also, provide coordination and support for the FFP Representative in Sierra Leone.

E. Will serve as Country Program Manager during the absences of the incumbent.

9. LEVEL OF CONTACTS

The selected applicant must be able to work and communicate effectively at the Ministerial level of the host country government, and with persons and partners from all sectors of the USAID program.

10. PHYSICAL DEMANDS

The work is generally sedentary and does not pose undue physical demands, except for the ability to tolerate bumpy roads for extended vehicle trips up-country and sometimes spending the night in one-star (or lower) hotels with no air-conditioning.

11. WORK ENVIRONMENT

Work will be primarily performed in an office setting.

Note: In-country & occasional international travel is required. The Program and Health Advisor may be required to travel within Sierra Leone to monitor USAID activities, which will not exceed 25% of time in any month. Occasional travel to Conakry, Guinea may also be required for support to and coordination with the USAID/Guinea Mission.

12. QUALIFICATION REQUIREMENTS & SELECTION CRITERIA:

- Education (30 points): A bachelor's degree in Health, International Development, Management, Sociology, Anthropology, or other related fields is required. A Master's Degree or higher is desired
- Experience (25 points): Minimum three years experience in international development and program management with health specialization is required. Some relevant experience in West Africa or in Africa generally is also required particularly within developing contexts required.
- Knowledge Skills and Abilities (35 points): A good knowledge of USG and/or International Organizations policies, procedures, reporting and systems is required. Current knowledge of political and economic conditions in Sierra Leone, Liberia, and Guinea is desired as well. S/He should be resourceful, have good judgment, and must work well with foreign nationals. Management, conceptualization, analytical, negotiating, problem solving, writing, and oral communications skills are a must as well. User-level ability to work with computers and common software programs is also required.
- Language (10 points): Excellent writing and oral presentation skills, with English at FSI 4/4 level (Reading/Speaking - Educated, Native Speaker level).

13. TERMS OF PERFORMANCE:

The contract will be for a period of twenty four (24) months.

14. WORKING ENVIRONMENT:

Work is primarily performed in an office setting. In-country & occasional international travel is required.

15. START DATE: Immediately, once necessary clearances are obtained.

16. POINT OF CONTACT: See Cover Letter.

17. APPLYING:

Qualified individuals are requested to submit:

A U.S. Government Optional Form 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); (ii) a most current curriculum vitae (CV) or resume; and (iii) three references, who are not family members or relatives, together with working telephone and email contacts. (iv) a cover letter (3 pages maximum) addressing how they meet the required qualifications for this position (see Qualification section of this Solicitation). Each of the expected qualifications should be addressed in the cover letter. Applicants are reminded and required to sign the certification at the end of the OF-612. Unsigned applications shall NOT be considered.

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.

Applicants should retain for their records copies of all enclosures which accompany their applications.

18. LIST OF REQUIRED FORMS FOR PSCS:

Forms outlined below can be found at

http://www.usaid.gov/business/business_opportunities/psc_solicitations.html

1. 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). **

** 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.

19. CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCS

AAPDs and 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.

20. BENEFITS:

This is a local hire position, as such no offshore benefits will be provided.

As a matter of policy, and as appropriate, a resident PSC is normally authorized the following benefits:

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Employee's FICA Contribution
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Annual Increase
Eligibility for Worker's Compensation
Annual and Sick Leave

* Standardized Regulations (Government Civilians Foreign Areas).

FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes, FICA, and Medicare.

Note: The selected individual must be eligible for a U.S. government security clearance and obtain a full medical clearance for service.