

ISSUANCE DATE: 07/21/2016
CLOSING DATE: 08/08/2016

Gentlemen/Ladies:

SUBJECT: Solicitation for Personal Services Contractor (PSC) No. 13-2016
USPSC Senior Public Health Specialist, USAID/Central Asia, Dushanbe, Tajikistan

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 Christopher Daly, Contracting Officer, and Tatiana Rossova, Deputy EXO, 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,

Christopher Daly
Contracting Officer

ATTACHMENT TO SOLICITATION NO. 13-2016

1. SOLICITATION NUMBER: 13-2016
2. ISSUANCE DATE: 07/21/2016
3. CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS: 08/08/2016 (6 p.m. Almaty Time)
4. POSITION TITLE: USPSC Senior Public Health Specialist
5. MARKET VALUE: \$87,263-\$113,444 per annum (GS-14 equivalent) with 30% Post Differential (currently)
6. PERIOD OF PERFORMANCE: One year (with possibility for extension)
7. PLACE OF PERFORMANCE: USAID/CENTRAL ASIA, DUSHANBE, TAJIKISTAN
8. JOB DESCRIPTION:

A) BACKGROUND

Twenty years ago Tajikistan emerged from a civil war that left up to 100,000 dead and devastated the country's infrastructure and productivity even more than the 1991 collapse of the Soviet Union already had. In recent years, Tajikistan has enjoyed relative stability, but looks with concern toward future developments beyond its 800-mile porous southern border with Afghanistan now compounded by Russia's deepening economic crisis. With the world's most remittance-dependent economy, Tajikistan struggles with extreme poverty, low economic productivity, and high unemployment. High rates of fertility, stunting and under-nutrition threaten the health and prosperity of the next generation. Tajikistan's eight million people endure recurring winter energy and food shortages along with crippling diseases such as multi drug-resistant tuberculosis. To address these challenges, USAID partners with the Tajik Government and bilateral and multilateral organizations to improve food security, health and nutrition; strengthen basic education; and enhance good governance.

USAID's Regional Mission to Central Asia (CA), which is headquartered in Almaty, Kazakhstan, includes country offices in Ashgabat, Turkmenistan; Astana, Kazakhstan; Dushanbe, Tajikistan; and Tashkent, Uzbekistan. The region is bordered by Afghanistan, Iran, Russia, and China – and the Mission manages one of the most complex development programs in one of the most demanding environments in the world. The current portfolio includes support for multi-million dollar bilateral and regional programs covering Kazakhstan, Tajikistan, Turkmenistan, and Uzbekistan (with significant support to the Kyrgyz Republic Mission) across a range of technical fields, including agricultural development. USAID/CA also works closely with neighboring Missions (primarily Afghanistan, Pakistan, and India) on regional connectivity programming, which focuses primarily on Economic Development programming.

Overall, USAID/CA is responsible for the strategic planning, program design and implementation, achievement of results, and reporting for the USAID assistance programs for four republics of Central Asia. USAID's portfolio of assistance in the region falls under a Regional Development Cooperation Strategy (RDCS), which focuses on three Development Objectives (DOs): DO 1 – expanded diverse and competitive trade and markets; DO 2 – enhanced regional cooperation on shared energy and water resources; and DO 3 – more effective and inclusive governance institutions that serve the public good.

Under the RDCS, the overall program budget for FY 2015 exceeds \$75 million with more than \$450 million in life-of-project funding. To implement activities under the RDCS, USAID/CA has three technical offices: the Economic Development Office (EDO), the Democracy and Governance Office (DGO), and the Health and Education Office (HEO). Taking into account the countries' individual paths as well as their shared priorities, USAID assistance in the region combines country-specific and

regional programs to achieve this goal. Even where USAID's individual programs and activities are implemented in a bilateral context, the mission considers the broader regional perspectives, and facilitates communications with counterparts on shared interests.

Of the Country Offices, the Tajikistan Country Office (TCO) is by far the largest, managing a broad-based development portfolio that averages \$25 million per year, with a staff of 6 U.S. Direct Hires (USDHs), 1 U.S. Personal Service Contractor (USPSC) and 12 Foreign Service National (FSNs). Tajikistan is USAID/CA's only Feed the Future Initiative focus country. The Mission implements USAID's "Almaty Consensus," which underpins the Administration's "New Silk Road" vision to strengthen connections between Central and South Asia, especially with Afghanistan. Formerly part of the Soviet Union, Central Asia's economy is still closely linked to Russia, but also increasingly linked to China.

The U.S. Government's program of assistance in Tajikistan focuses on agriculture to alleviate extreme poverty; diversified energy and trade; building a more open, democratic culture; basic education; and efforts to improve health care including Maternal Child Health, nutrition, family planning and diagnosis, prevention and treatment of HIV and Tuberculosis. TCO activities in maternal-child health, nutrition, and family planning are all fully integrated into its Feed the Future Initiative, which works to improve income of small-holder farmers and reduce childhood malnutrition and stunting in twelve Feed the Future target districts on southwestern Khatlon province, an area of extreme poverty with a population of 1.5 million people. The Tajik government increasingly recognizes the importance of nutrition as a cross-cutting, multi-sectoral issue; in September 2013, Tajikistan joined the international Scaling-Up Nutrition (SUN) movement, and USAID and UNICEF serve as donor co-conveners of Tajikistan's participation in SUN.

TCO has a program team and three technical teams: Economic Growth (EG), Education and Democracy/Governance (EDG) and Health. The Health team manages a diverse program of country-specific and regional activities with an annual portfolio of \$8-10 million. The Health team currently manages activities in the following areas:

- HIV/AIDS
- Tuberculosis
- Maternal Child Health
- Nutrition
- Family Planning

B) DUTIES AND RESPONSIBILITIES

The USPSC Senior Public Health Specialist (Specialist) serves as the principal manager and Team Leader for the TCO Health team, and as advisor to senior leadership of TCO, USAID/CA and U.S. Embassy Tajikistan on all issues and programs pertaining to health in Tajikistan. The Specialist also coordinates on regional health activities with the HEO technical office in Almaty (and vice versa).

Under the general supervision of Supervisory General Development Officer, TCO Director, the Specialist serves as a principal technical resource on health for USAID in Tajikistan, as the primary point of contact on matters related to programming under USAID's Assistance Objective for "Health" in Tajikistan 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 the US Centers for Disease Control and Prevention (CDC) and the State Department) and international organizations and foreign donors engaged in providing assistance for health in Tajikistan.

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 Senior Public Health Specialist's major duties and responsibilities include:

1) **Health Team Management and Supervision (55%)**

- Serving as USAID/CA/TCO Health team leader, overseeing a staff of up to three Foreign Service National (FSN) Project Management Specialists.
- Overseeing management of USAID's health portfolio in Tajikistan on a day-to-day basis, including managing and overseeing all health projects funded bilaterally by TCO and regionally by USAID/CA; identifying and resolving program issues, assuring that all activities are designed and carried out in a technically sound and cost-effective manner that produce meaningful results, 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.
- Setting staff annual work objectives; conducting staff performance evaluations; reviewing and revising position descriptions; managing staffing issues and determining staff assignments; approving requests for leave and travel; developing and managing staff training plans; and determining the need for TDY assistance.
- Providing technical, administrative and managerial leadership for the Health team, convening team meetings, ensuring information sharing and collaboration among staff and projects, and raising issues with senior management as necessary.
- Ensuring proper management of the administrative health 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.
- Ensuring response by the Health team to requests by the Program team for information or participation, such as participation in strategic planning exercises; providing project information for USAID/Washington inquiries; overseeing the drafting and completion of health components and inputs for applicable U.S. State Department program and budgeting processes as well as the annual Health Implementation Plan (HIP) for Tajikistan submitted to USAID's Bureau for Global Health.
- Supporting USAID/CA PEPFAR Office reporting processes; contributing to relevant sections of the annual PEPFAR Regional Operating Plan (ROP), PEPFAR semi-annual and annual reports, and other PEPFAR documents.
- Supporting formulation of the PEPFAR annual budget request; overseeing obligations and sub-obligations for all USAID/CA PEPFAR activities for Tajikistan, including ensuring that obligations tracking systems are accurate, effective, and utilized.
- Representing TCO 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 ROP.
- Supervising, coaching and mentoring TCO staff working on the budget, reporting and monitoring processes for health; assisting, coaching and mentoring HEO and PEPFAR program management staff and technical advisors in start-up and implementation requirements of newly awarded USAID grants/contracts.

2) **Strategic and Technical Leadership, Health Assistance Portfolio Management and**

Coordination (45%)

- Providing analyses, expert advice, and recommendations to senior Mission management and staff regarding the formulation of USAID/CA and U.S. Embassy Tajikistan strategies for assistance in health and on the management and implementation of related activities in the USAID health portfolio for Tajikistan; identifying and devising short and long-range achievable, sustainable strategies and participating, as required, in the development of USAID strategic plans, results analysis, resource requests, and other strategic planning and reporting documentation for Tajikistan and USAID/CA.
- Leading USAID's activities as co-convenor with UNICEF of Tajikistan's participation in the international Scaling Up Nutrition (SUN) movement, working with the Tajikistan SUN focal point (currently the First Deputy Minister of Health) to develop cross-sectoral strategies and approaches to reduce malnutrition and childhood stunting throughout Tajikistan and convene multi-sectoral Ministerial meetings including with the Ministries of Health, Education, Industry, Economic Development and Trade, Agriculture, and others as appropriate.
- Maintaining close contact, providing expert technical advice, leadership, and strategic direction related to health development on behalf of USAID in policy dialogue and planning in collaboration with the Government of Tajikistan, civil society and private sector entities, other USG agencies, USAID/CA Mission management, U.S. Embassy Tajikistan leadership, and development partners; representing USAID at meetings, seminars and conferences on health in Tajikistan and abroad.
- Leading coordination efforts between USAID's health implementing partners and facilitating coordination with concerned parties within the Government of Tajikistan and development partner institutions to ensure that all USAID health activities in Tajikistan support national policies and plans.
- Determining the additional analyses, assessments, or reviews required for sound health strategies and activities in Tajikistan; designing and overseeing the implementation of such analyses or assessments; and following up as necessary.
- Participating in, coordinating, and managing USAID inputs into assessments conducted in conjunction with other USG Agencies, international organizations and donors in Tajikistan to ensure all USAID health activities in Tajikistan are coordinated with, complementary to, and supportive of similar assistance activities of those other agencies and organizations (especially CDC, other U.S. Embassy interagency actors and the Global Fund), in Tajikistan;
- Continuously gathering information about, and keeps current on, developments pertaining to health in Tajikistan and reporting such developments as required to management and staff of TCO, HEO and U.S. Embassy Tajikistan.
- Leading planning and design of new USAID health projects and activities in Tajikistan and/or overseeing the design of new activities led by members of the TCO Health team, and facilitating proper coordination of such projects and activities with HEO, to meet Mission and Agency foreign assistance goals and ensure proper integration within the USAID/CA Mission's portfolio.
- Ensuring the timely review and approval of health implementation partner annual work plans and budgets as well as compliance with approved work plans and budgets.
- Overseeing management of health program budget and finances for Tajikistan country programs in coordination with HEO, USAID/CA's Offices of Financial Management, Strategy and Program Office and Acquisition and Assistance Office; ensuring that program/activity expenditures and pipelines are monitored and that corrective action is taken when needed; ensuring appropriate and timely funding.
- Overseeing the review and documentation of health 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; ensuring that issues are identified in a timely manner and that recommended follow-up actions are carried out.
- Ensuring that health program and activity management files are in order, up to date, and complete.

- Ensuring that health activities are integrated into overall USAID-supported development activities (especially agriculture, economic growth, education and democracy/governance) and coordinating 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.

C) SUPERVISION RECEIVED/SUPERVISION EXERCISED

The Specialist reports to the Tajikistan Country Office Director and supervises the Health team, which currently consists of up to 3 Health FSN professional staff.

The Specialist is responsible for directly monitoring the assigned activities being funded by USAID in the health sector in Tajikistan.

D) LEVEL OF CONTACTS

- Chairs of relevant social sector committees in Tajikistan's Presidential Apparatus, e.g., Chair of the Country Coordinating Mechanism for the Global Fund (Deputy Prime Minister level).
- Minister of Health and Social Protection of the Population (MOHSP), Deputy Ministers in MOHSPP; MOHSPP Department Chairs and section Chiefs, e.g., Directors of the National Tuberculosis Program, the Republican AIDS Center, etc.
- U.S. Ambassador and Deputy Chief of Mission to Tajikistan
- Counterpart host country officials responsible for development assistance matters in Tajikistan
- Chiefs of Party of USAID health Contractors and Grantees
- Senior executives at U.S. headquarters of USAID health Contractors and Grantees
- Institutional contractors, PVOs, and NGOs working on related matters
- International donor country directors and health and nutrition technical staff working in the health sector in Tajikistan (e.g., Donor Coordination Council Health Working Group, with members including European Union, German Development Bank, UK AID, World Bank, and UN agencies: UNICEF, WHO, UNDP, WFP, FAO and others).
- USAID/CA Mission management and staff in Almaty
- USAID/Washington staff
- CODELs, STAFFdels, etc.

E) QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

1. **GENERAL:** Must be a U.S. citizen, must be able to obtain a U.S. Government "SECRET" security clearance. Must be able to secure a medical clearance to serve in Tajikistan. Must be willing to travel throughout Central Asia and occasionally to other countries in the broader region.
2. **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 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 three years of effective international program development/management experience while residing in a transitional or developing country. Prior work experience in NIS countries and/or Central Asia specifically is highly desirable.
3. **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 knowledge) 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 Tajik 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 government officials, other donors, the NGO community, and to USAID and other USG officials.

4. 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.

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

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. References are required.

9. APPLYING

Qualified individuals are requested to submit a) the most current Curriculum Vitae or resume; b) completed and signed AID 302-3 form (Offeror Information For Personal Services Contracts) including experience and salary history; c) list of references with telephone and e-mail contact information; and d) writing sample (maximum 2 pages) no later than COB (6 p.m. Almaty time) August 08, 2016. The form is available at the USAID website,

<https://www.usaid.gov/sites/default/files/documents/1866/a302-3.doc>. The application package should be submitted by e-mail (preferred), DHL, or FedEx air courier by the closing date, above, to:

Human Resources Office
USAID/CA Almaty
41 Kazibek Bi Street
Almaty, Kazakhstan
Email: almaexo_hr@usaid.gov

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/CA expects to award a personal services contract for an off-shore or resident hire US Citizen for one-year period (extension optional) commencing o/a September 25, 2016 (as early as possible), subject to security and medical clearances and funds availability. The duty post for this contract is Dushanbe, Tajikistan.

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

11. For more information about USAID/Central Asia see Mission's website <https://www.usaid.gov/central-asia-regional>

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

LIST OF REQUIRED FORMS FOR PSCs

1. AID 302-3 Offeror Information For Personal Services Contracts form.
- **2. Medical History and Examination (DS-1843) or Contractor Physical Examination (AID 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).

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 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 <https://www.usaid.gov/work-usaid/aapds-cibs> 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: <https://www.usaid.gov/who-we-are/agency-policy> is the primary regulation governing USPSCs for USAID.