

ISSUANCE DATE: 08/22/2013  
CLOSING DATE: 09/11/2013

Gentlemen/Ladies:

SUBJECT: Solicitation for Personal Services Contractor (PSC) No. 47-2013  
USPSC Global Fund Liaison, USAID/Central Asian Republics, Almaty, Kazakhstan

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 Samuel Matthews, Contracting Officer, and Tatiana Rossova, Personnel Specialist, who may be reached at FAX No. 7-727-250-76-34/35/36, or e-mail [almaexo\\_hr@usaid.gov](mailto:almaexo_hr@usaid.gov).

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

Sincerely,

Samuel Matthews  
Contracting Officer

ATTACHMENT TO SOLICITATION NO. 47-2013

1. SOLICITATION NUMBER: 47/2013
2. ISSUANCE DATE: 08/22/2013
3. CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS: 09/11/2013 (6 p.m. Almaty Time)
4. POSITION TITLE: USPSC Global Fund Liaison
5. MARKET VALUE: \$71,674-\$93,175 per annum (GS-13 equivalent) with 25% Post Differential (currently)
6. PERIOD OF PERFORMANCE: Two years (with possibility for extension)
7. PLACE OF PERFORMANCE: USAID/CENTRAL ASIAN REPUBLICS, Almaty, Kazakhstan
8. JOB DESCRIPTION:

A) Background

The Global Fund to Fight AIDS, Tuberculosis (TB) and Malaria (GFATM) is a global public private partnership that was created in 2002 to dramatically increase resources to fight HIV/AIDS, TB and malaria and to direct those resources to areas of greatest need. The United States Government (USG), as a founding member of the Global Fund, and its first and largest contributor, continues to play a leadership role in ensuring the success of this essential international effort. To date, the USG has contributed more than \$5.1 billion through PEPFAR – about 27% of all GFATM contributions. Planned USG HIV interventions under PEPFAR in Central Asia are also highly dependent on the operation and success of Global Fund HIV/AIDS grants, which provide the major share of donor funding to CAR countries for the three diseases. The USG therefore has a great interest in the success of GFATM grants.

The GFATM's New Funding Model (NFM), launched on February 28, 2013, will allow the Global Fund to invest more strategically, achieve greater impact and engage implementers and partners more effectively. Under the new model, countries will have more flexibility in the timing for grant applications. The NFM will continue to support the engagement of a range of partners, including those from civil society; it will also support countries to consolidate funding streams and redesign grants to focus on strategic and high impact investments, in line with the UNAIDS Investment Framework. Three regional programs and six countries, including Kazakhstan (which will apply for a new TB grant only) are being invited as "Early Applicants" to the NFM.

The HIV/AIDS Epidemic in Central Asia

The HIV epidemic in the Central Asian Republics is concentrated within most-at-risk populations (MARPs) that include injecting drug users or people who inject drugs (PWID), sex workers (SW), men who have sex with men (MSM), and incarcerated populations. Reported HIV prevalence among the general population, according to the UNAIDS 2012 World AIDS Day Report, is estimated at 0.2% in KZ, 0.3% in TJ, 0.4% in KG and 0.5% in UZ. Sexual transmission, largely between PWID and their sexual contacts, including sex workers (SW), also constitutes a key bridge to the general population.

CAR countries are at varying points on the development continuum; however, all share the challenge of reforming inefficient and compartmentalized health care delivery systems into working health systems capable of meeting the needs of stigmatized and disenfranchised groups. Public health expenditures in all five countries are less than 3.3% of GDP, with TJ at 1%. Health systems inherited from Soviet times include vertical structures for HIV, tuberculosis (TB), STI, drug treatment, and blood transfusion services, with little or no coordination between them. Local governments have struggled with varying levels of success to build a truly cross-sectional response to the AIDS epidemic. Adding to this difficulty is the inherent distrust by CAR

governments of nongovernmental organizations (NGOs), and the lack of government experience partnering with these new organizations. The stigma surrounding injecting drug use, punitive legislation, a broad range of policy constraints, and frequent rights violations of individuals within MARP have delayed the adoption of appropriate interventions and continue to restrict access by MARP to services.

With HIV highly concentrated among a small high-risk group, there is still an opportunity to stem the growth of the epidemic to the general population. But partners and governments must act quickly and decisively with interventions focused on stopping transmission within and by key vulnerable populations.

### USG collaboration with the Global Fund in Central Asia

For the past ten years, USG country teams have played an active role at virtually every stage in the development and oversight of Global Fund grant proposals in the Central Asian Republics (CAR). USG teams also participate in formulating countries' strategic plans for HIV, on which grant proposals are based. In all CAR countries, the USG has been a voting member of the GFATM Country Coordinating Mechanism (CCM) since these bodies were established in 2002 and 2003, although in Uzbekistan USG membership lapsed in 2009. The five CAR countries have approved funding for 16 grants currently in progress, totaling \$217.5 million, of which seven are for HIV (\$124 million), six for tuberculosis (\$78 million), and three for malaria (\$15.5 million).

At the request of the CCMs in each country, technical experts in HIV/AIDS and TB from USG and USG-funded projects work closely with the government and non-governmental organizations in technical working groups to develop country applications to GF grants. USG members of the CCMs have helped strengthen the functionality of the CCMs, and improve their compliance with GF requirements for representation of PLHIV and civil society, and adherence to due process. PEPFAR funding is planned collaboratively with the GFATM and other donors, and targeted to complement and enhance GFATM grant implementation: in KZ, KG, and TJ, the USG has initiated biannual formal work plan reviews to strengthen collaboration between the USG, GFATM, the Ministries of Health and other key development partners.

USG programs in the region face continuing challenges in promoting country ownership and uptake of HIV/AIDS activities for MARPs. In Kazakhstan, which has significant financial resources, the country has not yet committed to the scale up of targeted services for key populations and thus continued advocacy and capacity development is required to strengthen political ownership and support for a targeted, MARP-focused national AIDS program. Tajikistan and Kyrgyzstan are entirely dependent on GFATM and other donor resources in HIV/AIDS, with still nascent capacities that require continue assistance in systems and institutional strengthening. The planned limited Provisional Funding in Tajikistan will severely cut back GFATM grant funds in TJ, with potential curtailment of funding for NGOs. There have also been serious challenges in recent years to GFATM grant implementation and performance, financial and program sustainability, as well as governance, leadership and oversight of GFATM grant implementation. There is a need for stronger governance, leadership and oversight of the grants, and for ongoing capacity building for the County Coordinating Mechanisms.

With the assistance of the Global Fund Liaison, the USG plans to engage in country discussions to support CAR country transition to the New Funding Mechanism, with its greater emphasis on strategic investments in HIV. Country discussions will be held to assess current investment approaches as outlined in national plans. The USG will work with UNAIDS to provide assistance in implementing country-level Investment Planning in the CAR countries, to involve governments more directly in support of HIV/AIDS programs, and to support the development of policy documents such as national AIDS laws and operational plans.

The New Funding Model (NFM) will require increased attention to a coordinated country response to develop proposals for GFATM funding. GFATM guidance for the NFM emphasizes the importance of a multi-sectoral process of country dialogue in developing grant applications that engages a broad range of stakeholders, including at risk and key populations.

B) Basic Function of the Position

The Global Fund Liaison serves as a senior coordinator and advisor representing the U.S. Government's program and its partnership with the GFATM in the CAR region. The Liaison's primary function will be to advise on strategies for optimum and complementary investment of GFATM, USG, government and donor funding to achieve long-term sustainable reduction in HIV/AIDS in CAR countries. This responsibility will be carried out in close collaboration with the Ministries of Health, the GFATM, USG headquarters and offices in the region, and other strategic partners. It will require exceptional diplomacy and understanding of host country policy and GFATM requirements in order to establish trust and credibility with the MOH and other stakeholders and strengthen GFATM partnership and collaboration with the USG.

The successful candidate will be responsible for coordinating critical consultations and communication among the USG/PEPFAR headquarters and country team, the Global Fund Secretariat in Geneva, the Ministries of Health and other strategic partners. The Liaison will be the regional USG expert advisor on current GFATM policy, financial, budget and program issues and how they may impact existing and future grants and national programs. S/he will serve as a policy and governance advisor on GFATM/Geneva guidelines and recommendations. S/he will actively engage the Chiefs of Mission in the CAR countries on the GFATM, its goals and implementation challenges in each country, including the need for GFATM effectiveness as a platform on which to build PEPFAR support. S/he will update the Office of the Global AIDS Coordinator and the CAR PEPFAR team on CAR regional and country issues and on new developments in GFATM-PEPFAR policy and programming.

The incumbent will advise high-level policy discussion on GFATM governance in the CAR countries. However, while the Global Fund Liaison Officer should be broadly informed about GFATM activities in all CAR countries covering HIV/AIDS, Tuberculosis and Malaria, the primary focus of this position is on HIV/AIDS and on the GFATM programs in Kyrgyzstan and Tajikistan. The incumbent will recommend and develop strategies for optimum cooperation with the GFATM Principal Recipients, and with USG partners and other agencies that are involved in providing GFATM related services and activities.

C) Major Duties and Responsibilities:

The Regional Global Fund Liaison position's duties include but are not limited to:

- 1) Advise, in collaboration with GFATM Portfolio Managers, government representatives and key stakeholders, on policy and resource allocation for the health sector. (50%)

Identifies and addresses the key issues in designing and implementing an investment approach to planning and resource allocation for the health sector in order to guide the development of future applications for GFATM funding under the NFM. Provides technical leadership in catalyzing country discussions to support CAR country transition to the GFATM's new funding mechanism, with its greater emphasis on strategic investments in HIV. Coordinates with UNAIDS, the national government and in-country GFATM staff to support the investment approach led by UNAIDS. Works with Country Coordination Mechanisms and government, nongovernmental, donor and other program stakeholders to improve country strategic investments in HIV and provide technical support/guidance to support country level Investment Framework planning.

Serves as USG/CAR's primary point of contact with GFATM/Geneva on current policy, resource allocation and planning issues, with particular reference to applications under the NFM. Remains up-to-date on GFATM policies, management directives and systems related to and applicable to the GFATM. Advises the USG/CAR PEPFAR team on GFATM policy and governance matters that relate to country grant performance and coordination with PEPFAR activities.

2) Coordination, communication and collaboration among stakeholders (20%)

Serves as USG/CAR's primary point of contact with GFATM/Geneva on the GFATM's programs and activities in the CAR, particularly in relation to the NFM and the Investment Framework for national HIV/AIDS programs. Fosters collaboration among the GFATM, USG, MOHs, the United Nations Development Program and other donors and stakeholders to ensure joint involvement of all stakeholders in achieving agreed-upon goals for GFATM grants. Communicates with the OGAC representative for the Global Fund, and with US agency representatives to ensure they are regularly briefed on GFATM activities in Central Asia. Works with MOH and all key stakeholders to harmonize activities and minimize duplication of effort. Serves as an additional representative for the USG in CCM meetings. Ensures MOH and USG staff are kept informed regarding GFATM policies. Coordinates closely with the PEPFAR Regional Coordinator and other CAR PEPFAR team members to ensure USG activities and strategies are harmonized with GFATM grant implementation, and to keep abreast of USG partner activities in providing technical assistance and capacity development support to CCMs, PRs or SRs.

3) Monitoring and Evaluation, Policy Analysis, Program Management and Performance Reporting (30%)

In relation to the NFM and the Investment Framework for HIV/AIDS, coordinates with UNAIDS, the national government and in-country GFATM staff to ensure that monitoring and performance reviews relate to the investment approach. The Liaison will identify key areas of GFATM and USG programs for monitoring and performance review; provide substantive inputs on GFATM to reports and other documents for USG; monitor impact of CAR country policies on GFATM program; and track technical and program assistance provided by USG/CAR to the GFATM. Is fully informed on the progress of GFATM grants, focusing on the HIV/AIDS program, and participates in the preparation and writing of key PEPFAR documents that relate to GFATM activities. The Liaison will work with USG agencies to identify technical assistance needs for the PRs and CCMs and to source such TA through existing USG mechanisms.

In addition to work at the policy level, the incumbent may provide technical input into USG-managed activities that provide support to CCMs or assist in the planning and implementation of country investment frameworks. S/he will keep the USG PEPFAR CAR team and OGAC informed on key GFATM matters related to the Investment Framework in the region and CAR countries. The incumbent will communicate closely with OGAC, USAID/Washington, CDC Atlanta and the GFATM General Secretariat to ensure that TA missions are well coordinated. S/he will communicate regularly with CCMS to inform them of CAR/PEPFAR activities related to the Global Fund programs and to the NFM.

D) POSITION ELEMENTS

1) Supervision Received: Supervision of this position, and liaison on the position with the US. Ambassador, will be provided by the CAR PEPFAR Coordinator, and the GFATM Liaison will sit in the PEPFAR office. Overall work objectives and substantive reporting requirements will be set by the CAR PEPFAR Management Team. The Central Asia Regional GFATM Liaison will work under the leadership of the U.S. Ambassador to Kazakhstan as the lead representative of the regional

CAR program and under the country leadership of the Ambassadors to Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan. The position is hired and administratively managed by USAID/CAR.

2) **Exercise of Judgment:** The incumbent is expected to exercise exceptional independent, professional judgment on the quality and effectiveness of current and planned GFATM programs in Central Asia and in advising and recommending strategies for optimum and complementary investment of GFATM and donor funding. The incumbent is required to detect, assess and influence change in key policy and practices that are not consistent with the goals and any protocols established for the GFATM program. In instances not clearly covered by written guidelines, the incumbent will use her/his own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with USG and representatives from donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution.

3) **Expected Level of Contacts:** The CAR GFATM Liaison will be the primary point of contact with senior staff at the GFATM, GFATM Portfolio managers and OGAC and USG agency representatives working with GFATM. The CAR GFATM Liaison will interact with senior-level host government officials, including Deputy Prime Ministers, Ministers and Deputy Ministers (of health and other sectors), National Program Directors and other donor representatives. S/he must have exceptional diplomatic and leadership skills, and strong experience in influencing and guiding national policy on health and/or other areas.

4) **Authority to Make Commitments:** Position has no authority to make financial or policy commitments on behalf of the U.S. Government. The successful candidate will have the responsibility for making technical recommendations on changes in scope of work, funding allocations, reporting and supplemental agreements to the USAID Agreement Officer for action.

5) **Evaluation of Performance:** In addition to the standard personnel evaluation procedures of USAID/CAR, the employing agency, the PEPFAR Coordinator in Kazakhstan will obtain "360 degree" feedback on the Liaison's performance, seeking the perspectives of: the U.S. Ambassadors in the region who have worked with the Global Liaison in the past year; the relevant staff and Portfolio Managers at the Global Fund; at least one representative of each USG implementing agency; staff involved in coordinating the Emergency Plan in the host country; and key host government interlocutors, at least annually. The results of the 360 degree evaluation will be shared with the Regional Global Fund Liaison, and will contribute to the basis for determining whether the Liaison's terms of employment are renewed. Neither the Liaison nor the PEPFAR Coordinator are direct hire employees or have expectations of long-term employment in these positions. Their day to day supervisory relationship serves to strengthen the inter-agency nature of the position and promote transparent support to the overall PEPFAR-CAR program.

#### E) REQUIRED SKILLS AND QUALIFICATIONS

1) **General:** Must be a U.S. citizen, must be able to obtain a U.S. Government "SECRET" security clearance (preferred) or at least "Employment Authorization (Facility Access)" security clearance level. Must be able to secure a medical clearance to serve in Central Asia. Must be willing to travel throughout the five Central Asian Republics regularly and routinely (approximately 40% of the time).

2) **Prior Work Experience:** At least ten (10) years of progressively responsible experience managing health or other development programs, minimum three (3) years in a resource poor or international setting. Minimum five (5) years of experience in proven policy analysis and

development, program and financial management experience and specific experience advising organizational development working with large, complex international or domestic programs. At least three (3) years mentoring and advising professional staff, with responsibility for multiple direct reports.

3) Knowledge: Demonstrated, comprehensive understanding of public health policy, funding and resource allocation, and of national and community-based health care initiatives, including program design, implementation and evaluation. Expert knowledge of HIV/AIDS. Detailed working knowledge of policy directives to guide program design, implementation and monitoring and evaluation at the national level. A thorough knowledge and understanding of the Central Asia political, economic, and social sphere, especially the health sector structure, national health care preferences, and concerned government and non-government entities. A detailed working knowledge of the GFATM and of PEPFAR. A good understanding of USG systems and implementation mechanisms.

4) Skills and Abilities: Ability to provide leadership and guide decisions regarding public policy and professional, technical, administrative, and fiscal issues. Ability to analyze problems/situations and plan, design and carry out project studies and to conceptualize, develop and implement new strategies/initiatives. Strong ability to multi-task; including managing, prioritizing, and fulfilling competing demands in real time. Demonstrated ability to manage program planning and monitoring, track budgets and expenditures, and ensure performance of TA contractors.

Demonstrated excellent interpersonal, facilitation and teambuilding skills/experience. Ability to develop and maintain collaborative relationships with senior government officials, international organizations, multilateral and bilateral agencies, implementing partner chiefs of mission, and the local partner community. Demonstrated public speaking skills to make presentations at conferences and meetings, resolve controversial issues, and influence decision makers. Adept at effectively conveying technical and complex information to the COM, agencies, local and international partners, and OGAC. Ability to conduct high-level, sensitive discussions with Ambassadors, Deputy Prime Ministers and Ministerial-level counterparts. Demonstrated experience in situations requiring diplomacy and transparency.

Computer Skills: Strong working competency in standard computer applications to carry out management and statistical analysis (Excel, Word, PowerPoint, etc).

5) Language: Excellent written and oral English communication skill (minimum level IV) and Level III (good working knowledge, speaking and writing) in Russian.

6) Education: A Master's degree or higher in a relevant professional discipline such as Public Policy, Public Health, Administration or similar field.

## **F) SELECTION CRITERIA**

Applicants will be evaluated against the following criteria:

Education:	10 points
Experience and Knowledge:	40 points
Skills and Abilities:	40 points
<u>Language Skills:</u>	<u>10 points</u>
Total:	100 points

Notice to Applicants: The 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) September 11, 2013. The form is available at the USAID website, <http://www.usaid.gov/forms/> or <http://transition.usaid.gov/forms/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:

Tatiana Rossova  
Personnel Specialist  
Personnel Office  
USAID/CAR Almaty  
41 Kazibek Bi Street  
Almaty, Kazakhstan  
Email: [almaexo\\_hr@usaid.gov](mailto: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/CAR expects to award a personal services contract for an off-shore US Citizen for two-year period commencing o/a September 30, 2013 (ideally) or shortly thereafter, subject to security and medical clearances and funds availability. The duty post for this contract is Almaty, Kazakhstan.

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 Asian Republics see Mission's website <http://centralasia.usaid.gov/>

### 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. Optional Form 612.

\*\*2. Medical History and Examination (DS-1843) or 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).

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

[http://www.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](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.