



USAID | MALAWI

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 05/2021

ISSUANCE DATE: March 9, 2021
CLOSING DATE/TIME: March 26, 2021

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) (*Local Compensation Plan – Exception Rate Range*) for USAID PROJECT MANAGEMENT SPECIALIST – (DISTRICT HIV/AIDS HEALTH SYSTEMS)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Shawn Phillips
Supervisory Executive Officer

ATTACHEMENT I

I GENERAL INFORMATION

1. **SOLICITATION NO.:** 05/2021
2. **ISSUANCE DATE:** March 9, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 26, 2021
4. **POSITION TITLE: USAID PROJECT MANAGEMENT SPECIALIST – (DISTRICT HIV/AIDS HEALTH SYSTEMS)**
5. **MARKET VALUE:** \$50,240 – 77,876 (annual basic salary paid in local currency Kwacha at the prevailing exchange rate), equivalent to FSN-11, in accordance with AIDAR Appendix J and the Local Compensation Plan of US Mission/USAID Malawi – Exception Rate Range (Effective 2018). Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** Five (5) years, renewable.
7. **PLACE OF PERFORMANCE:** Lilongwe, Malawi with possible travel as stated in the Statement of Duties.
8. **SECURITY LEVEL REQUIRED:** Employment Authorization
9. **STATEMENT OF DUTIES**

BASIC FUNCTION OF POSITION:

The primary purpose of this position is to provide direct technical and management oversight for the Human Resources for Health (HRH) portfolio, including Government to Government assistance of the U.S. government President's Emergency Plan for AIDS Relief (PEPFAR) program. The incumbent will require a depth of expertise that will allow him/her to serve as the USAID Mission expert and principal advisor on HRH issues across Malawi's health sector and is a principal advisor to Government of Malawi (including National AIDS Commission and Ministry of Health officials) and other donors and stakeholders engaged in HRH in the country. This position is a member of the USAID/Malawi Health, Population and Nutrition (HPN) team and expected to serve in an interagency leadership role as co-chair of a USG Health Systems Strengthening Technical Working Group (TWG) and shape PEPFAR strategy on HRH investments. The incumbent will design, implement, and monitor programs designed to increase the number and quality of clinicians, public health professionals, community health workers, and health personnel managers in-country, with an emphasis on sustainability and partnership. S/he will provide activity oversight as contracting officer representative (COR) and activity manager and provide technical guidance to implementing partners and Mission staff on HRH issues.

MAJOR DUTIES AND RESPONSIBILITIES:

Design, Implementation, and Oversight of HIV/AIDS HRH and Health Systems Activities (50%)

- The HIV/AIDS Health Systems Specialist will design, direct, and coordinate all USAID/Malawi's PEPFAR HRH activities, including Government to Government (G2G) assistance. S/he will conduct analysis of the Malawi health sector context, resources, and needs to develop cost-effective HRH programming investments to strengthen the capacity of the health system to provide priority services to Malawians

in accordance with national and international goals and objectives. These program investments will strengthen HRH capacity at national and sub-national management, health facility site, and community levels.

- Through supervisory contracting/agreement officer delegation, serves as the AOR and activity manager for complex HIV/AIDS HRH-related bilateral and field support awards with significant value (up to \$30 million) requiring intensive management and coordination of technical inputs from the broader HIV and HPN team. Meets with implementing partners regularly to provide financial, technical and programmatic guidance and direction.
- The Health Systems Specialist will oversee development of project work plans and budgets and provide recommendations for actions to HPN and PEPFAR relating to implementation of the HRH activities and broader health systems activities within the HPN Team portfolio and by other USAID Malawi teams working on HIV/AIDS related activities. In managing the HRH/G2G/health systems portfolio, the incumbent will be responsible for processing necessary programmatic and financial documentation to secure technical assistance (TA) and other necessities for the design and implementation of activities. He/she will monitor project expenditure and pipeline and sound good financial management of activities within USAID and PEPFAR guidelines.
- As COR/AOR, reviews and provides comments to implementing partners on submitted quarterly and annual reports. Ensures timely submission of such reports as well as financial reports and other Mission required documentation. Initiates corrective action on routine matters and brings to the attention of the HIV/AIDS Team Leader issues requiring higher level decisions at the HPN senior management team or Mission Director Levels.
- Travels to project implementation sites to observe progress toward key milestones, and identify challenges impeding success. He/she then shares recommendations to address programmatic challenges with the implementing partner.
- The incumbent will collaborate with the HPN leadership in planning for the HRH and health systems strengthening (HSS) crosscutting and HIV/AIDS components of the HPN portfolio including preparing related portions of key USAID strategic planning documents such as the Country Development Cooperation Strategy (CDCS), the HPN results framework, and procurement planning documents. He/she will draft and ensure finalization of planning documents such as the PEPFAR Country Operational Plan (COP), Mission Operational Plan and Project Appraisal Documents for HPN.
- The incumbent will advise senior mission staff on a wide array of HRH issues including donor coordination and mission representation in national level GOM, donor, and CSO functions as appropriate.
- The incumbent prepares concept papers and proposals to introduce new HRH initiatives and to recommend effective programming approaches consistent with strategic objectives of the PEPFAR Malawi program and national strategies for sustainable development of the health system. Areas of focus include but are not limited to: quantity and quality of pre-service training, developing the competencies of the HRH workforce, optimization of HRH at site, district, and regional levels, strategic planning for HRH within the private and public sector.
- He/she prepares high quality documents such as COP strategic summaries, technical area and implementing partner narratives, data analysis slides for quarterly data review meetings, COP strategic interagency discussions and COP approval meetings, budget requests and pipeline analysis, and project design documents, including Request for Applications and Project Appraisal Documents.

- Establishes and maintains an extensive range of contacts in GOM Ministries, NGOs, contracting organizations, other donors and partners. Meets with representatives of these to exchange information and coordinate efforts. Regularly updates the HPN leadership team on outcomes of such contacts.
- Chairs technical evaluation committees for HPN and PEPFAR solicitations, as assigned. Actively participates in the review of other HPN and Mission solicitations and procurements as regards HIV/AIDS technical content, PEPFAR strategy, and synergies with existing procurements.
- Drafts and assists with processing public relations documents, travel requests, vouchers, and the initiation and carrying out of HIV/AIDS related invitational travel.

Monitoring and Evaluation of HIV/AIDS HRH Activities (25%)

- Monitors activities of HIV/AIDS implementing partners which s/he oversees, tracks progress against activity descriptions, implementation plans and approved work plans; analyzes progress and barriers to achievement; makes recommendations for improvement or activity modifications to address implementation problems; and documents results. Regularly analyzes data submitted by implementing partners and discusses progress towards targets with them.
- Prepares progress reports for mission and PEPFAR annual reports, highlights accomplishments as well as problem areas needing attention.
- Contributes to PEPFAR quarterly reporting processes including development of PEPFAR Oversight and Accountability Response Team (POART) presentations and other documentation for the POART process.
- Liaises on an ongoing basis with implementing partners or contractors he/she oversees on HRH/HSS technical issues. Plans for and conducts monthly or quarterly review meeting with implementing partners to address challenges and monitor activity progress. Develops remediation plans as necessary.
- Plans and manages evaluation studies in the areas he/she oversees including preparing or editing statements of work or research protocols, coordinating the evaluation team, and overseeing the implementation of recommendations as needed.
- Tracks the evolution of national or district level issues as they might impact the activities of implementing partners and/or hinder or support the achievement of HPN and PEPFAR goals and objectives - regularly updating the HPN leadership team on such matters. Familiar with available data sources for key indicators of HRH resources, gaps, and investments to conduct situational analysis to inform programming.
- Contributes to the update of the HPN and PEPFAR Performance Management Plan (PMP). Ensures that all procurements for which position serves as AOR/COR collect required PMP data at acceptable levels of quality and timing.
- Guides PEPFAR interagency technical working group efforts to analyze partner specific and overall PEPFAR achievements in Malawi's HRH and HSS portfolio.
- Conducts regular site visits to review program performance and implementation and conduct data quality assessments.

Interagency Technical Leadership, Coordination (25%)

- The Health Systems Specialist will be the key technical lead representing USAID on HRH issues in the PEPFAR Interagency team and will take leadership in designing, negotiating for and reviewing HRH activities and their performance. The incumbent will also take lead in writing the HRH sections of the annual COP document and reports.
 - Provides interagency leadership as co-chair of the USG Health Systems Strengthening Technical Working Group. Duties include reporting on progress to targets, programming challenges, and proposed strategy shifts to PEPFAR senior management.
 - Represents USAID on the National Human Resources for Health Technical Working Groups as well as related technical advisory committees established by key stakeholders such as National AIDS Commission, Ministry of Health and donor groups. Briefs senior agency officials, PEPFAR country team and interested officials of other USG agencies as appropriate on the results of such meetings and prepares written reports for submission to other interested parties. Works with HPN Leadership and other USG program and activity managers to move programs and activities into more sustainable partnerships.
 - Prepares and presents briefings for Congressional and Executive delegations and other high-level visitors; participates in making arrangements for visits and serve as spokesperson as required. Serves as control officer for site visits for agency and inter-agency senior-level officials.
 - Under the guidance of the HPN Office Director and HIV/AIDS Team Leader drafts a variety of correspondence and cables related to program implementation, management and evaluation of activities.
 - In the absence of the HIV/AIDS Team Leader and HIV Deputy Team Leader assumes duties and responsibilities of that position to the extent of knowledge and experience.
 - Serves as a member of broader HPN Team by participating in HPN team meetings, Mission staff meetings and other relevant internal events or meetings. Takes action or follows up to ensure that assigned HRH-related actions are completed. In collaboration with the HPN team leadership, conducts negotiations with the Program Development Office, Financial Management Office and other Mission units in support of HPN and PEPFAR goals and objectives.
- a. **Supervision Received:** Direct functional oversight is provided by the Health Systems Strengthening Branch Chief. Support and direction is provided by the HSS Branch Chief for all day-to-day matters. The HSS Branch Chief provides overall work objectives, suggests approaches to consider, and reviews completed presentations, reports and other assignments for adequacy. Performance is evaluated by the HSS Branch Chief, primarily in terms of conformance with policy and results achieved. Incumbent functions with a considerable degree of latitude and independence.
- b. **Supervision Exercised:** No direct supervision of other staff is anticipated.

The contractor may participate in the Foreign Service National Fellowship Program described in ADS 495maa which includes possible Temporary Duty (TDY) travel to USAID/Washington or other Missions.

10. AREA OF CONSIDERATION: Open to all interested CCN (Cooperating Country National) Candidates.

AIDAR, Appendix J, 1. (b) Definitions:

(6) “Cooperating country” means the country in which the employing USAID Mission is located.

(7) “Cooperating country national” (“CCN”) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Fiskani Mbeya, Human Resource Office, fmbeva@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Master’s degree in public health, health systems, or public administration.
- b. **Prior Work Experience:** A minimum of five years of work experience in a programmatic or professional position with demonstrated capabilities in: working collaboratively with senior managerial and technical host-country counterparts, donors and other stakeholders at national and decentralized levels; providing technical support and capacity building assistance for improvements in public health outcomes.
- c. **Language Proficiency:** Level IV (fluent) ability is required in written and spoken English, since the position requires writing reports and technical analyses and participation in meetings with English speakers on complex topics. Level IV also required in Chichewa, speaking/writing/reading.
- d. **Job Knowledge:** A thorough knowledge of health care service delivery, extension of health care services to underserved populations/areas, and management of health care services is required. An in-depth knowledge of the range of programs, policies, regulations and precedents applicable to development and administration of national/international public health program is required. The incumbent must have a sound knowledge of the main technical and substantive issues related to HIV/AIDS in Malawi and good understanding of Malawi's social, cultural and political characteristics. A background in HRH in support of health and HIV/AIDS program objectives is critical for this position. Familiarity with USAID programs, policies and regulations is highly desirable. Knowledge of office information systems is also required, especially Office power point and excel.
- e. **Skills and Abilities:** Strong leadership, negotiation and coordination skills are required to lead results-driven project teams and workgroups. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. The incumbent must be able to develop and maintain a range of technical and senior level

contacts in government, donor, and local and national implementing and advocacy organizations. He/she must be able to interpret regulatory directives, understand the principles of affirmative action, and have skill with computers, including Word and Excel software. The incumbent must be able to keep current in changes in HIV/AIDS prevention, care and treatment technical and programmatic issues as this field is dynamic and new information becomes available constantly. He/she also must be able to analyze technical updates and apply them to the national debate, policies and USG programs as appropriate. Skills in conceptualizing project programming, policies and plans and developing strategies for their implementation is required. Ability to work effectively in a team environment and proactively work to achieve consensus on policy, project and administrative matters is required.

III. EVALUATION AND SELECTION FACTORS

After an initial application screening, the best qualified applicants may be invited for a written examination and to an oral interview.

Quality Ranking Factors (QRFs):

1. Education: Pass/Fail
2. Experience: 25 points
3. Knowledge, Skills and Abilities: 25 points
4. Interview Performance (including Language Proficiency): 40 points
5. References: 10 points

TOTAL POSSIBLE POINTS: 100 points

The successful candidate will be selected based on a review of his/her qualifications, work experience, skills, and abilities; an interview; and the results of reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

IV. PRESENTING AN OFFER

Applicants must submit a cover letter of no more than one letter-size page, which describes how their relevant professional experience and education has prepared them to meet the specific challenges of the duties and responsibilities described above. As part of the interview process, those applicants ranked highest may be required to submit a timed writing sample on a topic provided. The selection committee may conduct reference checks at any time during the selection process. Applications that do not meet the required minimum qualifications will not be scored.

Only those fulfilling the education and experience requirements listed above should submit their application by e-mail to malawijobs@usaid.gov, or through regular mail to USAID/Malawi, Human Resources Section, NICO House City Centre, P.O. Box 30455, Lilongwe 3.

1. Eligible Offerors are required to complete and submit the offer form DS-174 (Application for US Federal Employment); or a current resume or curriculum vitae that provides the same information as a DS-174. DS-174 in English is available on <https://efrms.state.gov/Forms/ds174.pdf>.

A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised is required. Please reference the job title and solicitation number on the application letter.

Limit all electronic (e-mail) submission to one entry/email not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to malawijobs@usaid.gov
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission. E-mails received without the appropriate subject line and incomplete applications will not be considered.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms, needed to obtain medical and security clearances:

1. Pre-Employment Medical Examination
2. Form for Non-Sensitive Positions

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS: (in accordance with the Malawi Local Compensation Plan)
 - a. Health Insurance
 - b. Local insurance (Defined Contribution Plan with National Insurance Company [NICO])
 - c. Annual Salary Increase (if applicable)
 - d. Annual and Sick leave
 - e. Annual Bonus
 - f. Maternity Leave
2. ALLOWANCES: (in accordance with the Malawi Local Compensation Plan)
 - a. Meal Allowance
 - b. Miscellaneous Allowance
 - c. Housing Allowance

VII. TAXES

The Mission emphasize to its employees of the fact that they are obliged to observe Malawian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Malawian Government. The US Mission does not withhold or make tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including contract clause "General Provisions," available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>

3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.