



# USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72062419R00005

**ISSUANCE DATE:** May 21, 2019

**CLOSING DATE/TIME:** June 21, 2019/17:00 GMT

**SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC) Resident-Hire:  
Infectious Disease Advisor, USAID/West Africa**

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 any offer.

**All offers must be submitted to the Point of Contact via email: [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov)**

Any questions must be directed in writing to Yusif Ibrahim at [yibrahim@usaid.gov](mailto:yibrahim@usaid.gov) with a copy to Karla Camp at [kcamp@usaid.gov](mailto:kcamp@usaid.gov).

Sincerely,

Karla Camp  
Contracting Officer  
USAID/West Africa

**I. GENERAL INFORMATION**

1. SOLICITATION NO.: 2062419R00005
2. ISSUANCE DATE: May 21, 2019
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: June 21, 2019/17:00 GMT
4. POINT OF CONTACT: **USAID/West Africa, Accra**, e-mail at [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov)
5. POSITION TITLE: Infectious Disease Advisor, USAID/West Africa
6. MARKET VALUE: **\$76,687 - \$99,691** equivalent to **GS-13**.  
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: The duration of the U.S. Personal Services Contract will be for a base of two (2) years, with an option of three (3) one year extensions for a maximum of five (5) years. Exercise of options will depend on continuing need of services, availability of funds, and Washington's approval.
8. PLACE OF PERFORMANCE: TBD (U.S. Embassy Accra, Ghana; U.S. Embassy Cotonou, Benin; or U.S. Embassy Abidjan, Cote d'Ivoire) based on candidate's country of residence with possible travel as stated in the Statement of Duties.
9. ELIGIBLE OFFERORS: Open to U.S. Citizens currently residing in Ghana or Cote d'Ivoire or Benin. **Proof of residency must be provided with application.** Citizenship, if dual, must be clearly stated.
10. SECURITY LEVEL REQUIRED: Facility Access
11. STATEMENT OF DUTIES

Under the supervision of the Director, Regional Health Office (RHO), USAID/WA or her designate, the major roles and responsibilities for this position shall include but not be limited to:

a) **Coordination, Management, and Technical Input for ETD and GHSA activities in West Africa regional countries (40% LOE)**

The ID Advisor will:

- Support USAID Washington GHSA technical advisors and GHSA Advisors at Missions in West and Central Africa to ensure that guidance is clear and that GHSA and ETD activities

are carried out in accordance with USAID directives and in collaboration with other GHSA programs in the region.

- Ensure compliance in reporting from implementing partners, and within USAID, to USAID/WA and USAID/Washington, as appropriate.
- Represent GHSA activities as appropriate to USAID/WA and within the USG. Respond to communication requests and other taskers related to GHSA.
- Support USAID GHSA Advisors at Missions in measuring country capacity against the WHO Joint External Evaluation (JEE). Monitor progress according to the JEEs, which could include compilation and analysis of indicators, and collaborating on data analytics and GIS to support data analysis, reporting, and advocacy work of GHSA and ETD work.
- Support WAHO and its Regional Strategic Roadmap for implementing the One Health approach in the ECOWAS Region to address Existing and Emerging Zoonotic Disease Threats by partnering with regional and local institutions and supporting collaborative coordination.
- Document and track Lessons Learned to help guide implementation of the ETD and GHSA programs.
- Provide backstop support to country GHSA Advisors as needed.

**b) Technical Advice on Infectious Disease Surveillance and Response, GHSA policy implementation, Emerging Pandemic Threats, Zoonotic Diseases and One Health (25% LOE)**

The ID Advisor will:

- Serve as the Technical Advisor for Infectious Disease Surveillance and Response, GHSA policy implementation, Emerging Pandemic Threats, Zoonotic Diseases, and One Health on behalf of USAID/West Africa.
- During disease outbreaks, work in coordination and support of USAID/Washington, USAID Country missions, U.S. Government agencies and other donors to ensure an effective response. As needed, the incumbent might be asked to travel and support individual Missions as they coordinate the USAID response to outbreaks in the region.
- Work closely with Washington, West Africa Regional and other country AORs/CORs to assist in coordinating, and monitoring and evaluating regional and country-specific ETD and GHSA activities.
- Work closely with regional and country teams to engage with regional organizations and various ministries from host governments to ensure effective USAID support to the implementation of GHSA regionally.
- Represent USAID to high level USG diplomats and VIPs, senior government officials, and other external partners, as appropriate.
- Keep abreast of new developments and emerging issues that affect USAID's priorities related to GHSA and Emerging Pandemic threats. Share relevant information and recommendations

with USAID and other USG colleagues including current information on outbreaks globally and in the region.

- Represent USAID/ETD at GHSA/Infectious Disease events in the region as needed.

**c) Coordination and Integration (25%)**

The ID Advisor will:

- Facilitate the liaison of ETD and GHSA implementing partners with host governments, and other USG offices and their partners to enable coordinated implementation.
- Ensure integration of GHSA regional activities with the broader USAID and USG portfolio seeking cost efficiencies and economies of scale.
- Work closely with the USAID/WA regional team to identify areas of convergence (e.g., common partners, similar streams of work and key opportunities for linkages) across the USAID development portfolio (e.g., economic growth, environment, education, governance and health).
- Work with the regional ETD and GHSA teams and partners to ensure linkages and coordination with the broader USG development portfolio are understood and integrated.
- During disease outbreak situations, ensure that USAID assets are carefully coordinated with interagency leadership in supporting national governments.
- Provide backstop support to countries during outbreaks.
- Seek opportunities to bring new partners into GHSA programming, including private sector or other donors.
- Liaise with USAID/WA supported Missions on regional GHSA efforts as needed to optimize implementation and coordination of activities.
- The incumbent will be working closely with Senior Technical Advisors in Washington and the Region to create a West Africa Country Support Team.

**d) USAID West Africa RHO Support (10%)**

The ID Advisor will:

- As a member of USAID/WA, support the regional office in its strategic planning, communications, monitoring and evaluation, official representation responsibilities (including service as a Control Officer for VIPs when/if needed), and participating in team meetings and events.
- Serve as Agreement/Contracting Officer's Representative (A/COR) or Program/Project/Activity Manager after being certified to do so.
- Where the need or an opportunity arises, seek coordination of work between USAID/WA sectors to leverage resources for a more cost-effective approach.
- Support the RHO to ensure coverage at meetings and in the regional office as needed.
- Take relevant USAID training in project and financial management and other required training, and stay current in these areas.

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

This position requires a highly qualified and experienced individual with exceptional interpersonal and communications skills, and with demonstrated expertise in Infectious Disease Surveillance and Response, GHSA policy implementation, Emerging Pandemic Threats, Zoonotic Diseases, and One Health. The Regional Infectious Disease (ID) Advisor is responsible for coordinating and supporting a complex multi-sectoral, multi-country portfolio; providing technical support to the full range of investments related to the USAID GHSA and ETD portfolio in West Africa; and coordinating USG assistance in this area to align with Mission and local government priorities. S/he carries out a full range of coordination, consultative, advisory and reporting, country backstop support, and global project design activities for the USAID/ETD and GHSA portfolio in West Africa.

### **Education:**

Minimum of a Master's degree or higher in public health, public policy, epidemiology, infectious disease, or other allied fields related to public health and/or animal health is required. Additional studies/certificates or training may be an advantage.

### **Work Experience:**

- Minimum seven (7) years' of progressively responsible experience working in public health ( program management, program coordinator, project implementation) with US Government funded programs, with at least two (2) years' of experience in an international setting (preferably in Africa), supporting health, infectious diseases or development programs is required.
- Demonstrated experience with internationally-focused organization(s) working on animal and/or human public health (e.g., World Health Organisation (WHO), the Food and Agriculture Organization (FAO), the World Organisation for Animal Health (OIE) and/or USG or other donor programs may be an advantage. Familiarity with these organizations is required.
- Experience coordinating complex programs with multiple partners across sectors is required and must be demonstrated. Experience working on One Health/Avian Flu/Zoonotic Disease/Infectious Disease or similar cross-sectoral programs related to biosecurity is an advantage.
- Minimum of two (2) years of experience related to management of programs in developing countries that involve significant partnership and collaboration across ministries or sectors such as the Ministry of Health, Ministry of Livestock or Wildlife, Ministry of Environment and Ministry of Agriculture.
- Experience with monitoring and evaluation methodologies including frameworks, data quality assurance, analysis, reporting, and best practices in data dissemination in international/resource limited settings.

**Skills, Technical Knowledge, and Abilities:**

- Knowledge of USG initiatives related to development assistance, USAID programming policies, regulations, procedures, and documentation requirements for strategy and project design, implementation, management, and evaluation is a strong asset.
- Technical knowledge about monitoring and evaluation methodologies including frameworks, data quality assurance, analysis, reporting, and best practices in data dissemination in international/resource poor settings.
- Ability to articulate logical arguments and develop clarity of thought during technical and political discussions in a multi-lingual/multi-cultural environment with political and cultural sensitivity.
- Ability to demonstrate good judgment and presentation skills in front of high-level representatives. This includes being able to represent topics on which the incumbent is not an expert. Experience/examples of this should be demonstrated.

**Teamwork and Interpersonal Skills:**

- Demonstrated flexibility and openness in responding to changing work priorities and environment is a must.
- Demonstrated strong teamwork, cultural competency, diplomacy, and interpersonal skills are essential.
- Demonstrated strong written and oral communications skills in English and French, and an ability to communicate complex technical information to a variety of audiences and stakeholders including senior-level managers, country-level health officials, UN, senior level USG delegations, inter-agency partners, and host government counterparts is required.
- Demonstrated experience working successfully and effectively in a multi-cultural team environment (teamwork and multi-cultural awareness) on complex issues or programs.
- Demonstrated examples of leadership and supervisory skills in complex situations (leadership and supervision) and ability to explain his/her personal theories of leadership and supervision and give a personal example of its application.
- Demonstrated high degree of judgment, maturity, ingenuity, and originality to interpret strategy, to analyze, develop, and present work results and to monitor and evaluate implementation of programs.

**Communication and Language:**

- Fluency in English (level IV) required and French (level III) preferred; in both oral and written communication in professional, technical, and policy communication with host country government representatives and partners across sectors.
- Demonstrated ability to communicate clearly and concisely on personal or highly technical areas.

- Ability to articulate clearly and concisely to high level decision-makers on topics outside of his/her area of expertise.
- Excellent computer skills are required to implement, analyze, and monitor, and manage activity goals, inputs, outcomes, and achievements, both program objectives and impact.

### **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

#### **Education: (10 Points)**

- Master’s degree or higher in public health, public policy, epidemiology, infectious disease, or other allied fields related to public health and/or animal health is required.

#### **Work Experience: (30 Points)**

- Demonstrated experience coordinating complex programs on One Health/Avian Flu/Zoonotic Disease/Infectious Disease or similar cross-sectoral programs with multiple partners across sectors is required Minimum of two (2) years of experience related to management of programs in developing countries that involve significant partnership and collaboration across ministries or sectors such as the Ministry of Health, Ministry of Livestock or Wildlife, Ministry of Environment and Ministry of Agriculture.
- Experience with monitoring and evaluation methodologies including frameworks, data quality assurance, analysis, reporting, and best practices in data dissemination in international/resource limited settings.

#### **Skills, Technical Knowledge, and Abilities: (30 points)**

- Knowledge of USG initiatives related to development assistance, USAID programming policies, regulations, procedures, and documentation requirements for strategy and project design, implementation, management, and evaluation is a strong asset.
- Technical knowledge about monitoring and evaluation methodologies including frameworks, data quality assurance, analysis, reporting, and best practices in data dissemination in international/resource poor settings.
- Ability to demonstrate good judgment and presentation skills in front of high-level representatives. This includes being able to represent topics on which the incumbent is not an expert. Experience/examples of this should be demonstrated.

### **Teamwork and Interpersonal Skills: (15 points)**

- Demonstrated strong written and oral communications skills in English and French (applicable to applicants who are resident in Benin and Cote d'Ivoire) and an ability to communicate complex technical information to a variety of audiences and stakeholders including senior-level managers, country-level health officials, UN, senior level USG delegations, inter-agency partners, and host government counterparts is required.
- Demonstrated examples of leadership and supervisory skills in complex situations (leadership and supervision) and ability to explain his/her personal theories of leadership and supervision and give a personal example of its application.

### **Communication and Language: (15 points)**

- Fluency in English (level IV) required; in both oral and written communication in professional, technical, and policy communication with host country government representatives and partners across sectors. For applicants who are resident in Benin and Cote d'Ivoire, French (level III; working knowledge) is required.
- Excellent computer skills are required to implement, analyze, and monitor, and manage activity goals, inputs, outcomes, and achievements, both program objectives and impact.

## **IV. SUBMITTING AN OFFER**

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the number of this Solicitation to ensure the offer is for the position in this Solicitation.
4. A Cover Letter of not more than two (2) pages describing how the incumbent's skills and experience fit the requirements of the position.
5. A current CV/resume. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
6. Any attachments provided via email must be in a format compatible with Microsoft Word 2003/2010 or PDF and not zipped.
7. Offerors also must address the above **Section III: Evaluation and Selection Factors**, in a

Summary Statement to be included in the application. This Summary Statement, limited to two (2) pages, must describe specifically and accurately what experience, training, education, and/or awards the Offeror has received that are relevant to each selection factor above. The Summary Statement must include the name of the Offeror and the announcement number at the top of each page.

8. Offerors must provide a minimum of three (3) and a maximum of five (5) references within the last five years from the Offeror's professional life, namely individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the Offeror's work knowledge and professional experience. Offerors must provide e-mail addresses and/or working telephone numbers for all references.
9. Offerors must provide their full mailing address with telephone, facsimile numbers (if available) and email address and should retain for their records copies of all enclosures that accompany their submission.
10. All application packages are to be submitted via email to: [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov)

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Offeror Information for Personal Services Contracts with Individuals (AID 309-2);
2. Medical History and Examination Form (Department of State Forms); \*
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 Offeror is the successful candidate for the job.

## **VI. BENEFITS AND ALLOWANCES**

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

1. BENEFITS:
  - (a) Employer's FICA Contribution
  - (b) Contribution toward Health & Life Insurance
  - (c) Pay Comparability Adjustment
  - (d) Annual Increase (pending a satisfactory performance evaluation)

- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

## **VII. TAXES**

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](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> .







