



USAID
DU PEUPLE AMERICAIN

CÔTE D'IVOIRE

**SOLICITATION NUMBER: 72068121R100007
AMENDMENT 1**

NEW ISSUANCE DATE: October 22, 2021

NEW CLOSING DATE/TIME: November 5, 2021, at 5 p.m. Abidjan local time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC-Local Compensation Plan) – Project Management Specialist - Maternal and Child Health, Nutrition and Family Planning (MCHN-FP)

Dear Prospective Offerors:

Subject solicitation is amended:

- To change the issuance date to October 22, 2021
- To change the closing date to November 5, 2021 at 5 p.m. Abidjan local time
- To include the following paragraph under part II - Minimum qualifications required for this position

“Language proficiency will be tested”

- To include the following paragraph under part IV – Submitting an offer

“All application documents must be in English”

Offers already submitted in response to the above referenced solicitation number need to re-submit. All other terms and conditions of the existing solicitation remain unchanged.

Any questions must be directed to the Point of Contact specified in the Attachment 1.

Sincerely,

James Berscheit
Contracting Officer

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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72068121R100007
2. **ISSUANCE DATE:** **October 22, 2021**
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** **November 5, 2021, at 5 p.m. Abidjan local time**
4. **POINT OF CONTACT:** Edouwar N’Gatta, e-mail at **abidjanaidcihr@usaid.gov**
5. **POSITION TITLE:** **Project Management Specialist - Maternal and Child Health, Nutrition and Family Planning (MCHN-FP)**
6. **MARKET VALUE:** **CFA 25,427,828 - CFA 40,145,388 p.a.**, equivalent to **FSN-11** In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy in Côte d’Ivoire. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start **December 2021**. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
8. **PLACE OF PERFORMANCE:** **Abidjan, Cote d’Ivoire** with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** This position is open to all Cooperating Country Nationals (CCN). Cooperating Country National is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. **SECURITY LEVEL REQUIRED:** Regional Security Office Background Check

11. STATEMENT OF DUTIES***1. General Statement of Purpose of the Contract***

The Project Management Specialist Maternal and Child Health, Nutrition and Family Planning (MCHN-FP) facilitates communication and ensures collaborative working relationships with high-level decision makers, as well as technical staff, in the Ministry of Health, USAID Missions, USAID/Washington counterparts, with other government entities, and with other donors, development partners and non-governmental organizations working in the health sector. The Specialist delivers analytical and technical assistance services to other bilateral/multilateral agencies, cooperating-country government and civil society in developing and implementing policies and programs based on best practices and innovations in MCHN-FP. Representing the U.S. Government, the jobholder participates on national technical working groups and builds

alliances with External Development partners and provides essential communication and liaison within USAID offices and with other USG agencies.

The jobholder provides senior-level programmatic and technical guidance to the planning, implementation, and monitoring of maternal and child health, nutrition and family planning practices and principles, with broad experience working with national stakeholders including government, professional associations, and faith-based organizations. The jobholder provides strategic and technical guidance in the design and implementation of USAID family health activities in the cooperating-country. The Specialist has an understanding of global health issues, as well as the entire USAID/USG health portfolio, and serves as an Agreement Officer's Representative/Contracting Officer's Representative (AOR/COR) or Activity Manager for selected programs/projects/activities. As an AOR/COR, the Specialist monitors program performance and progress, identifies implementation achievements as well as problems in performance, and initiates appropriate actions in consultation with his/her supervisor, other team staff, and/or the Deputy and Office Director, as appropriate.

2. Statement of Duties to be Performed

❖ Program/Project/Activity Management

- Serve as Contracting or Agreement Officer's Representative (COR/AOR) or Activity Manager for the Mission's MCHN-FP activities, including: reviewing and approving annual implementing partners (IPs) work plans, facilitating IP relationships and coordinating with local stakeholders (e.g. other IPs, cooperating country-government counterparts, non-governmental organizations, other donors, etc.) maintaining a schedule for and conducting regular site visits to review program implementation and meeting with beneficiaries, and based on the information collected during such visits, adjusting or recommending adjustments to programs/projects/activities as appropriate; overseeing IPs compliance with bilateral government agreements, and with performance expectations; ensuring IPs are in compliance with all relevant USAID regulations and procedures, communicating regularly with IPs regarding USAID rules and regulations as well as their obligations to USAID; and taking a lead role in the preparation of the strategic and operational planning processes such as the USAID Country Development Cooperation Strategy and USAID Operational Plan. Keep the Team Lead regularly informed of program implementation progress, results, and issues/problems on a timely basis.
- Participate in the design of project mechanisms and activities for improved health service delivery or the enabling environment for MCHN-FP.
- Ensure that sub-partners (sub-awards and sub-contracts) are given appropriate monitoring and oversight.

❖ **Technical and Strategic Leadership**

- Serve as a senior-level technical resource on MCHN-FP, providing high level technical guidance to the Mission, the National Government, and other development partners.
- Provide strategic and technical guidance and input on MCHN-FP activities and ensure that activities are appropriately integrated with Health Office and larger Mission activities.
- Provide technical assistance and oversight to IPs, and to sub-partners where appropriate, to ensure that the MCHN-FP activities are carried out in alignment with approved work plans, all applicable USAID and Global Health policies and guidelines, Health Office and USAID Mission guidance and priorities, national guidelines and global best practices.
- Stay abreast of state-of-the-art knowledge on programming and coordinate exchanges and sharing of best practices among USAID, USG and other stakeholders to strengthen MCHN-FP approaches. Advise accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID's approaches.
- In collaboration with Monitoring, Evaluation and Learning colleagues participate in the implementation of the monitoring and evaluation approaches and tools to support measuring the impact and outcomes of MCHN-FP activities.
- Provide technical guidance in the preparation of key annual and mid-term planning and reporting documents including the Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports and other ad hoc requests for information.
- Identify short-term technical assistance (STTA) needs and ensure that objectives and outcomes of the STTA are consistent with and support the furtherance of the Mission MCHN-FP portfolio.
- Organize site visits and prepare orientation materials for delegations from USAID Headquarters (HQ), Department of State, other agencies and Congress.

❖ **Representation and Reporting**

- Represent USAID at designated national, regional and international meetings that relate to Maternal and Child Health, Nutrition and Family Planning, including regular participation in national level technical working groups, professional associations, and related committees.
- As a member of the Health Team, respond flexibly and capably to a wide range of work-related requirements including responding to requests for information from HQ and Congress.

- As requested by the Mission Director, Health Office Director and/or Unit Leader, represent USAID at meetings outside of the MCHN-FP field when needed.
- Establish strategic working relationships with senior MOH and other relevant Ministry officials at the national and district level, development partners, civil society organizations, faith-based organizations, private sector health counterparts, and professional associations to enhance regular and timely sharing of information on issues related to private sector engagement, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs.

3. Supervisory Relationship

The Specialist will report to the Health Office Director, or his/she designate in the Health Office in USAID/Côte d’Ivoire. S/he is expected to work independently in carrying out responsibilities. S/he is expected to develop annual work objectives in consultation with his/her supervisor. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting cooperating country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

4. Supervisory Controls

Continued supervision of other Mission staff is not contemplated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

a. Education: Completion of a Master’s degree or local equivalent from an accredited program in Public Health, International Development, Health, Social or Behavioral Sciences, Organizational Development, Epidemiology, Biology, Infectious Disease, Medicine, Pharmacy, or Nutrition is required

b. Prior Work Experience: A minimum of five (5) years of progressively responsible experience in MCHN-FP.

c. Language Proficiency: Level IV (Fluency) Writing and Speaking in both English and French is required. **Language proficiency will be tested.**

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. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities, and level of language required. The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the TEC Chairperson's decision). The security clearance and medical clearance is required for the top-ranking candidate, after conducting and receiving the positive reference checks.

- A. Work Experience (35%):** A minimum of five (5) years of progressively responsible experience in MCHN-FP. Prior experience working with or for bilateral or multilateral donors/stakeholders such as the World Bank, the Global Fund, UN agencies, or public/private sector projects and ensuring compliance with U.S. Government rules and regulations
- B. Job Knowledge (30%):** Senior-level knowledge and understanding of MCHN-FP approaches and interventions. Demonstrated senior-level knowledge of the overall health sector context as well as the key aspects of US Government foreign assistance to the country. Working knowledge of USG and/or USAID's strategic direction, its chief accomplishments and its challenges.
- C. Skills and Abilities (35%):** The jobholder must possess strong technical and analytical skills in maternal/newborn/child health and nutrition and family planning. The jobholder must possess strong skills in communication, advocacy and networking. S/he must have strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results. This position requires an outstanding ability to exercise flexibility to be able to accept and react to evolving planning and implementation contexts. The jobholder must demonstrate excellent computer skills including skills with Microsoft Office, web-based databases, and electronic filing. S/he exercises individual judgement in his/her roles. S/he takes initiative and offers leadership in reviewing the progress of programs and projects under his/her responsibility, including performance reports, pipeline management, program implementation reviews, as well as fulfilling other USAID and USG reporting requirements. S/he demonstrates timely decision-making ability and extensive judgment in planning and carrying out tasks, using diplomacy and tact.

D. Total Possible Points: 100 points

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be scored.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be made only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application Letter.

IV. SUBMITTING AN OFFER

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and supplemental materials as described in this section. Candidates who fail to provide the required documentation will result in rejection of their applications from further consideration.

1. Eligible Offerors are required to complete and submit:
 - The offer form AID 309-2 form (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link: [FORM AID 309-2](#)
 - A Signed cover letter and current resume or curriculum vitae (CV). 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.
2. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.

3. A supplemental document with written responses to the Evaluation Factors listed under Section II.
4. 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, item 4**.
5. Offerors submissions must clearly reference the Solicitation number on all offeror submitted documents.
6. **All application documents must be in English.**

V. LIST OF REQUIRED FORMS FOR PSC HIRES

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

1. Medical History and Examination Form (Department of State Forms)
2. Background Investigation Form

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS:
 - a. Health Insurance
 - b. Social Security Contribution
 - c. Local and American Holidays
 - d. Salary Advance (0% interest)
 - e. Annual Bonus
2. ALLOWANCES (as applicable):
 - a. Miscellaneous Benefits Allowance
 - b. Transport Allowance

VII. TAXES

The Mission emphasize to its employees of the fact that they are obliged to observe Ivorian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Ivorian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

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 & 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>

END OF SOLICITATION