



**SOLICITATION NUMBER:** 72068121R100006  
**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 - **Determined, Resilient, Empowered, AIDS-Free, Mentored, and Safe (DREAMS)**

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.:** 72068121R100006
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](mailto:abidjanaidcihr@usaid.gov)
5. **POSITION TITLE:** **Project Management Specialist - Determined, Resilient, Empowered, AIDS-Free, Mentored, and Safe (DREAMS)**
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 US President's Emergency Plan for AIDS Relief (PEPFAR) represents the US government response to the global HIV/AIDS epidemic and is the largest commitment by any nation to address a single disease in history. Thanks to American leadership and generosity, alongside the work of many partners, PEPFAR has saved millions of lives, averted millions of infections, and changed the course of the epidemic. One important component of PEPFAR is implementation of the Determined, Resilient, Empowered, AIDS-Free, Mentored, and Safe (DREAMS) program; with the aim to reduce the risk of HIV among Adolescent Girls and Young Women (AGYW).

The USAID Project Management Specialist – DREAMS (the “Specialist”) will serve as a Contract Officer’s Representative/Agreement Officer’s Representative (COR/AOR) or Activity

Manager and provide senior-level programmatic and technical guidance to the planning, implementation, and monitoring of DREAMS-related programs. As a senior-level resource, the Specialist provides technical and programmatic guidance to the Health Office, other offices in the Mission, U.S. Government Agencies, the PEPFAR Coordinating Office, host country government, and other development partners in order to support a coordinated, strategic approach in HIV prevention for AGYW and DREAMS-related programming.

## ***2. Statement of Duties to be Performed***

### **1. Technical Guidance and Leadership**

- Serves as a senior-level technical resource for the Health Office in the area of comprehensive HIV prevention for AGYW to ensure development of key systems that effectively integrate across the entire health portfolio.
- Works collaboratively with the PEPFAR program technical leads across US agencies and with host country agencies to identify opportunities for collaboration and ensure complementarity among AGYW programming, including prevention of and response to gender-based violence.
- Provides technical assistance and oversight to implementing partners to ensure that the DREAMS activities are carried out in alignment with approved work plans and PEPFAR DREAMS guidance and priorities.
- Stays abreast of state-of-the-art knowledge on programming and coordinates exchanges and sharing of best practices among USAID, USG and other stakeholders to strengthen AGYW interventions.
- Guides USAID and host country government on strategic decisions and policy formulation to strengthen interventions for AGYW.

### **2. Program/Project/Activity Management**

- Serves as a COR/AOR and/or Activity Manager for HIV prevention for AGYW programs/projects/activities awarded through the Health Office, providing financial and programmatic oversight to ensure contracts and grants achieve anticipated results, and are linked to and enhance attainment of the Health Office, Mission, and USG objectives.
- Participates in activity design of new PEPFAR funded activities for AGYW, including developing program descriptions and other technical components for new procurements.
- Conducts site visits as required in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency and judicious use of U.S. Government (USG) funding.

### **3. Representation and Reporting**

- Represents the Health Office, Mission, and USG at national and/or international technical and programmatic meetings, within various working groups, the interagency, senior host country officials and other social sector donors, government officials, and IPs.
- Conducts data and trend analysis and provides technical recommendations to improve the performance of the DREAMS programs at both site and national levels.
- Prepares ad hoc reports as required for the Mission, USAID/Washington, Office of Global AIDS Coordinator (OGAC), donor coordination groups, and others.

- Drafts talking points and/or speeches for the Office Chief, Mission Director, Ambassador and others, as required, and prepares briefing papers, presentations, and coordinates site preparations for VIP site visits.
- Provides leadership on DREAMS-related inputs to the development of the annual PEPFAR Country Operational Plan (COP) and ensures strong monitoring and oversight of the DREAMS portfolio through the quarterly PEPFAR Oversight and Accountability Review (POART), Semi Annual Performance Report (SAPR), and Annual Performance Report (APR).
- Supports annual budget allocation for DREAMS programming, and maintains DREAMS activities financial tracking, including that obligations, expenditures, and budget pipelines conform to action plans.
- Prepares information sheets, presentations, and other documents about US government funded AGYW programs. Draft briefing materials, progress reports, memoranda, and other Front Office communications materials as needed. Identifies and submits success stories, best practices, and images to be highlighted by USAID media.

### ***3. Supervisory Relationship***

The Specialist works under the general supervision of the designated Team Lead. 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 host-country and USAID objectives, and integration with other initiatives in the Health 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 US-style University Master's Degree in Public Health, International Development, Health, Social or Behavioral Sciences, Organizational Development, Epidemiology, Biology, Infectious Disease, Political Science, or Business Administration or other closely related field is required

**b. Prior Work Experience:** A minimum of five (5) years of progressively responsible, professional-level experience in developing, implementing, and/or monitoring social welfare programs to provide a comprehensive HIV prevention package, or related health issues, for AGYW.

**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, professional-level experience in developing, implementing, and/or monitoring social welfare programs to provide a comprehensive HIV prevention package, or related health issues, for AGYW. Experience coordinating with host country government at the national, district, or local level on relevant public health challenges for AGYW, including HIV/AIDS, gender-based violence response and prevention, education, or other similar issues, is required
- B. Job Knowledge (30%):** Senior-level knowledge related to planning, designing, implementing, and providing technical guidance on HIV prevention, adolescent, youth and/or community-based social welfare initiatives. Detailed knowledge of the health sector in the host country, including institutions, strategies, policies, objectives, development perspectives, political structure and environment.
- C. Skills and Abilities (35%):** Project management skills, including data and information management, administrative, and monitoring skills used to track the performance of implementing partners and activities. Excellent communication skills both orally and in writing, especially in being able to present information, analyses, and recommendations to individuals with nontechnical background. Ability to respond professionally and adjust in

fluid situations in order to meet deadlines in the face of competing priorities and time pressures. Ability to work both independently and as part of a team. Excellent interpersonal skills, including the ability to establish and maintain relationships with a wide array of contacts. Diplomacy and tact negotiate difficult issues and build consensus to achieve results with a wide range of individuals. Excellent computer and software skills.

#### **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](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