USAID | NIGERIA
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062023R10007

ISSUANCE DATE: December 02, 2022

CLOSING DATE/TIME: December 16, 2022

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) USAID Project Management Specialist (Performance Management).

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** 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 1.

Sincerely,

Janine Scott

Janine A. Scott
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72062023R10007

2. **ISSUANCE DATE:** December 02, 2022

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 16, 2022/4.30pm Nigerian time

4. **POINT OF CONTACT:** EXO/HR, e-mail at **abujahr@usaid.gov**

5. **POSITION TITLE:** USAID Project Management Specialist (Performance Management)

6. **MARKET VALUE: N18,063,974** to **N27,999,164** equivalent to **FSN-11; 40 Hours per week**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of United States Mission, Nigeria (Effective September 11, 2022*).* Final compensation will be negotiated within the listed market value.

7. **PERIOD OF PERFORMANCE:** Five (5) years renewable, estimated to start o/a December 2022.

8. **PLACE OF PERFORMANCE:** Abuja, Nigeria with possible travel as stated in the Statement of Duties.

9. **ELIGIBLE OFFERORS:** Open to Cooperating Country Nationals (Nigerian Citizens and Permanent Residents).

10. **SECURITY LEVEL REQUIRED:** CCNPSC Clearance.

11. **STATEMENT OF DUTIES:**

1. General Statement of Purpose of the Contract:

The USAID Project Management Specialist (Performance Management) (PMS PM) reports to the USAID Senior Strategic Information (SI) Adviser in the Office of HIV/AIDS & TB, SI Unit. S/he provides expert technical and managerial support to ensure the timely availability of meaningful data and to analyze performance trends across the USAID and PEPFAR interagency HIV/AIDS & TB portfolio, ensuring use of quality data by Implementing Partners (IPs) and creating systems to improve design and delivery of HIV and TB services. S/he serves as a Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR), Alternate COR/AOR and/or Activity Manager as assigned. The job holder is required to perform work-related travel.

2. Statement of Duties to be Performed:

a. Program Management (50%):

The PMS PM serves as the COR/AOR, Alternate COR/AOR and/or Activity Manager for assigned activities. This includes ensuring that IPs report required financial, programmatic and indicator reports on time; reviewing those reports; and following up on performance issues as needed. S/he also provides expert strategic support to the enhanced site management (ESM) strategy, which is at the core of the Office of HIV/AIDS&TB's effort to achieve greater results more efficiently to control the HIV and TB epidemics in Nigeria. S/he supports quick and meaningful response to strategic information needs and inquiries from senior technical office management to ensure that information for partner management is available in a timely manner and is useful for decision making. S/he helps to ensure that the SI unit within the Office of HIV/AIDS&TB effectively coordinates with and assists CORs/AORs to ensure that implementing partners are managing and using data regularly and frequently to address program-related vulnerabilities. S/he conducts regular site visits to review program implementation and works closely with CORs/AORs on actively monitoring partner performance. S/he helps to gather and compile regular data updates for USAID/Washington; helps to compile data for reporting to USAID/Nigeria and the Government of Nigeria (GON); and shares pertinent information with other development partners as needed.

b. Technical Support (40%):

The PMS PM provides technical expertise for partner performance management; program monitoring and evaluation; data analysis and use of large complex data sources; and surveillance and health informatics for the USAID Mission, the broader PEPFAR inter-agency and host country stakeholders. S/he plays a lead role in supporting the Strategic Information unit's technical approach to partner level performance-based management, including the development and maintenance of management information systems (MIS), tools, analyses, and additional technical support needed to improve partner-level performance. The job holder guides USAID IPs and collaborates with development partner stakeholders and host country counterparts on improving the quality of HIV and TB services provided at the site level by analyzing partner performance against targets and quality benchmarks. S/he provides assistance in development of strategies and protocols to address gaps in performance; and helps disseminate best practices and lessons learned to the broader community within USG, development partners and host country stakeholders. As a technical expert, the job holder provides technical support to other SI team members and staff throughout the HIV/AIDS&TB Office to strengthen SI technical expertise, data quality and data analysis and use for performance-based management. S/he provides expert technical input to annual planning and reporting processes, particularly related to PEPFAR. This includes annual target setting for PEPFAR indicators as part of the Country Operational Plan (COP); quarterly data reporting for PEPFAR Oversight Accountability Response Team (POART); and other reporting as required by PEPFAR.

c. Representation & Public Speaking (10%):

The PMS PM attends external meetings, committees, and task teams, including GON-facilitated technical working groups, as needed to represent the SI team. S/he develops and presents research publications and abstracts for national and international conferences and symposiums. The job

holder presents USAID program performance results, research results and M&E plans to USAID/Washington, USAID/Nigeria, PEPFAR interagency stakeholders and external stakeholders that include other development partners, private sector partners, GON, USG counterparts from other countries and USAID IPs.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. **Supervisory Relationship:** The PMS PM works under the direct supervision of the USAID Senior SI Adviser who provides overall objectives and expected results to be achieved. Assignments are made orally and in writing. Achievements are regularly reviewed, and feedback provided.
4. **Supervisory Controls:** Full supervision of other USAID staff is not contemplated. The exercise of administrative supervision and technical guidance to technical office staff on strategic information management techniques is contemplated.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. **Education:** A minimum of Master's degree in Mathematics; Epidemiology; Statistics; Demographics or Public Health is required.

b. **Prior Work Experience:** A minimum of five to seven years of progressively responsible experience in performance management, strategic information and/or monitoring and evaluation in the field of public health with an international organization is required. Must have experience using statistical packages and/or scripting languages for the management and manipulation of data. Must have experience managing, manipulating, and conducting analysis from large, complex data sources in the health sector and in a decentralized health systems context. Experience with strategic information management and use in HIV/AIDS or TB program design, planning, management, implementation, and evaluation.

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 technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Applicants who clearly meet the minimum Education and Prior work Experience requirements and basic eligibility requirements will be further evaluated based on scoring of the Evaluation Factors listed below. The highest-ranking applicants may be selected for an interview.

FACTOR #1:
Job Knowledge:

Detailed knowledge of development principles, concepts and practices related to this assignment and to public health, especially regarding HIV/AIDS and TB in Nigeria, is required. The job holder must have expert knowledge of program monitoring and evaluation; statistical packages and/or scripting languages; data use and analysis; surveillance; and health information systems. S/he must have expert practical knowledge about providing technical support and capacity-building for strategic information management to both local and international implementing partners, as well as host-country governments (central and local level) and civil society, with strong skills for conducting technical skills transfer and mentoring.

FACTOR #2:
Skills and Abilities:

The job holder must have the ability to plan, organize, manage, and evaluate HIV/AIDS and TB activities. S/he must have expert skills and abilities to manipulate and analyze large data sets; to adapt to continuously changing guidelines and requirements from PEPFAR; and to work under pressure with tight deadlines. S/he must have strong verbal communication skills and diplomatic skills in order to form good working relations with implementing partner staff, high level national and local government officials, other development partners and external stakeholders. Expert oral communication skills are required to explain complex data analyses and interpret PEPFAR attitudes, priorities, and concerns to partners and government counterparts. Expert writing skills to prepare and edit regular and ad-hoc reports that clearly translate highly technical information into actionable information, in keeping with Agency and PEPFAR requirements, are required. The job holder must have advanced ability to use IT software specific to health programs and statistics (e.g., Tableau, STATA, SAS, R, SQL, Python); and must be expert in Microsoft Excel as well as proficient in PowerPoint, Word, and email platforms. S/he must have strong capacity to manage activity goals and achievements, both technical and financial; must have skills in project programming and strategy development; and must be able to work effectively in a team environment to achieve consensus on policy, project, and administrative matters. The job holder must have the ability to acquire knowledge of USAID programming policies, procedures, regulations, and documentation; and of the objectives and methodology of assigned activities.

FACTOR #3:
Language Proficiency:

Level IV fluency in English for speaking, reading, and writing is required.

Evaluation Factors:

Factor #1 - 15 points
Factor #2 - 10 points
Factor #3 - 5 points

Factor #4 – Interview Performance: 70 points

Total Possible Points: 100 points

SELECTION PROCESS

(1) After the closing date for the receipt of applications, applications will initially be screened for conformity with the minimum requirements and a short list of applicants developed.

(2) Following this initial review and short listing, a Technical Evaluation Committee (TEC) will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation factors. Applications from candidates which do not meet the minimum requirements will not be evaluated. As part of the selection process, finalist candidates will be interviewed. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

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

(4) Applicants are required to provide three (3) reference persons who are not family members or relatives, with working telephones and email contacts. The references must be able to provide substantive information about applicant's past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the resume.

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); **and a current resume** that provides the same information as AID 309-2 form.

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 Solicitation number on all offeror submitted documents.**

4. **All documentation that supports** or addresses the requirements listed above (e.g., certificates of education (degree), NYSC certificate/exemption etc.) **MUST be attached** to the application.

5. **A type-written and signed application (cover) letter** specifically applying for this position and addressing the minimum requirements as advertised.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

   a. Medical History and Examination Form (Department of State Forms)
   b. RSO Security Questionnaire
   c. BI Guide Questionnaire
   d. THOR Enrollment Intake Form

2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

VI. BENEFITS AND 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. Annual Salary Increase (if applicable)
   c. Annual and Sick leave
   d. Annual Bonus
2. ALLOWANCES (as applicable):
   a. Transportation Allowance
   b. Meal Allowance
   c. Miscellaneous Allowance
   d. Housing Allowance

VII. TAXES

The Mission emphasize to its employees of the fact that they are obliged to observe Nigerian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Nigerian 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 **CCNPSC** 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. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	**Compensation, Fringe Benefits and Other Direct Costs (ODCs)** - Award Type: Cost - Product Service Code: *[e.g. R497]* - Accounting Info: SC/620-MAARD-0014-3-22005/GH-H/21/25/620-M/1130007/1210601/72-1921/251031	1	LOT	$ _TBD__	$_TBD at Award after negotiations with Contractor_

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.

5. **PSC Ombudsman**
   The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman.

   The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.