



# USAID | NIGERIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72062024R10005

**ISSUANCE DATE:** December 22, 2023

**CLOSING DATE/TIME:** January 10, 2024

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) USAID Project Management Specialist - (Tuberculosis)

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 A. Scott

**Supervisory Executive Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72062024R10005
- 2. ISSUANCE DATE:** December 22, 2023
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 10, 2024/4.30pm Nigerian time
- 4. POINT OF CONTACT:** EXO/HR, e-mail at [abujahr@usaid.gov](mailto:abujahr@usaid.gov)
- 5. POSITION TITLE:** USAID Project Management Specialist – (Tuberculosis)
- 6. MARKET VALUE:** \$45,283 to \$70,183 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 10, 2023). Final compensation will be negotiated within the listed market value. Salary and allowances are denominated in US dollar and paid in Naira at the prevailing U.S. Embassy exchange rate. Continued US dollar denomination and payment of LE Staff compensation is subject to renewal and approval by the Secretary for Management via PID (public interest determination).
- 7. PERIOD OF PERFORMANCE:** Five (5) years renewable, estimated to start o/a March 2024.
- 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 primary goal the USAID Global Accelerator to End Tuberculosis (TB) program is to support countries meet the global target of finding and treating 40 million TB patients, including 1.5 million drug resistant TB cases, and preventing tuberculosis in 30 million individuals by 2022. Considered the world's most-lethal infectious disease and the ninth-leading killer, TB has infected nearly 1.8 billion people (a quarter of the global population) and caused almost two million deaths in one year. Additionally, it is estimated that over 500,000 TB cases develop multi-drug-resistant strains (MDR-TB), requiring more intensive and expensive care for diagnosis and treatment. It is estimated that TB patients and patient households lose approximately half of their annual income because of missed work, and the costs of seeking treatment; because of this, every US\$1 invested in TB care and treatment results is valued at US\$43 in terms of lives saved and productivity.

The USAID Global Accelerator to End TB program is designed to leverage investments/resources from host governments, the private sector, and local organizations to end the TB epidemic, while simultaneously building local capacity for self-reliance. USAID TB Accelerator initiatives contribute to the global goal of ending TB by: deploying deliberate and targeted technical expertise to increase the diagnosis and treatment of TB cases and its multi-drug resistant variant; embedding TB advisors in Ministries of Health; funding

local organizations, including community and faith-based groups, to assist with case-finding, treatment, follow-up, and education about the disease; raising domestic resources (through statements of partnership and multisectoral engagement) to allow USAID to accelerate the transition of funding and management of TB programs to host governments and their partners, including local organizations; and improving coordination with programs for HIV and other health conditions.

The USAID Project Management Specialist (Tuberculosis) provides technical expertise in the implementation of programs/projects/activities designed to increase the detection, prevention, and treatment of TB in line with overall USG TB strategy and host country TB National Strategic Plan. The work includes serving as a technical expert and activity manager for USAID supported programs, providing technical assistance to the appropriate host-country Ministry in the development of host-country policies, and the design and management of in-country programs/projects/activities, reflecting best practices in TB prevention and treatment. The Specialist works with the host government and other technical partners to ensure a well-coordinated approach to the TB control program and ensures information flows on best practices related to improving TB detection, prevention, and treatment in order to inform decision making by USAID and the USG.

The Specialist works in a complex and rapidly evolving country context. The position requires regular contact and collaboration with counterparts and technical members in the host government, the private sector, other donor organizations, and international organizations, and with other USG entities at all technical levels.

The Specialist exercises extensive judgment in planning and carrying out tasks to resolve problems and conflicts and implementing steps necessary to meet deadlines. The Specialist serves as an Activity Manager with responsibility for activity in the US\$10-50M range.

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

**(100%)**

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

The USAID Project Management Specialist (TB) serves as a technical expert, with full responsibility for technically guiding the implementation, evaluation, and monitoring of assigned aspects of the TB detection, prevention, and treatment portfolio. The Specialist has activity manager responsibility for USAID-funded TB projects. The Specialist works closely with and liaises with other Health Office Specialists and Implementing Partners (IPs) conducting tuberculosis activities. The Specialist advises the supervisor, Office Chief, Mission Director, Deputy Mission Director, and others on local matters of importance to the TB Accelerator program. The Specialist provides critical inputs to the achievement of overall results and Mission/USG goals and objectives. This requires that the Specialist to remain current on the economic, political, and social trends of the host government, the host country, and the region, and analyzes trends in relation to their impact on the overall TB Accelerator program. The Specialist also collaborates with technical experts within other donor organizations to assure synergy and complementarity.

### **B. Provides Technical Assistance in Prevention and Treatment of Tuberculosis**

The Specialist coordinates with other USG agencies to ensure the delivery of systematic and consistent technical assistance to the host government and to NGO partners and IPs in all areas of the TB program, and other health-related issues involving TB detection, prevention, and treatment. The Specialist works the host government to ensure that TB control activities are set up to reach country's UNHLM and National

Strategic Plan targets. In addition, the Specialist provides strategic input on all TB Accelerator programs or other tuberculosis-related components; identifies short-, mid-, and long-range achievable and sustainable strategies for improving tuberculosis detection, prevention, and treatment; and represents USAID, the USG, and the broader USAID health program at TB technical meetings, seminars, and conferences. The Specialist keeps informed of and collaborates with technical experts in other donor agencies on tuberculosis-related activities; works with the host government to develop technical strategies and approaches that result in improved TB detection, prevention, and treatment; works with other colleagues to harmonize Health Office, USAID, and USG TB Accelerator activities to ensure consistency with host government policy. The Specialist also ensures that programs/projects/activities are consistent with internationally accepted best practices, and that they are relevant in the host-country context.

### **C. Data Collection and Analysis**

To ensure the ongoing quality of implemented activities, the Specialist monitors and reports on developments in the TB Accelerator and other health sectors, especially as they relate to successful implementation of tuberculosis-related activities; and, monitors, analyzes, and reports on relevant aspects of host government policy, regulation, and programming, and on tuberculosis-related and other health and development issues, based on an in-depth understanding of USAID and USG policy and program objectives and priorities. The Specialist prepares technical analyses, evaluates sectoral issues, and provides input to Mission activities with respect to the TB Accelerator and related sectors; summarizes information and conclusions in written and oral form for presentation to senior USG and other decision makers, and for incorporating into other activity documents as appropriate; organizes field trips, conferences, and seminars to ensure maximum exposure to emerging trends and various points of view, and for monitoring assigned tuberculosis-related activities, providing translation as needed; and, prepares written reports that reflect a sound understanding of assigned areas of responsibility, and that clearly document that a wide variety of sources and points of view have been consulted in undertaking analyses to draw final conclusions. The Specialist prepares oral and written briefings for the supervisor, the Office Chief, the Mission Director and/or Deputy Mission Director, Embassy staff, and others, on request.

### **D. Performance Monitoring**

The Specialist ensures that performance monitoring systems are in place, and that periodic, reliable measures and indicators of portfolio impact are established; and collects and monitors performance data on an ongoing basis and prepares reports of program/project/activity progress for use within the Office, the Mission, the USG at post, USAID/Washington, and other partners/stakeholders. The Specialist assesses progress in achieving results for tuberculosis-related activities and evaluates and assesses activities as needed; and continually strives to enhance the achievement of results by periodically reviewing the development context, results indicators, and activity implementation progress, identifying problem areas and suggesting solutions.

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

- 3. Supervisory Relationship:** The USAID Project Management Specialist (TB) works under the very general supervision of the Health Office Chief, and the closer but general supervision of a lower-level 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 host-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:** Continuing supervision of other Health Office and/or Mission staff is not contemplated.

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

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

- a. **Education:** The work requires a Master's in Public Health (MPH), with a concentration in epidemiology or infectious diseases; or a Master's in Nursing degree; or a degree as a Public Health Physician in a field related to clinical and/or field work in education, prevention, and treatment related to tuberculosis.
- b. **Prior Work Experience:** A minimum of five to seven years of progressively responsible experience in the field of public health, with a focus on clinical and/or field work in education, prevention, and treatment related to tuberculosis and/or infectious diseases is required. This experience must demonstrate that the Specialist has strong medical/clinical skills in the field. The Specialist must have demonstrated technical leadership in TB Accelerator-related education, prevention and treatment, program management, strategic planning, policy experience, and problem-solving skills while working on complex programs/projects/activities in a highly sensitive environment.

## **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>.

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:**

The Specialist must have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to tuberculosis-related education, prevention, and treatment activities in the host country and/or region, and the problems and policies in the host country from the business, political, civil society, and social perspectives. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the host country; development problems in the health sector in the host country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region; and, knowledge of, or the

potential to quickly acquire knowledge of, USG legislation, policy, and practice relating to tuberculosis prevention and treatment assistance, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities. The Specialist must have knowledge and understanding of the organization and respective roles of the different levels of the host government, in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation.

**FACTOR #2:****Skills and Abilities:**

The Specialist must have a good knowledge and demonstrated experience in the programming of tuberculosis -related education, prevention, and treatment programs/projects/activities; and the role of tuberculosis prevention and treatment with other health areas such as health systems strengthening, PEPFAR, maternal and child health, and family planning. The Specialist should be able to facilitate and link culturally appropriate assessments, counseling, treatment deficits, and related issues and facilitation of linkages to food security programs, including water, sanitation, and hygiene promotion; and be able to use this data for decision making. The Specialist must be able to provide technical leadership in TB Accelerator-related planning; and apply this knowledge to advanced programming in the host country and the region.

**FACTOR #3:****Language Proficiency:**

Level 4 (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, 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**.
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 letter specifically applying for this position and addressing the minimum requirements as advertised.

#### **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:

1. Medical History and Examination Form (Department of State Forms)
2. RSO Oversea Vetting Questionnaire (OVQ) Form.
3. THOR Enrollment Intake Form

#### **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](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	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: SC/620-MAARD-0014-3-23005/GHH/22/26/620-M/1130007/1210601/72-1922/261031	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](mailto:PSCOmbudsman@usaid.gov).
6. **FAR Provisions Incorporated by Reference**