



SOLICITATION NUMBER: 20/2023

ISSUANCE DATE: December 27, 2023

QUESTIONS DUE: January 11, 2024, 16:00 hours Malawi time

CLOSING DATE/TIME: January 27, 2024, 17:00hours Malawi time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) for the position of USAID Local Capacity Development Specialist (HPN LCD), FSN 10

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, Section 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.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1. with the subject line: "Questions Solicitation No. 20/2023 **Local Capacity Development Specialist (HPN LCD)**", not later than **January 11, 2024, at 16:00 hours, Malawi time**. We will post responses as soon as possible afterward.

Offers must be sent to malawijobs@usaid.gov with the subject line: "Solicitation No. 20/2023 CCNPSC Local Capacity Development Specialist (HPN LCD)". To ensure delivery by the due date, it is recommended that offers be sent as email attachments.

This solicitation in no way obligates USAID to award a CCNPSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Sincerely,

Warren Gray
Supervisory Executive Officer

U.S. Agency for International Development Malawi Mission NICO House P.O. Box 30455 LILONGWE 3	Tel: +265-1-772455 USA Phone: 202-216-6244 Fax: +265-1-773181 Http://www.usaid.gov/missions/mw	International Address: USAID/Malawi DOS/ Lilongwe 2280 Lilongwe Place Washington D.C. 20521-2280
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ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 20/2023
2. **ISSUANCE DATE:** December 27, 2023
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 27, 2024, at 17:00 p.m. Malawian time.
4. **POINT OF CONTACT:** Martha Nanthoka, Supervisory Human Resources Specialist at mnanthoka@usaid.gov with copy to Thokozani Chataika, HR Assistant at tchataika@usaid.gov
5. **POSITION TITLE:** USAID Project Management Specialist (Local Capacity Development) (HPN LCD), FSN 10
6. **MARKET VALUE:** \$26,226-\$40,646 (basic salary, paid in local currency Kwacha at the prevailing exchange rate), equivalent to FSN-10. In accordance with AIDAR Appendix J and the Local Compensation Plan of United States Mission, Malawi (Effective February 26, 2023). Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Five (5) years renewable, estimated to start o/a April 2024.
8. **PLACE OF PERFORMANCE:** Lilongwe, Malawi with possible travel as stated in the Position Description.
9. **ELIGIBLE OFFERORS:**

ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

1. This position is open to ALL interested Cooperating Country National (CCN) applicants. *Cooperating Country Nationals as defined in AIDAR, Appendix J, Section (1)(7) "Cooperating Country National" ("CCN") means an individual who is a Malawian citizen, or a non-Malawian citizen lawfully admitted for permanent residence in Malawi."*
 2. Current employees serving a probationary period are not eligible to apply.
 3. Current employees with unsatisfactory performance are not eligible to apply.
 4. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- 10. SECURITY LEVEL REQUIRED:** Selected applicant must be able to obtain a favorable Security Certification for Employment Authorization from the U.S. Embassy's Regional Security Office.

II. STATEMENT OF DUTIES

The Development Assistance Specialist - Local Capacity Development Specialist (the “Specialist”) is a senior professional specialized in working with local organizations and local government to strengthen their organizational capacity to deliver HIV/AIDS, health, and social services and fulfill their respective mission. The jobholder will be a member of the HPN team at USAID/Malawi in Lilongwe, but the position will be located in a satellite office and will be responsible for working with USAID local partners and local government recipients in one or more districts. S/he serves as a senior authority to help build the capacity of local partners in development and improvement of organizational systems and policies that meet rigorous standards, including U.S. government requirements through hands on mentorship and coaching with an emphasis on community level interaction and feedback systems and coordination of other technical assistance.

The Specialist will support HPN to review program level implementation plans, track progress against performance indicators, and conduct routine site visits for data quality assessments and PEPFAR site improvement through monitoring systems (SIMS). This role involves provision of the infrastructure for effective and coordinated implementation, monitoring and overall administrative management of all PEPFAR-funded activities carried out by implementing partners. The job holder serves as a key advisor to A/CORs/Activity Managers on award issues such as reporting compliance and funding accountability and works closely with other mission staff including voucher examiners, financial analysts, and the HPN Finance team.

MAJOR DUTIES AND RESPONSIBILITIES

Technical Leadership

1. Provide overall guidance and direction to the capacity strengthening of local (indigenous) partner organizations and local government, and oversee the implementation of organizational development plans, ensuring requisite technical support is available to partners to support these efforts
2. Provide technical assistance and support to local partner organizations and local government in the following organizational development areas: governance; administration; human resources; financial management; organizational management; and project management.
3. Conducts comprehensive financial, administrative and management reviews on partner institutions to determine if partners are maintaining systems and internal controls necessary to adequately manage and account for USAID resources.
4. Evaluates financial, administrative and operating systems in order to make and implement recommendations which will improve partners’ financial and administrative systems.
5. Provide advice and guidance to HPN Office colleagues on matters related to organizational development and capacity building of local partner organizations.
6. Through literature review, research and regular communication with local and international stakeholders, keep abreast of emerging developments in organizational development approaches, especially as they pertain to indigenous organizations and the national and global HIV care and treatment landscape, and advise accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID’s approaches.

7. Identify and coordinate short- and long- term technical assistance and ensure that objectives and outcomes of the technical assistance are consistent with and support the furtherance of the HPN portfolio.
8. Participate in inter-agency USG PEPFAR coordination groups or discussions on issues pertaining to organizational development and local partners.

Financial Management

1. Monitors the financial and accounting performance of partners and provides them with support to ensure compliance with USAID and PEPFAR funding requirements and guidelines, required quarterly expenditure rates, and acceptable pipeline levels at the end of each fiscal year.
2. Provides suggestions to implementing partners on how to develop financial controls, quarterly and annual budget plans that feed into work plans, and how to adhere to reporting requirements.
3. Makes periodic/quarterly field visits and provides early warnings of over and under outlays and works hand in hand with A/CORs/Activity Managers and the HPN Finance Team to manage the situation.
4. In collaboration with AOR/COR/GATRs, review and verify partner vouchers or G2G milestones.
5. Support USAID and PEPFAR's annual budget preparation process and annual operational planning, providing technical assistance to USG financial teams and technical working groups in completing the PEPFAR Funding Allocation to Strategy Tool (FAST) and any other new tools that may be provided for use in the planning processes.

Project and Activity Management

1. Liaise regularly with Contracting or Agreement Officer's Representatives (COR/AORs) and Government Agreement Technical Representatives (GATRs) for the Mission's Health and HIV activities awarded to local partners and local government, to support financial and programmatic oversight to ensure contracts, grants, and G2G agreements achieve anticipated results, and are linked to and enhance attainment of the Health Office, Mission and USG objectives.
2. Conduct site visits as required in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency, and judicious use of USG funding.
3. Work closely with HPN Technical Advisors to ensure the quality of programs implemented by local partner organizations and local government are simultaneously being addressed.

Monitoring and Reporting

Conduct and ensure the effectiveness of Site Improvement Monitoring System (SIMS), data quality assessments, and other field visits.

1. As a member of the HPN and HIV Team, respond flexibly and capably to a wide range of work-

related requirements including responding to requests for information from HQ, Congress and OGAC.

2. Support the preparation of key annual and mid-term planning and reporting documents including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports.
3. In collaboration with the Mission Point of Contact on the New Partners Initiative and the Mission's Monitoring and Evaluation working group, advise on the development of tools (such as dashboards) that support monitoring organizational development and continuous learning and adapting.

III. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: Bachelor's degree in a relevant profession: public health, public administration, international development, accounting, law, business, finance, contracting, economics, industrial management, marketing, quantitative methods, and/or organization or management.

b. Prior Work Experience: A minimum of three (3) years of progressively responsible experience in organizational development, development program management, and/or health systems development in a developing country context.

c. Language Proficiency: Level IV fluency in English, and in the appropriate host-country business language, both written and spoken, is required. Level IV also required in Chichewa. Language competence may be tested.

d. Job Knowledge: In-depth knowledge in one or more of the following areas: governance; administration; human resources; financial management; organizational management; and project management. Superior knowledge and understanding of organizational development and capacity strengthening of local organizations. Extensive and detailed knowledge of rules and regulations and compliance issues as they pertain to acquisition and assistance awards to implementing partners. Demonstrated knowledge of the overall health sector context, of PEPFAR and its current priorities, as well as the key aspects of US Government foreign assistance to the host country.

e. Skills and Abilities: The jobholder must possess strong skills in communication (verbal and written), 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 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 USG reporting requirements. S/he demonstrates timely decision-making ability and extensive judgment in planning and carrying out tasks, using diplomacy and tact. Ability to travel regularly to the offices of local partners, both locally and in the field.

IV. 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>.

Education:

At least two years of full-time post-secondary study (or the equivalent hours spread across a part-time study period) at college or university in business administration, project management, or a closely related field in business administration, project management, or a closely related field.

Prior Work Experience:

Minimum of three years of progressively responsible administrative and project management assistance, with writing, office management, and administration responsibilities. At least two years of this work experience should be with local and/or international organization.

Language Proficiency

Level IV (fluent) English and Chichewa ability is required.

Job Knowledge:

The job holder should be familiar, or able to quickly become familiar, with the responsibilities and activities of the Office of assignment, as well as possess a general knowledge of standard office procedures and practices. The job holder should have the ability to develop an excellent understanding of USG file management, mail handling, and correspondence formatting.

Skills and Abilities:

The job holder must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated. The job holder must be proficient in using the Internet and E-mail.

Total Possible Demonstrated Experience, Knowledge, Skills & Abilities Points: 20 points

Total Possible Interview Points: 50 points

Total Possible Written Exercise Points: 30 points

Satisfactory Professional Reference Checks: Pass/Fail

Total Possible Point -100

- Applicants will be initially screened based on the extent to which the individual meets the minimum qualifications above.
- A Technical Evaluation Committee (TEC) will review and evaluate the applications that meet the minimum requirements and will create a ranking of the most highly rated and technically qualified applicants based on the selection/evaluation criteria.

- The TEC may conduct interviews of the most highly rated applicants before making a selection recommendation to the Contracting Officer (CO). The interview may be one of the determining factors in the final selection, but an interview is not always necessary.
- A timed technical test may be required.
- Before a final candidate is selected the hiring panel will perform professional reference checks (including those that have not been specifically identified by applicants) and may check references before or after a candidate is interviewed. The outcome of the reference checks will also be factored into the final selection. The offeror's references must be able to provide substantive information about his/her past performance and abilities.
- Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

V. SUBMITTING AN OFFER

1. Only those fulfilling the education and experience requirements listed above should submit their application by e-mail to: malawijobs@usaid.gov.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to malawijobs@usaid.gov.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission. E-mails received without the appropriate subject line and incomplete applications will not be considered.
4. Offerors must submit ALL the following documents to be considered.
 - Current curriculum vitae (CV) or resume.
 - Form AID 309-2 (offeror for personal service services contract with individuals): <https://www.usaid.gov/forms>
 - A cover letter or Summary Statement Addressing the evaluation factors
 - Copy of educational certificates (bachelor, master's degree, etc.)
 - List of a minimum of three (3) professional references with accurate telephone and e-mail information

[END OF ATTACHMENT 1]

ATTACHMENT 2

VI. LIST OF REQUIRED FORMS TO BE SUBMITTED PRIOR TO AWARD

Once the Contracting Officer (CO) informs the successful candidate about being selected for a contract award, the CO will provide the successful candidate instructions about how to complete and submit the necessary forms for security and medical certifications.

VII. BENEFITS AND ALLOWANCES

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

1. BENEFITS: (in accordance with the Malawi Local Compensation Plan)
 - a. Health Insurance
 - b. Local insurance (Defined Contribution Plan with National Insurance Company [NICO])
 - c. Annual Salary Increase (if applicable)
 - d. Annual and Sick leave
 - e. Maternity Leave
 - f. Paternity Leave
2. ALLOWANCES: (in accordance with the Malawi Local Compensation Plan,
 - a. Meal Allowance
 - b. Miscellaneous Allowance
 - c. Housing Allowance

VIII. TAXES

The Mission emphasizes to all of its employees that they are obliged to observe Malawian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Malawian Government. The US Mission does not withhold or make tax payments.

IX. 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>. 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	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [insert from Phoenix/GLAAS]	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.EQUAL EMPLOYMENT OPPORTUNITY. The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

6.PSC Ombudsman: The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered 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.

End of Attachment 2

End of Solicitation 20/2023