



SOLICITATION NUMBER: 20-16

ISSUANCE DATE: May 12, 2020
CLOSING DATE/TIME: June 11, 2020 @ 1700 hours

SUBJECT: **Solicitation for a Project Management Specialist - Prevention, Care and Support (Health Office, FSN-12) Cooperating Country National Personal Service Contractor (CCNPSC) (Local Compensation Plan)**

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, Sections 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.

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 information.

Sincerely,

Jason Bennett
Supervisory Executive Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 20-16
2. **ISSUANCE DATE:** May 12, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** **June 11, 2020** @1700 hours
4. **POSITION TITLE:** Project Management Specialist – Prevention, Care and Support Team Lead
5. **MARKET VALUE:** \$80,982 - \$117,422 USD equivalent to **FSN-12**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Zimbabwe. Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** Beginning o/a August 2020.
7. **PLACE OF PERFORMANCE:** **Harare**, with possible travel as stated in the Statement of Work.
8. **SECURITY CERTIFICATION: REQUIRED.**
9. **STATEMENT OF DUTIES:**

a. General Statement of Purpose of the Contract

The employee will serve as the Prevention, Care and Support Team Lead (hereafter PCS Lead), responsible for the USAID/Zimbabwe Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS) Prevention, Care and Support (PCS) portfolio. This position is a key member of USAID/Zimbabwe's Office of Health. The employee's primary tasks include (1) supervising PCS Team, and (2) planning, managing, and monitoring activities, which includes services for most-at-risk populations such as the Determined, Resilient, Empowered, AIDS-free, Mentored and Safe (DREAMS) partnership for HIV prevention, Orphans and Vulnerable Children (OVC), Key Populations (KP), condoms, and other elements of USAID's HIV/AIDS strategy as defined.

The PCS Lead represents USAID/Zimbabwe on HIV issues at technical, policy and strategic planning meetings, including meetings with collaborators, other Presidents Emergency Plan For Aids Relief (PEPFAR) agencies and other donors such as the Global Fund to Fight AIDS, Tuberculosis and Malaria.

b. Statement of Duties to be Performed

As part of USAID's HIV/AIDS teams and the wider U.S. Government's (USG) HIV/AIDS team in Zimbabwe, the incumbent will serve as the Team Lead for the PCS Team as well as the Youth Point of Contact (POC) for the Health Office. The position is responsible for leading strategy development, providing technical assistance, managing cooperative agreements and contracts, and coordinating efforts of the PCS Team. All HIV/AIDS teams utilize a team approach and all team members are expected to offer time sensitive assistance to ensure program results. Thus, the employee may assist in various other capacities as required for the successful implementation of the USG's HIV/AIDS strategy.

The position will include the following duties:

Supervision and Leadership (40%)

- a) The PCS Lead will be the senior technical staff member on the team, generally responsible for managing and assisting in various capacities in the successful implementation of PCS activities. S/he will be an expert in the field, providing technical leadership to both the PCS team and the wider HIV/AIDS teams.
- b) Coordinate teamwork streams and mentor staff as needed, including in best practices, new developments and lessons that should be incorporated into USAID prevention, care and support programs.
- c) Ensure that the three Cooperating Country National (CCN) technical expert team members are held accountable for deliverables and assignments.
- d) Promote and foster professional development among supervisees.
- e) Provide timely feedback and guidance to employees, including annual evaluations and regular performance check-ins.
- f) Review technical briefs, presentations, or any other documents produced by the team to ensure clarity, accuracy, and professionalism.

Program Management (30%)

- a) Designated formally as the Contract/Agreement Officer's Representative (C/AOR) or Activity Manager for at least one project. In this capacity, play a major technical role in development of the request for proposals/applications, review of applications, supplemental awards, and requests for extensions. Liaises with the USAID grants, contracts, and cooperative agreement technical specialists at post and in the United States (U.S.) on technical reviews and finding awards. Once implementing agreements are in place, oversees performance of partners, carries out technical and financial reviews, monitors progress, providing technical direction to ensure activities are implemented in accordance with PEPFAR requirements and identifies potential issues and informs supervisor, recommending actions for amelioration. He/she will ensure all documentation required during Country Operational Plan (COP) development are received. Incumbent works closely with the Office of Acquisition and Assistance (OAA) in USAID/Zimbabwe to ensure technical compliance and work is implemented per award documents.
- b) As C/AOR or Activity Manager, assist partners to develop workplans; reviewing monthly, quarterly and annual reports; monitoring and overseeing results, progress, problems and achievements; conducting regular site visits and data quality assessments; reviewing budget requests for appropriateness; monitoring use of funds for adherence to proposed activities; reviewing/preparing quarterly pipeline and accrual reports; following

up on potential issues and informing supervisor and/or Contract/Agreement Officer as appropriate; maintaining complete files and records for activities for which s/he is responsible.

c) Work with other USAID staff, including the Senior Program Specialist for Monitoring and Evaluation, to ensure that appropriate data management systems to monitor health objectives and indicators for HIV programs are in place. Provide advice and recommendations to USAID's Health Office Director in interpreting data related to HIV objectives and indicators as well as ensuring proper reporting to meet PEPFAR requirements. Help to build the capacity of counterpart organizations and works with implementing partners in the design and implementation of strong clinical supervision systems for HIV sites that help strengthen HIV quality assurance. Conduct periodic site visits to: (1) assess HIV program efficiency, effectiveness, and compliance; (2) review and encourage capacity building of sustainable HIV services; (3) monitor HIV implementation progress of partners; (4) identify any unaddressed HIV needs; and, (5) conduct PEPFAR Site Improvement through Monitoring System assessments (applying applicable tools).

d) Prepare USAID and PEPFAR strategic planning and reporting documents, including Country Operational Plan documents, annual, semi-annual reports and analyses and input into quarterly PEPFAR Oversight and Accountability Review Team calls.

e) Work with senior and mid-level stakeholders and partners (including Government Of Zimbabwe (GOZ) Ministry officials) to facilitate the USAID assistance for HIV services. Recommend to the USG and Ministry of Health and Child Care (MOHCC) counterparts approaches to enhance and improve HIV services and activities in Zimbabwe. In collaboration with various stakeholders and per PEPFAR requirements, he/she is responsible for identifying HIV priorities for the USG team, and helping to ensure that the PEPFAR strategy for HIV service delivery is in line with national policies and priorities.

f) Gather data, analyze findings and trends, and make recommendations in assigned areas of technical competence (e.g., Youth, DREAMS, OVC) using PEPFAR and other program data and reporting systems.

g) Contribute on an on-going basis to other USAID and Health Office general management and administrative duties, such as: strategic planning, annual reports, program designs, budgeting, monitoring and evaluation, program management and administrative oversight.

h) Prepare and oversee or assist in the preparation of any reports required for USAID or PEPFAR program management and administration; cable writing; and the preparation of scopes of work, funding documents and other internal USAID documentation.

Program Coordination (30%)

a) Foster complementarities and synergies among USAID partners, across the USG HIV/AIDS program, and among the various USAID teams responsible for programming for most-at-risk populations.

b) Offer influential leadership and represent the USG and USAID/Zimbabwe interests at local, national and regional meetings, workshops and conferences, and key National Technical Working Groups, National Partners' Fora, and various task teams and steering committees.

c) Promote collaboration and coordination with partners of USAID Zimbabwe, including the Ministry of Health and Child Care; Ministry of Primary and Secondary Education; Ministry of Public Service, Labor and Social Welfare; National AIDS Council; United

Nations agencies; Centers for Disease Control and Prevention; other bilateral agencies; Global Fund; non-governmental organizations; foundations; community-based organizations, etc.

d) Participate in and support the inter-agency technical working group on Key and Priority Populations, providing routine updates and ensuring the technical working group is aware of relevant program issues.

e) Liaise with USG inter-agency PEPFAR team members in Zimbabwe, USAID/Washington and the Office of the Global AIDS Coordinator on HIV/AIDS prevention, care and support (KP, DREAMS, OVC, Youth) matters and keep USAID HIV team members informed as appropriate.

f) Liaise with the Ministry of Health and Child Care and National AIDS Control technical counterparts, supporting them to plan for partner meetings, external stakeholder engagement and high-level visits.

g) May also be responsible for controlling site visits and Temporary Duty (TDY)s that fall within the Prevention, Care and Support portfolio.

c. *Supervisory Relationship*

Supervision Received: Will be supervised by the Health Office Director or his/her designee in the Health Office.

Supervision Exercised: The employee will supervise three Cooperating Country National technical expert members of the PCS Team (i.e. Project Management Specialist - Condom Use and two OVC Specialists).

AREA OF CONSIDERATION:

All Zimbabwean citizens or legal Zimbabwean permanent residents with the required visa/permit to work and live in the country (proof of paperwork will need to be provided).

10. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

11. POINT OF CONTACT: Zandile Goromonzi, e-mail at zgoromonzi@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. Education: A Master's Degree or higher with a focus on public health, development, social science, public administration or related field.

2. Prior Work Experience: A minimum of ten years' experience in mid-to-senior level health and/or development, at least five years of which is progressively responsible program management experience in international development. Demonstrated experience related to the design, management, monitoring and evaluation of HIV/AIDS or reproductive health programs. Minimum of 3 years supervision experience is required, inclusive of financial and human resources responsibilities.

3. Language Proficiency: Fluent oral and written command of the English language.

III. EVALUATION AND SELECTION FACTORS

Offerors who meet the basic qualifications will be rated and ranked according to the following job-related criteria. Top candidates will be invited for a written examination and an oral interview.

1. **Job and Technical Knowledge (60%):** Thorough knowledge of HIV/AIDS, reproductive health and/or related disciplines, from a public health or programmatic perspective. Expert knowledge of health issues and practices in Zimbabwe. Demonstrated knowledge of donor-funded project design, implementation, monitoring, and evaluation. Knowledge of laws, customs and constraints in Zimbabwean society. Familiarity with USG HIV-specific legislation, strategic priorities, and technical management as well as administrative and procurement requirements.
2. **Skills and Abilities (40%):** Strong teamwork, oral and written English language communication skills. Demonstrated skills in developing and delivering PowerPoint presentations. Demonstrated proficiency with computer word processing and financial and data analysis software applications. Proficiency in Microsoft computer applications (word, excel, PowerPoint). Strong interpersonal skills, including the ability to work in a team setting and to maintain effective relationships with a wide variety of governmental and non-governmental professionals at all levels of Zimbabwean society. A high level of socio-cultural sensitivity and judgment in dealing effectively with HIV and AIDS as it affects all segments of Zimbabwean society. Ability to facilitate teams.

IV. PRESENTING AN OFFER

1. The application package should be submitted via email to zimrecruit@usaid.gov to the attention of the Human Resources Office and must include:
 - a. An application letter, detailing how the applicant meets the above minimum qualifications and selection criteria. Please type in the letter your response to each item, e.g. Education, and state how you meet the targeted minimum qualifications. Failure to do this will result in you not being shortlisted.
 - b. A current resume relevant to the position (no more than 2 pages). Any other documentation that addresses the qualification requirements of the position listed above.
 - c. Please note: Applications should not be more than 1mb in size.
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, item 11** and email address in **Section IV 1**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number **20-16 Project Management Specialist - Prevention, Care and Support (Health Office)** in the subject line of the application e-mail and in the subject line of the application letter in the offer submission.

4. Selection Process: After an initial application screening, the best qualified applicants will be invited to a testing process, which includes a written exercise, oral interviews, and reference checks.

A conditional letter offer will be extended pending medical and security clearances.

Applicants who fail to follow all the application requirements stated above will not be short-listed.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. *Medical History and Examination Form (Department of State Forms)*
2. *Questionnaire for Sensitive Positions for National Security (SF-86), or*
3. *Questionnaire for Non-Sensitive Positions (SF-85)*
4. *Fingerprint Card (FD-258)*

VI. BENEFITS/ALLOWANCES

Benefits and allowances will be communicated to the successful candidate.

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 <https://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>