



**SOLICITATION NUMBER:** 72066021R10009

**ISSUANCE DATE:** March 16, 2021

**CLOSING DATE/TIME:** April 13, 2021 at  
17:00 (Kinshasa Time)

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – USAID Project Management Specialist (Tuberculosis), based in Kinshasa**

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,

/S/

**Priscilla Sampil  
Contracting Officer**

Physical Address:  
U.S. Agency for International  
Development  
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N° 198 Avenue Isiro  
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**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72066021R10009
- 2. ISSUANCE DATE:** March 16, 2021
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** April 13, 2021, at 17:00 (Kinshasa Time)
- 4. POINT OF CONTACT:** Christiane Lemba at [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov)
- 5. POSITION TITLE:** USAID Project Management Specialist (Tuberculosis)
- 6. MARKET VALUE:** Equivalent to FSN-11 in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/DRC. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five (5) years, estimated to start o/a October 2021. The services provided under this contract are expected to be a continuing nature that will be executed by USAID through series of sequential contracts, subject to the satisfactory performance, the continued need, and the availability of funds.
- 8. PLACE OF PERFORMANCE:** Kinshasa, Democratic Republic of the Congo with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals as defined in AIDAR Appendix J: “Cooperating country national (“CCN”) means 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:** Security Certification issued by the U.S. Embassy Regional Security Office.

**11. STATEMENT OF DUTIES***1. General Statement of Purpose of the Contract*

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 the Democratic Republic of Congo (DRC) TB National Strategic Plan. The work includes serving as a technical expert and activity manager for USAID supported programs, providing technical assistance to DRC Ministry of Health and National TB Program in the development of 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 Government of DRC and other technical partners to ensure a well-coordinated approach to the TB control, 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*

### **A. Program/Project/Activity Management-30%**

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 GDRC, the DRC more generally, 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-30%**

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 GDRC 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 GDRC policies. 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-20%**

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 DRC 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-20%**

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; 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.

#### 4. *Supervisory Controls*

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.

### 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Determines minimum qualifications required for the position. Offerors who do not meet all of the education, experience and language factors are considered NOT qualified for the position.

**a. Education:** The work requires a Master's in Public Health (MPH), with a concentration in epidemiology or infectious diseases; 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.

**c. Language Proficiency:** Level 4 (advanced professional proficiency) English and French, both oral and written, is required.

## 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 Quality Ranking Factors listed below will be the basis for evaluating and ranking applicants for the position.

**QUALITY RANKING FACTORS (QRF):**

**JOB KNOWLEDGE - 40 points:**

- 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, 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.

**SKILLS AND ABILITIES - 60 points:**

- 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.

**Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)**

**TOTAL POSSIBLE POINTS: 100**

#### EVALUATION PROCESS:

After the closing date for receipt of applications, EXO/HR Unit will review all applications and will short-list the candidates who meet and/or exceed the minimum qualification requirements for the position. A committee will then convene to review applications that meet and or exceed the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be evaluated and scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

As part of the evaluation process, the most qualified candidates may be requested to complete a written test and be interviewed either in person or by telephone at USAID's discretion. USAID will not pay for any expenses associated with the interviews.

Professional references checks will be made only for applicants considered for employment. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Note: Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

The security clearance and medical clearance are required for the top-ranking candidate, after conducting and receiving the positive reference checks at the conclusion of evaluations.

#### **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete, sign and submit the offer form- DS-174 Application for U.S. Federal Employment with a cover letter and CV. All the three documents must be in English. The DS-174 Application form can be found in the US embassy website <https://cd.usembassy.gov/embassy/jobs/usaid-jobs/>
2. Offers should also include **a supplemental document** of up to two pages that demonstrates how prior experience and/or training directly address the Quality Ranking Factors stated above (Job Knowledge and Skills & Abilities).
3. Offerors must provide a list of minimum three (3) professional references who are not family members or relatives, with complete name, title, organization where he/she works, description of relationship, with working/accurate telephone and e-mail numbers. The applicant's references must be able to provide substantive information about his/her past performance and abilities.
4. Offers must be received by **April 13, 2021 at 17:00 (Kinshasa Time)** submitted to the Point of Contact in **Section I**.
5. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

6. Offers must be submitted ONLY by e-mail attachment to [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov) and the e-mail subject must say: **72066021R10009 USAID Project Management Specialist (Tuberculosis)**.
7. Please submit the Offer only once; and
8. Late and incomplete Offers will not be considered.

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

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. Authorization for release of information form
2. Overseas Vetting Questionnaire
3. Diplomatic Security Identity Assurance System (DSIAS) enrollment form

#### **VI. BENEFITS AND ALLOWANCES**

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

1. BENEFITS:  
13<sup>th</sup> month bonus; 14<sup>th</sup> month bonus; Anniversary Bonus; Severance Pay; Contributory Retirement Plan (DCP); Group Life Insurance; Group Medical Insurance Plan; Funeral/Death Plan; Annual and Sick Leave; Casual Leave; Maternity Leave (for female employees)
2. ALLOWANCES (as applicable):  
Housing Allowance; Miscellaneous Benefits Allowance; Family Allowance.

#### **VII. TAXES**

The employees are responsible for calculating and paying local income taxes. The USAID/DRC does not withhold or make local income tax payments.

#### **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN 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>. 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: <i>R497</i> - Accounting Info: <i>TBC</i>	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>

**END OF SOLICITATION**