



**SOLICITATION NUMBER:** 72066021R10016

**ISSUANCE DATE:** August 03, 2021

**CLOSING DATE/TIME:** August 31, 2021 at  
17:00 (Kinshasa Time)

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – USAID Project Management Specialist (Key Populations), 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/

Samuel Matthews  
**Contracting Officer**

Physical Address:  
U.S. Agency for International  
Development  
Mobil Building  
N° 198 Avenue Isiro  
Gare Centrale / Gombe / Kinshasa  
Democratic Republic of Congo

Pouch address:  
Department of State  
2220 Kinshasa Place  
Washington, DC 20521-2220

Tel: (+243) 81 555 4430  
Fax (+243) 81 555 3528  
<http://www.usaid.gov/cg>

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72066021R10016
- 2. ISSUANCE DATE:** August 03, 2021
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** August 31, 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 (Key Populations)**
- 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 January 2022**. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a 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/DRC Key Populations (KP) Specialist is an HIV/AIDS Public Health Specialist responsible for the implementation, coordination, monitoring and evaluation of KP program activities and studies implemented under the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR). Key populations, including female sex workers and men who have sex with men, are PEPFAR priority populations, and the incumbent of this position is a member of the USAID Health Office’s HIV/AIDS Team as well as the US Government (USG) interagency team for the President’s Emergency Plan for AIDS Relief (PEPFAR).

The KP Specialist oversees the development, implementation, management, coordination, monitoring, evaluation, supervision, and reporting of HIV/AIDS activities that ensure support for KPs. Programmatic activities for KPs include but are not limited to education, counseling, testing, treatment, care, and reduction of stigma and discrimination. The KP Specialist may also coordinate with and provide technical assistance to outreach programs and community mobilization activities, and ensure linkages with other civil society or private organizations, such as those providing financial or emotional support to KPs, in order to promote sustainable well-being.

The job requires public health technical knowledge; results-oriented analytical skills, advocacy, and constant and clear communication with implementing partners (IPs) responsible for HIV/AIDS care, key populations programming, and supporting public health programs.

The KP Specialist's responsibilities demand close collaboration with PEPFAR/DRC implementing partners (IPs), the Ministry of Health (MoH), and other donor partners and stakeholders. S/he provides technical assistance to the MoH and IPs, coordinates activities with other partners, and supervises all KP USAID/PEPFAR activities. The KP Specialist provides technical assistance to the stakeholders on KP. S/he works under the direct supervision of the HIV/AIDS Co-Team Leads. The job holder is required to perform work-related travel.

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

### **Technical and Strategic Leadership (50%)**

- Provide leadership and technical and programmatic support to USAID-supported KP activities; serves as a technical expert on HIV/AIDS and other health programs and to the host country government and other partners in matters related to KPs
- Maintain a high level of technical expertise and knowledge of HIV/AIDS in general and KP issues in particular and independently analyze and apply current technical data to the local context.
- Provide technical assistance and capacity building to indigenous partners including financial processes and systems programs in-line with USAID and PEPFAR requirements
- Responsible for all aspects of KP programming and activities: planning, organizing, implementing, managing, coordinating and monitoring for results, ensuring actions are completed on schedule or adjusted to meet changing conditions; identify constraints and propose solutions to activity implementation
- Develop USAID program goals and objectives for KP initiatives
- The jobholder is required to perform work-related travel to conduct regular site visits to: a) acquaint partners with key issues associated with overall program efficiency, effectiveness, and compliance; b) track and monitor progress of KP activities c) facilitate needs assessments, including training needs; d) make recommendations for project adjustments as appropriate.
- Provide specialized expertise to IPs, interagency colleagues (CDC, State and DOD), GDR members, PVOs, CSOs, health care organizations, and medical professionals on KP strategies, program design, implementation, and capacity building through public-private partnerships.
- Guide Community and Clinical Services Specialists on incorporating KP program activities into the larger care and treatment portfolio to ensure collaboration and harmonization of approaches
- Utilize KP technical knowledge to interpret KP data and apply it to program improvements
- Advocate for adequate social protection facilities and/or staffing with government counterparts.

- Provide updated technical information to IPs; provide on-the-job training for various target audiences on how to implement, monitor and evaluate KP programs
- Lead annual IP work plan development for KP activities by providing technical input
- Serve as a primary point of contact for KPs among stakeholders
- Assess program needs and issues at the local level and develop strategies for communicating these needs/issues to the national level.

### **Program Management and Support (30%)**

- If designated formally as the Agreement/Contracting Officer Representative/Alternate (A/COR) for one KP-related contract or grant, with a combined annual budget of approximately \$2 million. The Specialist takes a major technical role in development of solicitation documents, reviews applications, supplemental awards, and requests for extensions. Liaises with USAID's Agreement and Contracting Officers on technical reviews, funding awards and agreement/contract amendments. Oversees cooperating partner/contractor performance, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for improving programmatic performance.
- Review performance reports to ensure that IPs are in compliance with bilateral government agreements, the performance expectations outlined in their work plan, their contract/agreement with USAID, and all other relevant regulations and procedures.
- Maintain KP-related files and records specific to the activities/programs for which incumbent is responsible
- Manage data collection and review process, ensuring personal data integrity and security of information in the reporting databases is safeguarded. Other program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panels, and awards. Whenever possible, these records will be filed electronically.
- Prepare regular and ad hoc reports, proposals, publications, and reports on KP programs to various stakeholders, including regional or national partners, technical working groups, USAID/DRC, USAID/Washington, the Office of the Global AIDS Coordinator (OGAC), and U.S. Congress. Reporting responsibilities are monthly, quarterly and annually.
- Prepare the KP component of the annual Country Operational Plan (COP); including strategies, budgets, narratives, data, and other related documents. Activities may include participation in other health team planning documents.
- Inform critical programmatic data to ensure proper allocation of KP clinical service delivery targets for PEPFAR awards.
- Concur on IP work plan submissions and provide revisions and feedback as necessary
- As may be required, carries out Activity Manager responsibilities for cooperative agreements, grants, and contracts associated with KP programs, providing oversight and monitoring of activity implementation.

### **Representation and Coordination (20%)**

- Represent USAID/DRC at technical, policy and strategic planning meetings, including meetings with private sector collaborators and donor agencies.
- Focus on non-duplication of services provided by USG agencies, cooperative partners and contractors for KPs
- Share strategies to influence other organizations engaged in KP programs to adopt a collaborative approach to program activities; brief senior agency officials on the results of such

meetings and prepare written reports for submission to other interested parties.

- Represent USAID in the PEPFAR interagency team in discussing and developing financial commitments and set targets for KP service delivery programs at administrative and strategic planning meetings. This includes all PEPFAR implementing agencies: Department of State, Department of Defense, CDC, and USAID.
- Serve on other USAID and PEPFAR interagency working groups and projects, frequently taking the project lead role. These projects are generally short-term in nature and most often are associated with special requirements for VIP visits, technical evaluation groups, special taskers, etc.
- Collaborate and coordinate with internal stakeholders to integrate KP activities into other USAID areas (economic growth, TB, Malaria, etc) where applicable
- Collaborate with M&E, SI, and SIMs specialists to ensure IPs have quality guidance on relevant data collection methodologies to ensure accurate KP data collection
- Engage with external stakeholders, including senior and mid-level host government ministry officials, donor and non-governmental organizations, and civil society to: a) ensure sound management of KP interventions within the context of USAID's HIV/AIDS interventions, b) coordinate outreach activities that raise the awareness of the needs of KP and propose actions to address them, c) provide technical assistance related to the implementation of KP programs, and d) influence other stakeholders to coordinate activities and adopt effective programs to address the KP needs.

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 Key Populations Specialist works under the general supervision of the HIV/AIDS Co-Team Leaders, who establish broad program outcome strategies and goals. The position has no direct supervisory responsibilities; however, this position will be the principal advisor for KP and will be expected to work closely with other positions in the HIV/AIDS team to achieve program strategies and targets. S/he may be required to act as a mentor or provide on-the-job training to U.S. interns and fellows assigned to the Health Office, and s/he will be required to mentor Health Office and other Mission colleagues on KP programming.

### 4. *Supervisory Controls*

The supervisor makes assignments in terms of overall objectives and resources available. Work is reviewed primarily in terms of performance against planned objectives described in annual performance evaluation reports (PERs). Completion of tasks and assignments will be reviewed regularly through results achieved, written reports, and progress reports. Some technical direction may come from other professionals in the Mission; in general, however, the KP Specialist will be expected to exercise considerable autonomy and 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:** Completion of a master's degree in Public Health or local equivalent or in a related field is required.

**b. Prior Work Experience:** A minimum of five (5) years of progressively responsible experience in the development, implementation, and evaluation of HIV/AIDS and/or KP programs in the DRC is required. Experience managing high-level coordination and relationships with public sector entities, bilateral and multilateral donors, and NGOs is required.

**c. Language Proficiency:** Level IV (fluent speaking/reading/writing) French is required. Level IV (speaking/reading/writing) English 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 - 50 points

- The incumbent must have a thorough knowledge of the principles, concepts, techniques and accepted procedures of program management, evaluation, reporting and budgeting.
- Also, an excellent knowledge of DRC challenges, development perspectives, objectives and priorities, particularly in health and population issues is required.

- A thorough knowledge and expertise in program planning, design, negotiation, implementation, review, monitoring, evaluation and reporting.

#### SKILLS AND ABILITIES - 50 points

- The incumbent must have excellent oral and written communication skills and be able to communicate effectively with government technical officers and donors' counterparts.
- S/he must have the ability to conceptualize, manage and evaluate activities.
- S/he must have the ability to effectively use information technology, office information systems and personal computers.
- Also, s/he must demonstrate excellent writing skills for preparing reports, memoranda, etc. and an ability to communicate technical information effectively.
- The incumbent must possess excellent interpersonal skills and a high degree of judgment and maturity.
- Knowledge of USAID, USG or similar organization policies, procedures, and reporting requirements.

#### **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 USAID website <https://www.usaid.gov/documents/ds-174-form>”
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 **August 31, 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: **72066021R10016 USAID Project Management Specialist (Key Populations)**.
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 (as applicable):  
13<sup>th</sup> month bonus; 14<sup>th</sup> month bonus; Anniversary Bonus; Severance Pay; Defined Contribution Plan (DCP); 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)	QUANTIT Y (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: R497 - Accounting Info: TBC	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).

**END OF SOLICITATION**