



USAID | CENTRAL ASIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 10/2021
ISSUANCE DATE: 03/03/2021
CLOSING DATE/TIME: 03/26/2021

SUBJECT: Solicitation for U.S. Personal Services Contractor (USPSC) No. 10/2021
Regional Health Team Lead, USAID/Central Asia, Almaty, Kazakhstan

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 offer.

Any questions must be directed in writing to the Point of Contact specified in the attachment 1.

Sincerely,

Michael Teske
Contracting Officer

I. GENERAL INFORMATION

1. SOLICITATION NO.: 10/2021

2. ISSUANCE DATE: 03/03/2021

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: 03/26/2021 (6:00 PM Almaty local time)

4. POINT OF CONTACT: USAID/CA Human Resources, almatyhr@usaid.gov and centralasiajobs@usaid.gov (with autoreply)

5. POSITION TITLE: Regional Health Team Lead

6. MARKET VALUE: \$93,907-\$122,077 per annum (equivalent to GS-14). Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: The U.S. Personal Services Contract will be for two years (subject to possible two-year extension).

8. PLACE OF PERFORMANCE: The duty post for this contract is Almaty, Kazakhstan. The selected candidate is expected to work eight hours per day during the core working hours of the USAID/Central Asia.

9. ELIGIBLE OFFERORS: Eligible Family Members (All Agencies)/US Citizens Resident in Almaty, Kazakhstan.

10. SECURITY LEVEL REQUIRED: Facility Access

II. STATEMENT OF DUTIES**1. Basic Function of the Position**

The Regional Health Team Lead provides technical direction and support to the USAID PEPFAR team, Tuberculosis (TB) Team, and works closely with other U.S. Government (USG) counterparts, including, but not limited to CDC and State Department. The Health Team Lead will work across teams to develop, monitor, evaluate and report on evidence-based program activities to achieve results under the Central Asia Regional Mission's HIV strategy, USAID Regional Cooperation Strategy, PEPFAR Regional Operational Plan (ROP), and USAID/Washington's global TB strategy. The Health Team Lead will liaise with the Office of the Global AIDS Coordinator (OGAC), State Department, USAID/Washington's Office of HIV/AIDS (OHA), Central Asian counterparts, representatives of the USG PEPFAR Interagency Team, the National TB Programs in the region, multilateral organizations, implementing partners, and with USAID/Washington's TB Division as appropriate.

The incumbent will provide technical assistance for USAID/Central Asia and in the other USAID Missions in the region as requested. The Health Team Lead will have responsibility for strengthening and fostering the professional development of the USAID's Foreign Service National (FSN) team. S/he will receive programmatic guidance from the GDO Director or designate and will assist in coordinating program implementation with other USG agencies, donors, government counterparts and implementing NGO partners.

The Health Team Lead contributes to the implementation of evidence-based interventions in HIV/AIDS and TB programming. The incumbent should have experience, knowledge and understanding of public health and infectious diseases, development principles and approaches, host government priorities, as well as analytical and interpretation skills. Extensive knowledge of HIV/AIDS and TB programming in the international context is highly desirable. The incumbent will have exceptional interpersonal, management and team-building skills, ability to operate in a complex interagency environment, under compressed

deadlines, and flexibility in responding to an ever changing PEPFAR and TB programming and policy environment. The abilities to make timely decisions, extensive judgment in planning and carrying out time sensitive tasks and tasks and strong writing skills for multiple audiences is required. The Health Team Lead will oversee and manage the work of the FSN PEPFAR and TB teams and be the daily point of contact for GDO HIV/AIDS and TB activities and programs.

Specific duties and responsibilities will include but are not limited to the following:

2. Duties and Responsibilities:

a. Provide technical and strategic leadership to the health portfolio - USAID PEPFAR, TB, and COVID at the moment - (30%)

- i. Manage the health portfolio (at \$10.3 million in FY 2021), its staff, and stakeholders in the Central Asia region, within USAID ASIA and Global Health Bureaus, and within the U.S. Embassy community.
- ii. Develops evidence-based program activities designed to achieve results under the Central Asia Mission's regional and country-specific HIV/AIDS and TB strategies;
- iii. Draft the health portion of the Country Strategies 2021 to 2025 for Kazakhstan and Turkmenistan as a follow up to the regional strategy Supports the USAID PEPFAR team in regular PEPFAR planning and reporting activities, such as the Regional Operational Plan, POART and Annual Program Results reporting.
- iv. Participates in reviewing and advising on long-term technical strategies, annual work plans, and other implementation planning;
- v. Provides technical oversight to GDO staff and implementing partners on HIV/AIDS and TB activities, country HIV/AIDS and TB policy developments, and setting strategy and technical guidelines for program implementing partners;
- vi. Identifies gaps in HIV/AIDS and TB programming and develops appropriate programmatic responses;
- vii. Works closely with Central Asian governments, bilateral and multilateral agencies and other key stakeholders to strengthen collaboration at the national level to support the development of country ownership and capacity;
- viii. Develops recommendations for policy engagement with donors, host governments and other actors to improve the enabling environment for HIV/AIDS and TB-related services in the region; and,
- ix. Establishes and maintains close, collaborative working relationships with major regional actors such as OGAC, CDC and other USG agencies, the Global Fund, UN agencies and the host-country entities (National TB Program, Ministry of Health, etc.).

b. Provide management oversight of the entire health portfolio (30%)

- i. To groom the next generation of Kazakh staff to assume leadership role within USAID health team
- ii. Plan for a succession plan where a Kazakh staff is anticipated to become the next health team lead.
- iii. Oversee all annual evaluation and human resources duties with team, EXO/HR, and mission leadership.

c. Supports Monitoring & Evaluation, Analysis and Reporting (30%)

1. Oversees analysis of HIV/AIDS and TB program data and budgets to formulate specific recommendations for USAID program direction;
2. Tracks performance data from health implementing partners, governments and other donor agencies on a routine basis to provide updated information to the Health team;
3. Coordinates closely with project managers to ensure essential health data and performance measures are included in M&E systems and regularly gathered, analyzed and applied to program decisions;
4. Prepares regular briefings and responds to ad-hoc requests on health program progress, issues and future directions and recommendations to USAID, US embassies and other parties, as needed;
5. Participates in regular site visits to monitor activities and provides technical recommendations to implementing partners and USAID staff; and
6. Prepares routine reports to USAID/Washington on USG PEPFAR and TB activities and finalizes success stories highlighting project achievements.

- d. Other duties as assigned (10%): Other tasks or responsibilities may be assigned based on (a) organizational and programming needs and/or (b) the incumbent's own interests.

III. Other important information:

Supervision Received: The Health Team Lead will receive programmatic guidance from the DHO Director or designate.

Supervision Exercised: The Health Team Lead will oversee and manage several FSN staff directly (approximately 4 staff) and coordinate implementation with other USG agencies, donors, government counterparts and implementing NGO partners.

Physical Demands: The work requested does not involve undue physical demands.

Point of Contact: For any additional questions you may contact Human Resources, almatyhr@usaid.gov and centralasiajobs@usaid.gov

A. IV. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education, skills and experience:** Master's degree in public health, international health, social sciences, epidemiology, or related field, infectious diseases knowledge and experience are required. This position requires a minimum of four years of experience in public health/medical/clinical/social services programs as well as experience in program analysis and planning, and management of programs in disadvantaged communities. Demonstrated leadership and problem-solving skills working on complex projects in a highly sensitive, fast-paced environment. Demonstrated flexibility and openness in responding to changing work priorities and environment. Strong knowledge and experience with international health program implementation is highly desired. High degree of judgment, ingenuity, and originality to interpret strategy; analyze, develop, and present data; and monitor and evaluate implementation of programs.

Ability to manage and work in diverse teams, strong interpersonal communication and teamwork skills and excellent oral communication is essential. Must be fluent in English and have demonstrated excellent written and verbal communication skills. Ability to quickly learn and convincingly articulate USAID and PEPFAR policy and related topics to a variety of audiences, including host-country experts, and donors is required. Proven ability to present convincing evidence-based arguments and build consensus among senior-level stakeholders with frequently differing opinions and policy agendas.

2. **Teamwork/Interpersonal Skills:** Exceptional initiative, leadership and interpersonal skills. Experience in effectively interacting with a broad range of internal and external partners and clients, such as project beneficiaries, international organizations, academia, local government officials, U.S. and local contractors/grantees, and communities preferred.
3. **Language and Communication skills:** Fluent (level IV or V) knowledge of English with proven ability to communicate quickly, clearly, and concisely, both orally and in writing. Demonstrated ability to produce high-quality analytical pieces and make persuasive, logical oral presentations to high-level audiences.

Other: Consideration and selection will be based on a panel evaluation of the Evaluation Factors (Section V). Please note that not all candidates will be interviewed or contacted.

USAID will not pay for any expenses associated with the interviews unless expenses are preauthorized. Reference checks may be conducted on those candidates selected for an interview. The candidate's references must be able to provide substantive information about his/her past performance and abilities.

V. 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. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated. Applications that do not meet the required minimum qualifications will not be scored. Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application.

After meeting the minimum qualifications, consideration and selection will be based on a panel evaluation of the Evaluation Criteria. Additionally, USAID may request writing samples and an interview from the top-scoring candidates. Top-scoring candidates will also be asked to provide three professional references. Please note that not all applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless the expenses are pre-authorized. Reference checks may be conducted on candidates selected for an interview.

Applicants must not appear as an excluded party in the System for Award Management (SAM.gov).

- a. **Education/skills**
- b. **Experience:**
- c. **Teamwork/Interpersonal Skills**
- d. **Language and communication skills**

TERM OF PERFORMANCE

The base term of the contract will be for a period of one year, which may be extended for another year upon mutual agreement and subject to, continued need, satisfactory performance and availability of funds. This position has been classified as equivalent to a GS-14 position in the USG Civil Service. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

SECURITY AND MEDICAL CLEARANCE

The USPSC will be required to complete a full physical examination (including relevant immunizations) from his/her own physician and then obtain a medical clearance from State M/MED prior to service overseas. Also, USAID/Central Asia must initiate a security clearance prior to the Contractor's travel to post of duty. Until a temporary or final adjudication of a security clearance is received, the contract shall not be signed.

If candidate fails to obtain a security clearance (temporary or full) within six months, the offer may be retracted.

VI. SUBMITTING AN OFFER

Submission of a résumé alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment. All application packages are to be submitted via email to: centralasiajobs@usaid.gov and/or almatyhr@usaid.gov, citing the Solicitation number and the Position title.

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

1. Complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
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 number of this Solicitation to ensure the offer is for the position in this Solicitation.
4. Cover letter and current résumé/curriculum vitae (CV). The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing. Ensure the application covers the evaluation and selection criteria, as outlined in

Section III of this solicitation.

5. Applicants must provide a minimum of three references within the last five years from the applicant's professional life, namely individuals who are not family members or relatives. Ideally, references should be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
6. To ensure consideration of offers for the intended position. Offerors must prominently reference the Solicitation number in the offer submission.

VII. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful applicant about being selected for a contract award, the CO will provide the successful applicant instructions about how to complete and submit the following forms: Forms outlined below can found at: <http://www.usaid.gov/forms>

1. Medical History and Examination form (DS-6561)
2. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
3. Finger Print Card (FD-258)
4. Declaration for Federal Employment (OF-306)

The above listed forms shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

VIII. BENEFITS

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

1. BENEFITS:
 - (a) Employer's FICA Contribution
 - (b) Contribution toward Health & Life Insurance
 - (c) Pay Comparability Adjustment
 - (d) Annual Increase (pending a satisfactory performance evaluation)
 - (e) Eligibility for Worker's Compensation
 - (f) Annual and Sick Leave

IX. TAXES

It is the responsibility of the selected candidate to abide by the tax regulations. USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

X. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR), Appendix D, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien 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 and 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> .

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