



USAID | CENTRAL ASIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 11/2019
ISSUANCE DATE: 05/23/2019
CLOSING DATE/TIME: 06/13/2019 (6:00 PM Almaty time)

SUBJECT: Solicitation for U. S. Personal Services Contractor (US PSC) Resident-Hire Regional HIV Team Lead, GS-13, 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, 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.

Only short-listed candidates will be contacted. No late submissions will be accepted.

Sincerely,

James Berscheit
Contracting Officer

I. GENERAL INFORMATION

1. SOLICITATION NO.: 11/2019

2. ISSUANCE DATE: 05/23/2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: 06/13/2019 (6:00 PM Almaty local time)

4. POINT OF CONTACT: USAID/CA Human Resources, email at almatyhr@usaid.gov

5. POSITION TITLE: **Regional HIV Team Lead (Resident-Hire)**

6. MARKET VALUE: \$76,687-\$99,961 per annum (equivalent to GS-13). 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 extensions.

8. PLACE OF PERFORMANCE: The duty post for this contract is Almaty, Kazakhstan although frequent travel to Tajikistan, Kyrgyz Republic, and Thailand will be expected (up to 30%). The selected candidate is expected to work eight hours per day during the core working hours of the USAID/Central Asia mission.

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

10. SECURITY LEVEL REQUIRED: Facility Access

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

The Regional HIV Team Lead provides technical direction and support to the USAID PEPFAR team and works closely with CDC and State Department counterparts. The HIV 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 and PEPFAR Regional Operational Plan (ROP). The HIV Team Lead will liaise with the PEPFAR Coordinator, Office of the Global AIDS Coordinator (OGAC) in the US State Department, Central Asian counterparts, and with representatives of the USG PEPFAR Interagency Team.

The HIV Team Lead will also liaise with national country counterparts, development partners, and the Global Fund Country Coordinating Mechanism, where appropriate. The incumbent will provide HIV/AIDS technical assistance for USAID in both USAID Almaty and in the key PEPFAR countries of the region. The HIV Team Lead will have particular 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 HEO Director or designate and will assist in coordinating PEPFAR implementation with other USG agencies, donors, government counterparts and implementing NGO partners.

The HIV Team Lead contributes to the implementation of evidence-based interventions for key populations and people living with HIV within a concentrated epidemic and analysis of program performance in controlling the epidemic in targeted areas of USAID assistance. 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 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 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 Team Lead will supervise the HIV regional team based in Almaty and provide support to the individual HIV country teams in Tajikistan and Kyrgyz Republic. The incumbent will serve as the primary Point of Contact for regional HEO HIV activities and program in Central Asia. This includes frequent site visits within Kazakhstan, Tajikistan, Kyrgyz Republic, and regional meetings in Asia.

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

MAJOR DUTIES AND RESPONSIBILITIES:

- 1) Provide technical and strategic leadership to USAID PEPFAR team, provide technical and management oversight of USAID PEPFAR FSN staff and work within the USG Interagency Team (50%)
 - Develops evidence-based program activities designed to achieve results under the Central Asia Mission's regional and country-specific HIV strategies while supporting the PEPFAR strategic framework;
 - Leads USAID PEPFAR team in regular PEPFAR planning and reporting activities, such as the Regional Operational Plan, POART and Annual Program Results reporting.
 - Participates in reviewing and advising on long-term technical strategies, annual work plans, and other implementation planning;
 - Provides technical oversight to HEO staff and implementing partners on HIV activities, country HIV/AIDS policy development, and setting strategy and technical guidelines for program implementing partners;
 - Identifies gaps in HIV/AIDS programming and develop appropriate programmatic responses;
 - 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;
 - Assists the USG team in making adjustments to program direction as needed;
 - Mentors, coaches and supports the health team;

- Develops recommendations for policy engagement with donors, host governments and other actors to improve the enabling environment for HIV-related services in the region; and,
- 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 MOH;.
- This person will be the main interlocutor with the US/CDC and share PEPFAR coordination roles with the CDC HIV Team Lead. This includes serving as the Central Asia PEPFAR Coordinator on a rotational basis with CDC. As Acting PEPFAR Coordinator, the incumbent will be the main communication POC between PEPFAR Central Asia, OGAC, and the regional HIV/AIDS program based out of Bangkok, Thailand.

2) Supports Monitoring & Evaluation, Analysis and Reporting (40%)

- Oversees analysis of HIV program data and budgets to formulate specific recommendations for USAID program direction and most effective contribution to the CA PEPFAR program;
- Tracks performance data from partners implementing USAID-financed HIV activities, governments and other donor agencies on a routine basis to provide updated information to the Health team;
- Coordinates closely with project managers to ensure essential HIV data and performance measures are included in M&E systems and regularly gathered, analyzed and applied to program decisions;
- Prepares regular briefings and responds to ad-hoc requests on PEPFAR program progress, issues and future directions and recommendations to USAID, US embassies and other parties, as needed;
- Participates in regular regional site visits (up to 30% of time) and site improvement monitoring strengthening (SIMS) visits to monitor activities and provides technical recommendations to implementing partners and USAID staff; and
- Prepares routine reports to USAID/Washington and OGAC on USG PEPFAR activities and finalizes success stories highlighting HIV project achievements.

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

Supervision: The HIV Team Lead will oversee and manage the work of the FSN PEPFAR team based in Almaty and coordinate PEPFAR implementation with other USAID/CA Country Offices, USG agencies, donors, government counterparts and implementing NGO partners throughout the region.

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

AREA OF CONSIDERATION: Eligible Family Members (All Agencies)/US Citizens Resident in Almaty, Kazakhstan. Must be able to obtain a U.S. Government "FACILITY ACCESS" security clearance. Must be able to secure a medical clearance to serve in Kazakhstan.

2. PHYSICAL DEMANDS: While frequent international travel (up to 30%) may be required, but the work requested does not involve undue physical demands.

3. POINT OF CONTACT: USAID/Central Asia Human Resources Office, e-mail: CentralAsiaJobs@usaid.gov and/or almatyhr@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education, skills and experience: Master's degree in public health, international health, social sciences, epidemiology, or related field, infectious diseases skills is 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 HIV/AIDS 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 regarding HIV 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.

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.

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.

III. EVALUATION AND SELECTION FACTORS

Applicants will be evaluated against the following criteria:

1. Education
2. Prior Work Experience
3. Language Proficiency
4. Job Knowledge
5. Skills and Abilities

IV. APPLYING

For an offeror to be considered for this position, s/he must adhere to the following guidelines and complete, sign and submit the following documents to centralasiajobs@usaid.gov and almatyhr@usaid.gov. This will enable the evaluation committee to thoroughly and objectively review the offer against the requirements of the position.

1. AID 309-2, Offeror Information for Personal Services Contracts with Individuals Form

Eligible offerors are required to complete and submit the offer form AID 309-2, Offeror Information for Personal Services Contracts with Individuals Form available <https://www.usaid.gov/forms/aid-309-2>

2. Resume/Curriculum Vitae

3. Reference Persons

Offerors are required to provide three (3) reference persons who are not family members or relatives, with working telephones and email contacts. The references must be able to provide substantive information about offerors past performance and abilities. Reference checks will be made only for offerors considered as finalists. If an offeror does not wish for the current employer to be contacted as a reference check, this should be stated in the offeror's AID 309-2 form and/or resume. The interviewing committee will delay such reference check pending communication with the offeror.

4. 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.

5. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO 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 Non-Sensitive Positions (SF-85)
3. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC 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

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes. PSCs are required to abide by local laws with regards to applicability of local income tax to their contract.

VIII. 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. 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
3. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>.
4. 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>.
5. **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>