

SOLICITATION NUMBER: 72066020R10016

ISSUANCE DATE: September 15, 2020

CLOSING DATE/TIME: October 13, 2020 at
17:00 (Kinshasa Time)

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – USAID Project Management Specialist (HIV/AIDS Lab and Logistics), 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

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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066020R10016
2. **ISSUANCE DATE:** September 15, 2020
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** October 13, 2020 at
17:00 (Kinshasa Time)
4. **POINT OF CONTACT:** Christiane Lemba at usaidhrkinshasa@usaid.gov
5. **POSITION TITLE:** USAID Project Management Specialist (HIV/AIDS Lab and Logistics)
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:** The period of performance is five (5) years, estimated to start o/a **February 2021**. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
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 Laboratory and Logistics Specialist is an HIV/AIDS Project Management Specialist is responsible for coordinating, planning, management, monitoring, and results reporting of laboratory and logistics activities implemented under the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR) and will provide operational and management support and technical leadership within the USAID HIV Team and Health Office. The Laboratory and Logistics Specialist is a key 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). S/he works under the direct supervision of the HIV/AIDS Co-Team Leaders.

The Laboratory and Logistics Specialist provides evidence-based technical advice on lab-based HIV programming to the HIV Team and PEPFAR interagency team, develops strategic approaches to laboratory health systems, and designs and manages projects and programs related to laboratory commodities procurement and health systems strengthening. The jobholder works closely with technical and management staff throughout the HIV Team and is often called upon to brief PEPFAR leadership. The incumbent coordinates closely with and provides guidance to the Government of DRC on laboratory activities and logistics management to ensure U.S. government-procured laboratory commodities are taken into account in the commodities pipeline for HIV activities and are distributed as planned. The incumbent also works hand-in-hand with USG implementing partners and donor partners, especially the Global Fund, to not only strengthen commodities distribution but strengthen laboratory capacity. The Specialist shall provide technical support, including preparing planning narratives and performance reports; developing and leading training for implementing mechanisms and personnel; conducting pipeline and stock analysis; and participating in SIMS and other field visits.

The Specialist serves as a lead advisor for laboratory and logistics on the USG PEPFAR Team; works with all PEPFAR partners to ensure prompt, effective, and reliable procurement and management of lab reagents and other laboratory products needed for HIV/AIDS projects and programs such as those needed for viral load testing.

The jobholder is required to perform extensive work-related travel within DRC to design, monitor, and evaluate HIV laboratory program activities. The Specialist position is a full-time position with wide latitude for planning, organizing, and executing assigned responsibilities. The position is supervised by the HIV Co-Team Leads, who will provide general guidance related to policy, program objectives, and priorities for the entire HIV team.

2. *Statement of Duties to be Performed*

Technical Leadership (60%)

The Laboratory and Logistics Specialist will provide important leadership to, and coordination of, the USAID/DRC health laboratory supply chain through the jobholder's technical leadership over and expertise in HIV lab-based and supply chain programming. Under the overall guidance and supervision of the HIV co-team leads, s/he will provide technical guidance and coordination to USAID throughout the HIV team.

Specifically, the Laboratory and Logistics Specialist will:

- Lead in supervising the implementation and monitoring of USAID/DRC's Commodity and Supply Chain Roadmap and Results Framework, 2018 – 2022.
- Contribute significantly to the creation of the annual interagency PEPFAR Country Operational Plan (COP) for DRC HIV activities, leading the creation and coordination of the Lab Supply Chain, Laboratory, and Viral Load Suppression sections of the COP
- Champion laboratory commodity supply and service requirements, performance standards objectives, and related funding to other USG agencies to ensure required laboratory commodity and supply chain budgets are included in the COP
- Validate quantifications and approve orders for USAID DRC Mission

- Reduce USAID costs by improving efficiencies in lab supply chains and processes.
- Use diplomatic skills and technical acumen to influence the Ministry of Health in their strategic decisions and policy formulation to strengthen laboratory supply chain management, including transparency and accountability, and encourage DRC to take concrete steps in their overall journey to self-reliance.
- Perform periodic inventories on HIV laboratory commodities and supply chain functioning and present results to USAID, GoDRC, the PEPFAR interagency when applicable, and other relevant stakeholders.
- Recommend and implement mechanisms that will ensure transparent and accountable management of lab reagents and supplies at the health zone and health facility levels.
- Guide Washington-based mechanisms and local partners to ensure that a system for forecasting and quantifying lab commodity requirements is in place, resulting in accurate and timely commodity purchases.
- Implement a tracking system for all USAID-financed lab commodity purchases (commodity, dollar value, dates of order, shipment, arrival, customs clearance, and delivery at destination).
- Ensure that operating procedures and protocols for quality management of lab commodities are in place and communicated to implementing partners and contractors, including but not limited to: stock ordering procedures to avoid stock-outs or over-stocks; protocols for identifying expiring products; safe destruction of expired product; procedures for record-keeping, inventory control and stock management conditions at service delivery points.
- Collaborate with CDR and labs to ensure high quality of storage and transportation of lab commodities, including cold chain systems where needed.
- Liaise with CDC experts to ensure an adequate, continuous supply of lab commodities are available and are being used correctly.
- Stay abreast of state-of-the-art knowledge, programming and best practices related to HIV laboratory programming and utilize this information to improve USAID, Implementing Partner and GoDRC HIV programming.
- Serve as a mentor and provide on-the job training for other staff in the HIV team involved with supporting lab supply chain activities and ensuring work streams are collaborative
- Ensure that operating procedures and protocols are in place and implemented with fidelity to ensure internal and external quality management of laboratories and communicated to implementing partners and site-level providers. These include but are not limited to: stock ordering procedures to avoid stock-outs or over-stocks; protocols for identifying expiring product so it can be used and for the destruction of expired product; procedures for record-keeping, inventory control and stock management conditions at service delivery points.
- Contribute in the development and dissemination of USAID strategies to increase demand creation, to VL sample collection, results uptakes. Provide support to USAID, IP and MoH in quantification processes of lab commodities at national and provincial level.
- Performs data quality spot checks on quantification procedures and product rotation at service delivery points.
- The job holder is required to perform work-related travel

Program Management and Support (30%)

- The incumbent shall support planning and management of activities.
- The incumbent shall provide assistance in the formulation, management, administration,

monitoring and evaluation, and documentation and reporting of the HIV portfolio.

- Designated formally as the Agreement/Contracting Officer Representative/Alternate (A/COR) for at least one award. As A/COR, takes a major technical role in development of solicitation documents, reviews applications, supplemental awards, and requests for extensions. Liaises with USAID 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. The incumbent shall support performance monitoring of lab activities, including participation in routine SIMS visits.
- The incumbent shall collect and consolidate information from quarterly/semi-annual/annual reports; track activity/project/development objective-level indicators; perform data quality assessments; and upload information into AidTracker and other information collection databases. The incumbent shall prepare documentation and presentations for internal/external portfolio reviews. The incumbent shall track activity and program evaluations and assist in preparing and maintaining Performance Monitoring Plans. In addition, the incumbent shall manage the collection of data and information and provide inputs into the drafting of narratives and other information. S/he shall upload narratives and indicator information into appropriate databases; collect and verify indicator data and information and provide input into supporting narratives for the preparation of reporting documents for Agency and Presidential initiatives.
- The incumbent shall draft and circulate pre-obligation checklists, activity checklists, and other documentation required prior to obligation; prepare Global Acquisition and Assistance System (GLAAS) requisitions, routine implementation letters, action memos and justifications for exception to competition; ensure compliance with forward funding guidance; monitor implementing partner inventories; maintain official files of all implementing mechanisms; and support the close-out of expired/terminated implementing mechanisms, including disposition plans.
- In consultation with the Acquisition and Assistance Office and the Financial Management office, the incumbent shall track accruals and pipelines of implementing mechanisms and facilitate the close-out of expired awards and subsequent de-obligations. In consultation with the SPA Office, the incumbent shall track project design and tracking system and OPS Master and will assist in the correction of any problems noted. The incumbent shall perform in-depth analysis of and tracking of all unobligated pipeline. The incumbent shall track all pending issues from Quarterly Financial Reviews. The incumbent shall support internal/external audits of prevention activities, including keeping a calendar of upcoming audits. The incumbent shall help C/AOR and Activity Managers prepare documentation in advance of audits; respond to requests by auditors; and track pending issues from previous audits.
- As may be required, carries out Activity Manager responsibilities for cooperative agreements, grants, and contracts associated with HIV programs, providing oversight and monitoring of activity implementation.

Information Monitoring and Compliance (10%)

- Prepare and provide ad-hoc, factual, analytical, program summaries, and other periodic reports based on a variety of published and unpublished data, as required, for

USAID/Washington, Mission Director, technical offices, other USG agencies, the GoDRC, provincial government and other donor agencies regarding USG HIV/AIDS financial assistance in the DRC

- Record and capture correct financial data and information consistent with the USAID programming policies, guidelines and approved program levels through the use of agency-wide applications to analyze obligations and allocations of program funds to meet Mission portfolio needs.
- Maintains information for both internal and external budgetary requirements and ensure that it is accurate.
- Plays a substantive role in the monitoring of activities and helping to maintain integrity of information in the HIV team databases.
- Supports COR/AORs in ensuring that compliance monitoring systems are in place
- Perform routine field visits to ensure that USAID-funded HIV lab commodities are managed in compliance with all applicable PEPFAR regulations and ensure that HIV lab commodities are available in health zones and health facilities supported by USAID programs.
- Work with implementing partners to ensure that staff responsible for lab commodities at service delivery points are trained in a minimum of quantification and ordering procedures; stock management; and record-keeping requirements. The incumbent also works closely with GoDRC staff to mentor and/or strengthen capacity to effectively perform their laboratory functions.
- Oversees the collection of laboratory related indicators for the HIV portfolio, working with implementing partners and Mission M&E Specialists on feasible collection methods that relate to or rely on national government and/or regional data collection systems. S/he also contributes to the design of Data Quality Assessment (DQA) tools for laboratory-based indicators.

3. *Supervisory Relationship*

The Laboratory and Logistics Specialist works under the general supervision of the HIV/AIDS Co-Team Lead or his/her designee. The Position has no direct supervisory responsibilities but as a subject matter expert, provides guidance to employees and has a results-oriented working relationship with implementing partners, and numerous host country employees.

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 USG and Mission portfolio. Some technical direction may come from other professionals in the Mission; in general, however, the Laboratory and Logistics 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 basic eligibility 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: Position requires a master's degree in Business, Operations, Project Management, Public Health, or other relevant discipline, with formal training in pharmaceutical and/or supply chain management.

b. Prior Work Experience: A minimum of five (5) years of progressively responsible professional-level experience in the field of public health is required; including at least three years of experience in health commodities supply chain management. At least three years of this experience should have been in development assistance programs in developing country contexts. Minimum three years in experience in project management and oversight. Substantive experience in analyzing data and presenting findings in written or oral form and managing funds is also required. The incumbent should also have experience in providing counsel/advice to donor population and health programs, to government agencies, or to NGOs implementing donor-funded programs.

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 Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered.

QUALITY RANKING FACTORS (QRF):**JOB KNOWLEDGE (60 points):**

The incumbent must have:

- A thorough knowledge of the principles, concepts, techniques and accepted procedures of program management, evaluation, reporting and budgeting.
- 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 (40 points):

The incumbent:

- Must possess excellent interpersonal skills and be able to communicate effectively, both in speech and writing, with government technical officers and donors' counterparts.
- Must have the ability to conceptualize, manage and evaluate activities.
- S/he must have ability to effectively use information technology, office information systems and personal computers.
- S/he must demonstrate good writing skills for preparing reports, memoranda, etc.

Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)**Total Possible Points: 100 points****SELECTION PROCESS**

After the closing date for receipt of applications, a committee will convene to review applications that meet 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 selection process, the most qualified candidates may be requested to complete a writing sample and be interviewed either in person, by telephone or videoconference at USAID's discretion.

Reference checks will be made only for applicants considered for selection. 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 and Abilities).
3. Offers must be received by **October 13, 2020 at 17:00 (Kinshasa Time)** submitted to the Point of Contact in **Section I**
4. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
5. Offers must be submitted ONLY via usaidhrkinshasa@usaid.gov and the email subject must say– solicitation **72066020R10016 USAID Project Management Specialist (HIV/AIDS Lab and Logistics)**. Make sure to include your name and the solicitation number at the top of each page.
6. Please submit the Offer only once; and
7. 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. Medical History and Examination Form (Department of State Forms)
2. Security Clearance

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS: 13th month bonus; 14th month bonus; Anniversary Bonus; Severance Pay; Defined Contribution Plan (DCP); Medical Benefits; 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
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	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - 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>

END OF SOLICITATION