



SOLICITATION NUMBER: 72066020R10017

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 (Supply Chain and Commodities), 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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U.S. Agency for International
Development
Mobil Building
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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72066020R10017
- 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 (Supply Chain and Commodities)
- 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 February 2020. 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 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 Project Management Specialist (Supply Chain and Commodities) in the USAID/DRC Health Office serves as a key member of the HIV Team, supporting the President’s Emergency Plan for AIDS Relief (PEPFAR) initiatives and programming. The successful achievement of these initiatives and USAID health program objectives depends on the timely procurement and distribution of life-saving HIV commodities, averaging \$28 million annually. This support will ensure that commodities procured through PEPFAR are managed in an efficient, transparent, and sustainable way to help improve the lives of the Congolese population.

The Supply Chain and Commodities Specialist provides evidence-based technical advice to the Mission and PEPFAR interagency team, develops strategic approaches to health systems across the portfolio, and designs and manages projects and programs related to 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 and Mission leadership. The incumbent coordinates closely with and provides guidance to the Government of DRC supply chain management program to ensure U.S. government-procured 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 strengthen commodities distribution.

The jobholder is required to perform extensive work-related travel within DRC to design, monitor, and evaluate HIV supply chain program activities. The Supply Chain and Commodities 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*

I. Technical Leadership and Coordination (50%)

The Supply Chain and Commodities Specialist will provide important leadership to, and coordination of, the USAID/DRC health supply chain through the jobholder's technical leadership over and expertise in HIV 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 Supply Chain and Commodities 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 Supply Chain sections of the COP
- Champion commodity supply and service requirements, performance standards objectives, and related funding to other USG agencies to ensure required 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 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 supply chain management, including transparency and accountability, and encourage DRC to take concrete steps in their overall journey to self-reliance.
- Influence other donors and the private sector to leverage resources for health systems strengthening to achieve mutual goals/targets as outlined by PEPFAR
- Perform periodic inventories on HIV 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 drugs at the health zone and health facility levels.
- Guide Washington-based mechanisms and local partners to ensure that a system for forecasting and quantifying commodity requirements is in place, resulting in accurate and timely commodity purchases.
- Implement a tracking sys for all USAID-financed commodity purchases (commodities, dollar value, dates of order, shipment, arrival, customs clearance, and delivery at destination) Ensure that operating procedures and protocols for quality management of 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.
- Coordinate with other donors funding health commodities or supporting the national commodity supply chain.
- Liaise with USAID/Washington contractors and other USG contractors and awardees to ensure an adequate, continuous supply of commodities.
- Stay abreast of state-of-the-art knowledge, programming and best practices related to supply chain management and utilize this information to improve USAID, Implementing Partner and GoDRC supply chain management.
- Serve as a mentor and provide on-the job training for other staff in the HIV team involved with supporting supply chain activities and ensuring work streams are collaborative

II. Project Design and Management (40%)

The Supply Chain and Commodities Specialist will be designated as a COR/AOR/Activity Manager and will provide programmatic, financial, administrative, and technical oversight and monitoring of the implementation mechanism. As such, the Supply Chain and Commodities Specialist will manage a complex portfolio of HIV procurement activity valued at about \$28 million annually, with duties including:

- Supervise the receipt, preparation, analysis and clearance, certification and approval process for commodity procurement documents, including financial reports, requests for funding, commodity orders, and the Mission's Annual Performance Report.
- Coordinate the timely procurement and delivery of HIV commodities. The incumbent coordinates procurement actions to facilitate customs clearance and delivery to health zones.
- Exercises prudent management over the award and monitors the recipient's progress in achieving the objectives of the program description/scope of work.

The incumbent will work closely with the HIV team members and other CORs, AORs and AMs across USAID/DRC's HIV portfolio to review and support annual work planning, as well as budget, commodity orders, and shipment monitoring, to ensure activities are aligned with GoDRC and PEPFAR policies and plans, coordinated with other USAID and development partners' activities, and reflect state of the art interventions and best practices in supply chain management. The Supply Chain and Commodities Specialist will also

provide technical assistance in the design and planning of new supply chain related activities and/or supply chain components of HIV project and activity design. The job holder is required to perform work-related travel.

III. Monitoring, Evaluation, and Learning (10%)

The Supply Chain and Commodities Specialist will perform routine field visits to ensure that USAID-funded HIV commodities are managed in compliance with all applicable PEPFAR regulations, and ensure that HIV commodities are available in health zones and health facilities supported by USAID programs. The Supply Chain and Commodities Specialist provides recommendations for corrective actions, whether at the operational or policy level. More specifically, s/he monitors, recommends, and implements solutions to ensure transparent and accountable management of commodities at the health zone and health facility levels and presents results to the USAID/DRC HIV Team.

The Supply Chain and Commodities Specialist works with implementing partners to ensure that staff responsible for 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 supply chain functions.

The Supply Chain and Commodities Specialist oversees the collection of supply chain 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 supply chain indicators.

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 Supply Chain and Commodities 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 Supply Chain and Commodities 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: 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: Minimum of five (5) years of progressively responsible experience in health project management; at least supply chain management experience. At least three years of this experience should have been in development assistance programs in developing country contexts. Substantive experience in analyzing data and presenting findings in written or oral form and managing funds is also 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 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 health supply chain management.
- Working knowledge of the commodity logistics systems for HIV products is required.

- In depth knowledge of the Government of DRC's public health supply chain systems is required, as well as knowledge of other major actors and key stakeholders in commodity procurement systems.
- Knowledge of international best practices in the supply chain is required. The incumbent must understand and apply a highly technical body of knowledge related to supply chain management and health systems strengthening, including applicable laws and agency regulations and instructions.
- Knowledge of international organizations' policies and regulations is highly desirable.

SKILLS AND ABILITIES (40 points):

- The Supply Chain and Commodities Specialist must have strong leadership skills and the professional confidence to guide international and local contractors, engage with high level donor and government representatives, and inform and influence USG colleagues.
- S/he must have excellent initiative, resourcefulness, and sound judgment as well as time management skills and be able to manage multiple, competing priorities and ensure that activities are implemented and followed through until successfully accomplished.
- S/he must be able to thrive in a fast-paced, demanding environment to meet project deadlines.
- The incumbent must possess excellent interpersonal skills and be able to communicate effectively, both orally and in writing, with colleagues, DRC government officials, development partner counterparts, and staff from implementing partners.
- The Specialist (Supply Chain) must possess excellent analytical skills, and have strong project management skills, including budgeting.
- S/he must possess computer skills, including proficiency using word processing, spreadsheets and other office software and information systems.

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 & 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 **72066020R10017, USAID Project Management Specialist (Supply Chain and Commodities)**. 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; 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
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