



**SOLICITATION NUMBER:** 72066021R10015

**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 (HIV/AIDS Program & Data Quality), 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:  
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2220 Kinshasa Place  
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**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72066021R10015
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 (HIV/AIDS Program & Data Quality)**
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 Program and Data Quality Specialist is an HIV/AIDS Project Management Specialist responsible for the implementation of the Site Improvement through Monitoring System (SIMS), a standardized monitoring system and a component of partner quality management funded under the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR) Program. SIMS is used to increase the impact of PEPFAR by introducing a standardized approach to monitoring for program quality and performance at health facilities, communities and others, and entities that guide and direct service delivery, including the Ministry of Health (MoH) and implementing partners.

The Specialist provides operational and management support and technical leadership within the Health Office, specifically on the HIV/AIDS Team. The Program and Data Quality Specialist coordinates report compliance and administrative record keeping with implementing partners to ensure projects are conducted in accordance with the implementing agreement and that USG funds are appropriately utilized. The Specialist will work in close partnership with interagency SIMS representatives, technical specialists, and HIV program management assistants. This is accomplished through monitoring and improving the quality of service delivery at the site and above-site levels on key program elements. S/he provides technical expertise to improve the quality of HIV/AIDS services that PEPFAR/DRC is providing in collaboration with the MOH. Additionally, s/he will support USAID/DRC in the assurance of service quality through review of HIV service delivery activities.

The Program and Data Quality Specialist 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). S/he works under the direct supervision of the HIV/AIDS Co-Team Leaders. This position is based in Kinshasa; however the job holder is required to perform extensive work-related travel.

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

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

The Program and Data Quality Specialist is responsible for planning and implementing the collection and use of SIMS data for performance tracking, program management, and learning. The Specialist works closely with other Technical Specialists (Prevention, Care and Support, Treatment, Health Systems Strengthening, and Strategic Information, etc.) as well as Agreement/Contract Officer's Representatives (AOR/CORs) to guide and support SIMS activities at PEPFAR supported program sites. The Specialist works to ensure that the SIMS effort provides decision-makers with accurate, practical, and useful information (both quantitative and qualitative) in a consistent, timely, and cost-effective manner.

The Specialist:

- Provides support to the HIV team on the use of relevant data management systems (databases) such as PEPFAR's DATIM, and serves as the point of contact responding to data needs required during the PEPFAR Country Operational Plan (COP), PEPFAR Oversight and Accountability Review Team (POART) calls, APRs, Sustainability Index Dashboard (SID) reviews and other PEPFAR related requests for partner performance data and analysis.
- Supports the training of SIMS enumerators in quality assurance methods, identifies, and provides ongoing capacity building to staff in various aspects of SIMS. Supports the HIV team in improving how they incorporate SIMS data into programming, including guiding the formulation of targets and assessing target achievement over time. The annual budget for SIMS is estimated at \$500,000.
- Works with program staff, implementing partners, and stakeholders to develop appropriate objectives, indicators, and tools to measure effects of PEPFAR interventions and identify ways to provide local feedback of results. Provides guidance and direction, which includes on-site coaching, to implementing partners on management and implementation of activities to ensure consistency with PEPFAR policies and guidance and host country policy regulations. Guides partners in the development of work plans for DS-298, USAID Version 10-2019 3

implementation of activities, and monitors performance to ensure the satisfactory completion of the program description and/or scope of objectives. Serves as a global health care and support technical liaison with implementing partners conducting HIV programs to achieve desired results as specified in the implementing grant, cooperating agreement or contract.

- Ensures timely submission of data from partners and from AOR/CORs. Uses program databases to track and report on SIMS indicators. Ensures that SIMS data is captured, analyzed, documented, and reported to properly demonstrate the impact of PEPFAR to strengthen relevant national, county, and sub-county level systems. Prepares oral and written reports on the progress of SIMS and other assigned quality improvement activities for an audience that includes agency and post management, other agency PEPFAR officials.
- Working closely with senior and mid-level host government staff, implementing partners, and Agency and inter-agency colleagues, incumbent is required to follow closely all quality improvement initiatives under his/her purview to assure that the specific objectives are achieved and/or appropriate remedial activities are instituted. Serves as one of the key technical advisors to the HIV Team in the management of performance monitoring information for continuous quality improvement of HIV control through SIMS. The Specialist compiles and organizes performance indicators, baseline data, targets, and a plan to evaluate performance and produce timely, accurate, and complete reporting. Ensures that all data collection adheres to international and host-country ethical standards. Analyzes monthly data, identifies best practices and provides recommendations on the use of SIMS data in PEPFAR programming. Documents and presents program results and lessons learned to USAID, implementing partners, and other key stakeholders.
- Monitors implementation activities and collaborates with each partner organization on a regular basis to ensure program results are achieved and all HIV activities and study protocols meet human subject requirements and pass through ethical review with the appropriate Agency authority. This involves regular site visits and meetings with representatives of each organization to review progress. Draws attention to inadequate facilities and/or staffing.

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

The Program and Data Quality Specialist provides oversight and monitors the budgets allocated to implementing partner awards within the HIV clinical service delivery portfolio. This includes AOR/COR responsibility and/or activity management for both cooperative agreements and contracts. Reviews budgets for appropriateness, monitoring the use of funds for adherence to proposed activities, quarterly pipeline reviews and budget status reports, following up on irregular findings, providing advice for realignment of budgets, and accruals monitoring. The job holder is required to perform work-related travel

The Program and Data Quality Specialist:

- Develops evaluation strategies in order to collect data and prepare reports, as required on a monthly, quarterly, annual, or more frequent basis. Manages the data collection and review process, ensuring personal data integrity and security of information in the reporting databases is safeguarded. Whenever possible these records will be filed electronically for recordkeeping purposes.
- Prepares briefings for VIP visitors, participates in making arrangements for visits, and serves as spokesperson, as required, on matters within his/her technical expertise.
- Ensures timely submission of data from partners and from AOR/CORs. Prepares regular and ad

hoc activity reports on progress for USAID SIMS and partner quality management. These will be included in regular reports to USAID/Washington, Office of the Global AIDS Coordinator, and ultimately to the U.S. Congress. Reporting responsibilities are monthly, quarterly and annually. Contributes the Adolescent HIV components of the annual Country Operational Plan (COP).

- Develops agency SIMS targets for USAID contracts and cooperative agreements. Provides work guidance to implementing partners.
- Coordinates the overall portfolio of SIMS-related activities, ensuring the effective use of human and knowledge resources for data collection, analysis, and data use. Leads SIMS team visits to increase the impact of programs on the HIV epidemic through standardized monitoring of the quality of PEPFAR support at the site level. Support PEPFAR data collection, analysis, reporting and quality improvement needs through the use of the SIMS tools.
- Designated formally as the Agreement/Contracting Officer Representative/Alternate (A/COR) for approximately one local partner 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'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.
- 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.

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

- As a public health specialist on matters pertaining to quality improvement and data management, represents USAID/DRC at technical, policy, and strategic planning meetings, including meetings with private sector collaborators and donor agencies.
- Focuses on non-duplication of services provided by USG agencies, cooperative partners and contractors and shares strategies to influence other organizations engaged in HIV/AIDS care and support programs to adopt a collaborative approach to program activities.
- Briefs senior agency officials on the results of such meetings and prepares written reports for submission to other interested parties.
- Represents USAID in the President's Emergency Plan for AIDS Relief (PEPFAR) interagency team in discussing and developing financial commitments and sets SIMS targets at administrative and strategic planning meetings. This includes all PEPFAR implementing agencies: Department of State, Department of Defense, CDC, and USAID.
- Represent USAID/DRC in interagency SIMS working groups, conference calls, and other fora.
- The Program and Data Quality Specialist participates individually, and in groups, in the development and implementation of capacity building and other participatory activities for USAID and implementing partner staff.

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 Program and Data Quality Specialist works under the general supervision of the HIV/AIDS Co-Team lead or his/her designee. The position has no direct supervisory responsibilities.

### 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 Program and Data Quality 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:** Master's (MA, MPH, MS, MSW) degree or equivalent in public health, nursing, health policy, public administration, computer science, social sciences or health care development related fields is required.

**b. Prior Work Experience:** A minimum of five (5) years of mid-to-senior level public health experience in developing, implementing, and evaluating HIV/AIDS care and support programs or other public health or development assistance programs that involve coordination with an international agency or implementing partner 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**

- Comprehensive knowledge and experience in program quality management is required.
- Thorough public health knowledge of current HIV/AIDS issues is required.
- Experience in coordinating and conducting SIMS visits, analyzing and disseminating results.
- Comprehensive knowledge of the GoDRC health care system and structures including familiarity with Ministries of Health and Devolution policies, program priorities, and regulations is required.
- Good working knowledge of HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate the results of treatment programs is required.
- Good working knowledge of team management techniques to plan, organize and direct project teams and activities and overall administrative requirements, budgeting, and fiscal management in support of contracts and cooperative agreements is required.

#### **SKILLS AND ABILITIES - 50 points**

- Strong oral and written communication skills are required to develop and maintain effective, sustainable working relationships with national and international working partners.
- The incumbent must have the ability to analyze, understand and discuss new program design, management and implementation approaches. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports.
- Numerical skills for data analysis, keyboarding skills that include speed and accuracy, intermediate user level of word processing, spreadsheets and proprietary databases, MS Office, and interpretation of program monitoring and evaluation data is required.
- Ability to cultivate and sustain working relationships with government, civil societies and the private sector is required.
- Leadership skills are required to lead results-driven project teams and workgroups.
- The incumbent will be expected to exercise considerable ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex.
- Considerable innovation will be required to influence other collaborative organizations engaged in HIV programming to adopt appropriate strategies for their program activities.

**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: **72066021R10015 USAID Project Management Specialist (HIV/AIDS Program & Data Quality)**.
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: <i>R497</i> - Accounting Info: <i>TBC</i>	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**