



USAID | NIGERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062022R10032

ISSUANCE DATE: July 13, 2022

CLOSING DATE/TIME: July 27, 2022

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) USAID Project Management Specialist (Integrated Health Program)

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,

Marva Butler
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72062022R10032
- 2. ISSUANCE DATE:** July 13, 2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** July 27, 2022/4.30pm Nigerian time
- 4. POINT OF CONTACT:** EXO/HR, e-mail at abujahr@usaid.gov
- 5. POSITION TITLE:** USAID Project Management Specialist (Integrated Health Program)
- 6. MARKET VALUE:** N15,890,203 to N23,931,775 equivalent to FSN-11; 40 Hours per week in accordance with AIDAR Appendix J and the Local Compensation Plan of United States Mission, Nigeria (Effective August 30, 2020). Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five (5) years renewable, estimated to start o/a September 2022.
- 8. PLACE OF PERFORMANCE:** Abuja, Nigeria with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Open to Cooperating Country Nationals (Nigerian Citizens and Permanent Residents).
- 10. SECURITY LEVEL REQUIRED:** CCNPSC Clearance.

11. STATEMENT OF DUTIES**Background**

The USAID Project Management Specialist (Integrated Health Program) (PMS-IHP) provides technical and programmatic management to assigned activities within USAID/Nigeria Health, Population, and Nutrition's (HPN) flagship \$225 million Indefinite Delivery Indefinite Quantity (IDIQ) project that incorporates all activities in maternal, newborn and child health (MNCH), family planning/reproductive health (FP/RH), nutrition and malaria into HPN's single largest bilateral management unit to date. In addition, s/he plays an integral role in representing USAID with implementing partners, bilateral and multilateral funders, Government of Nigeria (GoN) and other internal and external stakeholders.

The incumbent is located in the USAID/Nigeria Office of Health, Population and Nutrition (HPN) reproductive, maternal, newborn child health and nutrition (RMNCH/N) Team. S/he reports to the

USAID Senior Project Management Specialist (Integrated Health Program) and has no formal supervisory responsibilities. S/he is required to perform work related travel.

2. Statement of Duties to be Performed:

A. Program/Project Management – 80%

The PMS-IHP manages a diverse portfolio targeting evidence-based, high impact, cost effective interventions for the improvement of, but not limited to: prevention and treatment of diarrhoea, pneumonia and malaria; strengthening routine immunization and the provision of new life saving vaccines; improving emergency obstetrical and new-born care, nutrition, family planning and reproductive health. S/he serves as the Contract Officer Representative/Agreement Officer Representative (COR/AOR) to assigned activities. The assigned activities include a variety of Task Orders, estimated at about \$69.5 million, awarded under the Integrated Health Program.

To this end, the incumbent:

- Disseminates critical knowledge needed to improve the effectiveness of USAID health activities with particular relevance to the Nigerian context in which health services are being provided.
- Participates in proposal reviews, interview committees, annual report preparation and other Mission-wide and implementer specific activities.
- Reviews implementing partner (IP) work-plans, approves performance management plans, and reviews performance reports to ensure IPs are in compliance with agreements and performance expectations.
- Ensures that project annual work-plans are completed and implemented in a timely fashion, including conducting management reviews, drafting project progress reports and tracking financial expenditures.
- Provides guidance on new program initiatives, drafts program documents to secure funding to implement activities, and helps manage the relationships between USAID and IPs.
- Provides oversight to ensure that activities achieve the expected results, are linked to and enhance the attainment of strategic objectives, are aligned with GoN priorities, and are implemented within the framework of the USG foreign assistance policies.
- Provides technical and programmatic guidance to HPN staff to align and integrate activities, including, Health systems strengthening, demand generation for services, commodity supply and logistics, and quality improvement.
- Participates in site visits to keep abreast of health activities.
- Performs project financial analyses, including tracking of expenditures, preparing vouchers, calculating accruals, and maintaining financial reports on closeout out activities.
- Conducts analyses and prepares documentation including contractor/grantee performance evaluations, final project status reports, and plans for disposition of non-expendable property, prepares memoranda recommending final closure of grant/contracts, and ensures that project audit findings and recommendations are implemented.

B. Representation and Reporting – 20%

- Represents USAID with outside organizations, such as the Federal Ministry of Health, the National Population Commission, the National Primary Health Care Development Agency and the State Ministries of Health as well as other key State actors. Serves as site officer for high-level delegations, other visitors, and overall USG and USAID Mission needs.
- Provides technical input to HPN, Mission and Agency strategic and programmatic plans.
- Develops and delivers presentations, reference materials and speeches as necessary on the overall health program and related subjects for informational, advocacy and coordination purposes.
- Responds to reporting requirements and requests from within the Mission, from USAID/Washington, and others, as needed.

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 incumbent is supervised by the USAID Senior Project Management Specialist (Integrated Health Program).

4. Supervisory Controls: None

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A minimum of a Master's degree in Public Health, or related disciplines such as Health Science, Nursing & Midwifery, Development Studies, Demography and Social Studies, Business, Government and Public Administration, Public Administration, Social Work/Community Development or Sociology.
- b. **Prior Work Experience:** A minimum of five to seven years progressively responsible, professional-level experience working in public health is required. This experience should encompass one or more of the following family planning, maternal, newborn and child health, sexual and, or, reproductive health, nutrition, malaria. Work experience must include a minimum of five (5) years of project design, planning, implementation, management and/or monitoring and evaluation.

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>.

Applicants who clearly meet the minimum Education and Prior work Experience requirements and basic eligibility requirements will be further evaluated based on scoring of the Evaluation Factors listed below. The highest-ranking applicants may be selected for an interview.

FACTOR #1:

Job Knowledge:

- 1) Familiarity with the broad range of health issues that affect Nigeria and/or developing countries in general.
- 2) Detailed knowledge of technical and programmatic approaches in public health, RH/FP, MCHN and malaria integration program management strategies is desired. A demonstrated knowledge of concepts, principles, techniques and practices of Nigeria Primary Health Care Service Delivery policies and programs is desired.
- 3) Specialist understanding of and sensitivity to, the major issues affecting primary health care with emphasis on gender inclusion and project financial management in all geographical regions of Nigeria, with and broad knowledge of the implementation of primary health care programs in Nigeria.
- 4) Demonstrated understanding of programs and organizational aspects of major international donors, organizations, foundations, and private sector organizations that support primary health care and other health issues.
- 5) Demonstrated understanding of the technical, political, economic and cultural characteristics of Nigeria as they relate to the implementation of public health programs.
- 6) Demonstrated understanding of program design, planning, implementation, management, and/or monitoring and evaluation.

FACTOR #2:

Skills and Abilities:

- 1) Excellent communication (oral and written) and facilitation skills.
- 2) Word processing and computer skills, including Microsoft Office Suite, are essential; knowledge of spreadsheet development, graphics applications and statistical analyses packages are highly recommended.
- 3) Ability to analyze information, evaluate data and prepare reports, briefings, and other deliverables.
- 4) Ability to work effectively to meet deadlines in the face of competing priorities and often under time pressure and in complex situations.
- 5) Excellent organizational and management skills, strong analytical skills.
- 6) Excellent interpersonal skills, good social and professional judgment, and the ability to function effectively in cross-cultural and multi-level settings.
- 7) Ability to maintain collaborative relationships within a team structure, in addition to effectively working individually.

8) Ability to travel outside of Abuja to conduct site visits and visit host government or IPs' offices, up to 15% of the time.

FACTOR #3:

Language Proficiency:

Level IV English (high proficiency in verbal and written expression) is required.

Evaluation Factors:

Factor #1 - 15 points

Factor #2 - 10 points

Factor #3 - 5 points

Factor #4 – Interview Performance: 70 points

Total Possible Points: 100 points

SELECTION PROCESS

(1) After the closing date for the receipt of applications, applications will initially be screened for conformity with the minimum requirements and a short list of applicants developed.

(2) Following this initial review and short listing, a Technical Evaluation Committee (TEC) will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation factors. Applications from candidates which do not meet the minimum requirements will not be evaluated. As part of the selection process, finalist candidates will be interviewed. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

(3) USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

(4) Applicants 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 applicant's past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the resume.

III. SUBMITTING AN OFFER

1. Eligible Offerors are required to **complete and submit** the offer **form AID 309-2**. (Offeror Information for Personal Services Contracts with Individuals); **and a current resume** that provides the same information as AID 309-2 form.

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 Solicitation number on all offeror submitted documents.**
4. **All documentation that supports** or addresses the requirements listed above (e.g., certificates of education (degree), NYSC certificate/exemption etc.) **MUST be attached** to the application.
5. **A type-written and signed application (cover) letter** specifically applying for this position and addressing the minimum requirements as advertised.
6. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated. *
**See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.*

IV. LIST OF REQUIRED FORMS PRIOR TO AWARD

The 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. RSO Security Questionnaire
3. BI Guide Questionnaire
4. THOR Enrollment Intake Form

V. BENEFITS AND ALLOWANCES

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

1. BENEFITS:
 - a. Health Insurance
 - b. Annual Salary Increase (if applicable)
 - c. Annual and Sick leave
 - d. Annual Bonus
2. ALLOWANCES (as applicable):
 - a. Transportation Allowance
 - b. Meal Allowance
 - c. Miscellaneous Allowance
 - d. Housing Allowance

VI. TAXES

The Mission emphasize to its employees of the fact that they are obliged to observe Nigerian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Nigerian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

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

USAID regulations and policies governing CCNPSC 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. **PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES**
Subpart 52.2—Text of Provisions and Clauses
52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.

ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)

(a) *Definition.* As used in this clause - *United States or its outlying areas* means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority.* This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals.* As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.
(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

3. **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: [e.g. R497] - Accounting Info: SC/620-MAARD-0015-3-22001/GH-C/17/18/620-M/1130007/1150957/1210601/72-1917/181031	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_

4. 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>
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>.
6. **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.