



# USAID | NIGER

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72068323R10001

**ISSUANCE DATE:** November 10, 2022

**CLOSING DATE:** December 12, 2022 – 11:59 p.m. (GMT)

**SUBJECT:** Solicitation for a Project Management Specialist (Health)  
Cooperating Country National Personal Services Contract (CCN/PSC)  
(Niger Local Compensation Plan)

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.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.


This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

**Kevin Sarsok**

Kevin Sarsok  
Executive Officer

 Digitally signed by Kevin Sarsok  
Date: 2022.11.08 14:18:18 +01'00'

**I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72068323R10001
- 2. DATE:** November 10, 2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 12, 2022 – 11:59 p.m. (GMT)
- 4. POINT OF CONTACT:** Recruitment team, email at [Usaiddakar-hr@usaid.gov](mailto:Usaiddakar-hr@usaid.gov)
- 5. POSITION TITLE:** Project Management Specialist (Health)
- 6. MARKET VALUE:** From Step 1: FCFA 18,815,952 to Step 12: FCFA 26,342,339 equivalent to grade FSN-10 (no relocation benefits; see page 8 for benefits). In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Niger. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** 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 availability of funds, the need for services and performance. The base period will be for one year, estimated to start on o/a January 1, 2023. Based on Agency need, the contracting officer may exercise an additional option period for four years for the dates estimated as follows:

Base Period:	o/a January 1, 2023, to December 31, 2023
Option Period 1:	o/a January 1, 2024, to December 31, 2028

- 8. PLACE OF PERFORMANCE:** US Embassy/USAID compound in Niamey, Niger, with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** USAID policy is that a Cooperating Country National (CCN), meaning an individual who is a cooperating country (Niger) citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country (including citizens of ECOWAS member states) may apply. A CCN is preferred over a local-hire Third Country National (TCN) in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. A local-hire TCN must only be used when qualified CCNs are not available. Therefore, CCN applications will be screened first. If qualified CCNs are not available, USAID will consider applicants from TCNs.
- 10. SECURITY LEVEL REQUIRED:** Facility Access

**11. STATEMENT OF DUTIES**

**BASIC FUNCTION OF POSITION**

The incumbent will be based in the USAID Office in Niger. The Mission currently receives bilateral resources in Health (Maternal and Child Health, Family Planning and Reproductive Health, Nutrition, Water and Sanitation, Polio, Neglected Tropical Diseases, emerging health threats). The incumbent will ensure effective implementation of USAID's health activities in Niger, including serving as an Agreement/Contract Officer Representatives

(AOR/COR) and/or Activity Manager on several awards. As part of the USAID/Niger resilience program, his/her efforts will be focused on improving the health and nutrition status of women and children in the targeted zones. Moreover, s/he will ensure the effective implementation of USAID's health activities in Niger's polio eradication efforts and its Neglected Tropical Disease program. The incumbent will ensure that USAID-funded health activities are well coordinated with the Government of Niger (GON), USG interagency teams, USAID/Wand other host-country national and international stakeholders. S/he will liaise with the USAID Agreement Officer/Contracts Officer, as well as the Chiefs of Party of USAID/Niger projects to ensure that these awards conform to USAID's rule and regulations, as well as mandated reporting requirements. In addition, the incumbent will provide strategic leadership and targeted technical assistance to the Ministry of Health, and will represent USAID among key stakeholders active in the Nigerien health area.

The job holder is required to perform work-related travel.

## **MAJOR DUTIES AND RESPONSIBILITIES**

The incumbent will ensure the effective implementation of USAID/Niger's health activities. In collaboration with other USAID/Niger technical staff and USAID's regional health staff in Dakar and Accra as well as USAID/Washington's Global Health Bureau and Africa Bureau health advisors, s/he will monitor and manage the performance of USAID's partners that implement health activities to ensure compliance with agreement requirements and project targets. S/he will ensure these activities conform to USAID's rules and regulations and are aligned with GON policies and international best practices. S/he will provide technical and managerial expertise to USAID, the Embassy, and other USG agencies as well as USAID's implementing partners. The incumbent will represent USAID among key internal and external stakeholders active in the health arena in Niger. S/he will ensure that USAID's health activities are integrated within USAID Niger's Country Development Coordination Strategy (CDCS) resilience agenda and other strategic priorities. S/he will ensure effective coordination with other, related USG and non-USG programs in Niger.

### **1. Program Monitoring and Management (50%)**

The incumbent serves as the AOR/COR or Activity Manager for health activities in Niger. S/he will perform all duties of an AOR/COR or Activity Manager as delegated, and report back to the Agreement Officer (AO) or Contract Officer (CO) based in Dakar, or Washington. Responsibilities include: review of work plans, quarterly reports, regular communications, and financial and program monitoring of deliverables by the implementing partners.

### **2. Technical Assistance and Backstopping (30%)**

The incumbent will provide technical and managerial expertise to USAID/Niger and its partners. S/he will assist in designing and planning for new health activities, advise USAID on complex policy issues related to the implementation of health activities, provide technical input on GON policies, guidelines, and strategies related to health, and identify innovative approaches to improving the health of Nigeriens and participate in the execution and assessment of these USAID-supported activities.

### **3. USAID Representative on GON and Donor Groups (20%)**

Represents USAID at Ministry of Health meetings that set strategic direction for programming in Niger and keeps abreast of new developments and emerging issues that affect USAID's priorities related to health in Niger via iterative review, attendance at technical meetings, and workshops. Shares relevant information and recommendations with USAID and other USG colleagues. Serves as focal point to further USAID's strategic priorities for global health as well as health-related priorities of USAID/Niger's Country Development Coordination Strategy.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

**Supervision Received:** The incumbent will report to the Supervisory Health Officer of the USAID/Niger. S/he is expected to work with minimal supervision and oversight, and to take initiatives to improve program management, planning and results. S/he will liaise daily with the other USAID/Niger team members, as well as with USAID/W Global Health Bureau and Africa Bureau counterparts, and regional health staff in Dakar to ensure synergies and effective management of activities.

**Supervision Exercised:** This position is non-supervisory.

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A bachelor's degree is required. These degrees may include public health, clinical field or similar discipline such as Nursing, Nutrition, or Population Studies.
- b. **Prior Work Experience:** Minimum 5 years of progressively responsible experience working in the design, management, and monitoring of health programs Africa (especially Niger) required. Experience must demonstrate a progressive history management and technical assistance to national health systems, including programmatic systems of monitoring and evaluation and health policy analysis. Experience related to the management of MOH programs and/or donor -supported programs to strengthen the MOH and national health systems. Experience working with international donors and/or NGOs. Experience in activity design and program planning.
- c. **Post Entry Training:** On-going training in Agency approaches to project design, implementation and reporting. Technical updates on health programming in existing programs being used in the Sahel. Computer skills and other information technology training. Periodic training or briefings on USAID Agency policies and strategic priorities.
- d. **Language Proficiency:** French fluency at the Level 4/4 and English 4/4. Will be tested. Proficiency in one or more Nigerien languages is also necessary given the extent of field level work.
- e. **Job Knowledge:** Intimate knowledge of the Nigerien health system and familiarity with GoN policies, strategies and program priorities is required. Advanced knowledge of programmatic and technical issues related to maternal child health, nutrition, family planning, HIV/AIDS, fistula, neglected tropical diseases (NTDs), water-sanitation and hygiene (WASH), malaria, and health system strengthening are essential for this position. Understanding of how health interplays with food security and resilience is required. A thorough knowledge of U.S. Government legislation relating to development assistance and USAID programming policies, regulations, procedures, and documentation is required, especially in the family planning sector.
- f. **Skills and Abilities:** Demonstrated managerial, administrative, analytical, and decision-making abilities. Ability to analyze, understand, and discuss new program design, management, and implementation approaches. Demonstrated ability to identify priority actions, generate and complete work plans within short time frames. Strong oral and written skills, and ability to clearly communicate new programs and technical concepts to technical and non-technical counterparts. Strong interpersonal communication skills with a wide range of program partners. Ability to rapidly

create text, spread sheets, and other types of documents to meet specific program and reporting needs. The incumbent is also expected to have proficiency in Microsoft Office suite of software, proficiencies in internet-based tools such as Google software, and numerical capacities for processing/analyzing financial and demographic data.

### **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 technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

#### **Selection Process**

After the closing date for receipt of application, a Selection Committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Incomplete applications from applicants who do not meet the minimum requirements will not be scored. As part of the selection process, only shortlisted applicants will be invited to participate in an oral interview. Required reference checks will be conducted only for shortlisted applicants who meet the specified requirements. The applicant's references must be able to provide substantive information about his/her performance and abilities.

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

#### **Rating System**

- 1. Education Pass/Fail based on the diploma required in the offer**
- 2. Work Experience (40%)**
- 3. Language skills (10%)**
- 4. Job Knowledge (25%)**
- 5. Skills and Abilities (25%)**

*USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.*

### **IV. SUBMITTING AN OFFER**

To ensure consideration of applications for the intended position, Offers must be received by the closing date and time specified in Section I, item 3 and submitted electronically to: [usaidakar-hr@usaid.gov](mailto:usaidakar-hr@usaid.gov) with

**the following email subject line: [name of applicant] SOLICITATION 72068323R10001 Project Management Specialist (Health).**

Qualified applicants are required to submit the following six (6) items in separate email attachments in one email submission:

1. **Cover letter:** The cover letter should contain an overview of the applicant's qualifications and **must state how the applicant meets the technical evaluation criteria: 1) minimum education, language proficiency, years of prior work experience requirements, and 2) knowledge, skills and ability, listed above in the section entitled Evaluation and Selection Factors.** The filename should be: Cover letter [name of applicant] SOLICITATION 72068323R10001.
2. **Current résumé/curriculum vitae (CV).** The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated technical evaluation criteria, listed above. The title of the file should be: Resume/CV [name of applicant] SOLICITATION 72068323R10001.
3. Applicants are required to provide **no less than five (5) references** who are not family members or relatives. References should include not less than three (3) from current or former supervisors (from both paid or volunteer work) who can provide information regarding applicant job knowledge and professional work experience. Applicants must provide accurate e-mail addresses for all references. The filename should be: References [name of applicant] SOLICITATION 72068323R10001.
4. Offeror Information for Personal Services Contracts **form AID 309-2** which can be found at <http://www.usaid.gov/forms/>. Offerors are required to **complete and sign the form.**
5. Copies of relevant **academic degrees/diplomas, certificates** should be submitted in a single searchable PDF file. The filename must be: Supporting documents [name of applicant] SOLICITATION 72068323R10001.
6. Copy of ID Card.

Offers must be received by December 12, 2022 and submitted to [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov).

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission and as the subject line in any cover letter. The highest-ranking applicants may be selected for an interview.

**ALL DOCUMENTS MUST BE SUBMITTED IN ENGLISH except for supporting documents.**

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete all the pre-award forms and clearances necessary (medical and security).

#### **VI. BENEFITS AND ALLOWANCES**

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

accordance with Mission policy and Local labor laws in Niger.

Benefits: Annual bonus and medical insurance.

Allowances: Transportation, Housing, Education and Seniority.

## VII. TAXES

In accordance with Mission policy and local labor laws.

## VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN and TCN 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> .
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).

*It is USAID's policy to provide equal opportunity in all employment practices regardless of race, color, religion, sex, national origin, age, sexual orientation, disability, marital status, parental status, or political affiliation. USAID employees must exhibit tolerance and respect for USAID Diversity, Equity, and Inclusion strategies and policies.*

**Please note that only shortlisted applicants will be contacted to participate in the oral interview process.**