



Regional Acquisition and Assistance Office

Issuance Date: April 20, 2009
Questions due: April 30, 2009 @ 1600hrs [Pretoria Time]
Closing Date and Time: May 19, 2009 @ 1600 hrs [Pretoria Time]
Solicitation Number: 674-09-036

**SUBJECT: SOLICITATION FOR PERSONAL SERVICES CONTRACT (PSC)-
IMPACT MITIGATION SPECIALIST IN SWAZILAND**

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (Optional Form 612) from qualified U.S. citizens and Third Country Nationals (TCNs) interested in providing the services described in the attached solicitation.

Submittals shall be in accordance with the attached information at the place and time specified. Consideration and selection will be based on a panel evaluation of the applications using the Evaluative Factors. Applicants are required to sign the certification at the end of the OF-612. Applications that are received without a signature will not be considered for the position. Applicants shall submit their resumes/curriculum vitae and a brief appendix to the OF-612 to demonstrate how prior experience and/or education and training address these factors.

All applications shall be submitted by e-mail on or before the closing date and time specified in the solicitation. An application received after the closing date and time will not be considered eligible for evaluation or award, unless there is acceptable evidence to establish that it was received by the Government installation prior to the time and date specified in the solicitation pursuant to FAR Part 15.

Applicants should retain copies of all enclosures which accompany their applications for their records. Applicants that submit their application by e-mail without an electronic signature must send a fax or scanned copy of the signature page in order for their application to be considered for this position.

Any questions regarding this solicitation shall be sent to the following individuals no later than 1600hrs [Pretoria Time], April 30, 2009:

Martin Fischer
Regional Contracting Officer
e-mail: mafischer@usaid.gov
Fax No. +27-12-460-3177

and

Hossana Agedew
Regional Acquisition & Assistance Specialist
E-mail: hagedew@usaid.gov
Fax No. +27-12-460-3177

All submissions must be marked clearly with the solicitation number "674-09-036" and must be sent to the following e-mail addresses: mafischer@usaid.gov and hagedew@usaid.gov .

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

Sincerely,

[signed]

Martin Fischer
Regional Contracting Officer

1. **SOLICITATION NUMBER:** 674-09-036
2. **ISSUANCE DATE:** April 20, 2009
3. **CLOSING DATE/TIME:** May 19, 2009; 1600hrs [Pretoria Time]
4. **POSITION TITLE:** Impact Mitigation Specialist
5. **MARKET VALUE:** GS-13 (ranging from \$70,615 to \$91,801 per annum.) Final compensation will be based on candidate's salary and work history, experience and educational background.
6. **PERIOD OF PERFORMANCE:** Two years from date of appointment with a preferable start date of July 1, 2009 and renewable up to five years. Option to extend will depend upon the continuing need for the services, availability of funds and satisfactory or better performance.
7. **PLACE OF PERFORMANCE:** Mbabane, Swaziland
8. **AREA OF CONSIDERATION:** Qualifying United States (US) citizens & Third Country National (TCN)
9. **EVALUATION FACTORS:** Evaluation will be done on a 100-point Scale - - Education (10%), Experience (25%), Knowledge (25%), Abilities and Skills (40%)
10. **SECURITY ACCESS:** Employment Authorization

11. **STATEMENT OF WORK/POSITION DESCRIPTION**

A. **Basic Function of the Position**

The Impact Mitigation Specialist is responsible for planning, design, implementation, and monitoring and evaluation for the impact mitigation portfolio of Swaziland's PEPFAR program. The Specialist shall serve as the official in-country activity manager for multiple procurements focused on impact mitigation and orphans and vulnerable children. These responsibilities require the incumbent to have knowledge and understanding of development principles and approaches, situational assessment and interpretation skills, skills in timely decision making, experienced judgment in planning and carrying out tasks, and strong interpersonal and team-building skills.

The Specialist shall interact not only with the U.S. Government team but also with primarily technical-level representatives of the other USG agencies, Government of the Kingdom of Swaziland (GOKS), Office of the Global AIDS Coordinator (OGAC), international donors, international NGOs, and other key development partners.

The incumbent shall also serve as the team's technical expert for the impact mitigation portfolio and on orphans and vulnerable children. This role will include both technical and managerial responsibilities for all Swaziland program activities involving impact mitigation and orphans and vulnerable children. S/he shall provide technical guidance on updated information affecting the PEPFAR impact mitigation portfolio; represent PEPFAR Swaziland on impact mitigation committees and task forces; collaborate with the central U.S. Government Technical Working Groups; and identify and document technically sound, cost-effective and practical approaches to impact mitigation consistent with GOKS and PEPFAR policies and priorities.

B. Major Duties and Responsibilities

The incumbent shall have primary responsibility for PEPFAR's impact mitigation portfolio, including:

1. Technical Team Coordination (30%)

The incumbent leads the technical development and oversight of the Swaziland PEPFAR impact mitigation portfolio in collaboration with the other team members and external technical specialists. This responsibility includes:

- Provide technical guidance and leadership in collaborating with PEPFAR impact mitigation Technical Working Groups (TWG) in USAID/W and OGAC.
- Collect, manage, and analyze data and information related to HIV/AIDS and PEPFAR activities focused on program monitoring and improvement of performance in the impact mitigation portfolio.
- Remain informed and up-to-date on technical and management issues affecting the design, implementation and evaluation of the PEPFAR program impact mitigation portfolio, including keeping counterparts current on OGAC policies and procedures. The incumbent recommends and organizes site visits for VIP visitors, and provides clear briefings to visitors on the USG impact mitigation portfolio.
- Identify and document technically sound, cost-effective, and practical approaches to impact mitigation consistent with GOKS and OGAC policies and priorities. This includes assisting in the preparation of design and other pre-obligation documentation; assisting in the preparation of the annual PEPFAR country operational plan (COP); ensuring the integration of gender considerations into activity design; and reviewing and ranking proposals and recommending those worthy of funding to the PEPFAR Coordinator.
- Ensure that USG-supported impact mitigation programs and efforts address the organizational, technical and human dimensions of sustainability and the serious human resources and other capacity crisis in Swaziland.

2. Project Management (35%)

- Serve as official activity manager for activities awarded under the impact mitigation portfolio. In this context, the incumbent is responsible for all aspects of project

management for her/his assigned activities, including technical and financial oversight of the contractors, reviewing reports, documents, and scopes of work. Where appropriate and as assigned, oversee other program activities to ensure their successful implementation.

- Review and determine the appropriateness of proposed agreement modifications and submit recommendations for follow-up action.
- Negotiate directly with counterpart officials and with partners on all aspects of financial expenditures, and recommend action to the respective contracting officer's technical representative (COTR).
- Carry out routine monitoring and evaluation of project progress by reviewing technical documents and reports, completing site visits, and engaging in one-on-one reporting and meeting with key counterpart officials.
- Undertake regular site visits of implementing partners and maintain regular communication with implementing partners to ensure that they have feasible, results-oriented, gender-sensitive work plans and sound management and financial plans in place; that activity implementation is proceeding in accordance with the approved COP; that planned inputs and outputs are clearly identified and produced on schedule; that funding advances are requested, provided, expended and liquidated in accordance with financial plans and relevant USG procedures; that pipelines are reviewed with implementing partners (grantees/contractors) at least quarterly; that timely audits are carried out in accordance with the respective activity agreements and any audit recommendations are closed; that completed activities are promptly closed out; and that the terms and conditions of activity agreements are complied with.
- Assist implementing partners to troubleshoot implementation problems, and bring any major management or politically sensitive issues to the attention of the USAID Country Director.
- Assist the USAID Country Director/PEPFAR Coordinator as needed and serve as a deputy during times of departure from post to oversee routine USAID functions.

3. Program Planning and Reporting (20%)

- Assist in developing program design documents, the annual impact mitigation portfolio under the Country Operational Plan, and in preparing annual reports and other necessary documents.
- Ensure that all program documentation meets both USG requirements and audit inspection standards. This includes analyzing and providing guidance to the USG HIV/AIDS Team on what kinds of documentation are required based on regulations; on requests and relevant guidance; and on the experience of previous audits, and PEPFAR programs.
- Ensure that documentation of impact mitigation activities is prepared with input from other USG Team members and implementing partners; and is submitted in a timely fashion for review and clearance.

4. Budget Tracking and Analysis (15%)

- Perform budget formulation duties involved in the process of preparing detailed analyses and estimates of annual funding needs for one or more future budget years of PEPFAR funding.
- Monitor obligations, commitments, expenditures, and results against targets.
- Ensure that the budget system is used effectively as an evaluating tool in measuring program performance and effectiveness.

12. POSITION ELEMENTS:

Medical and Security Clearances:

The individual shall be required to obtain a Department of State Medical Clearance and a USG Security Clearance. Prior to contract award, the incumbent is required to obtain an employment authorization.

Supervision Exercised and Received:

The incumbent will supervise the work of contractors/vendors providing goods and services to the program area. The incumbent shall report to Swaziland's USAID Country Director/PEPFAR Coordinator or designee. The incumbent shall exercise considerable independent judgment in carrying out assigned tasks and to be able to function effectively within a multicultural and interagency agency environment.

Available Guidelines:

The incumbent is required to understand and follow Department of State, OGAC and USAID policies and procedures which govern activity management as well as established operating procedures and related guidance. Specific guidance and/or instructions will be given by the USAID Country Director/PEPFAR Coordinator when carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall PEPFAR initiatives and knowledgeable about evolving HIV/AIDS issues in Swaziland.

Exercise of Judgment:

Considerable judgment is required in planning and evaluating the relevance and reliability of information; in organizing and presenting written data; in recommending terms of reference for new and continuing activities for funding; in resolving managerial, technical and/or operational problems encountered during program planning, management, monitoring and evaluation; and in determining the need for consultation with her/his superiors when circumstances require it.

Authority to make Commitments/Obligations:

The incumbent has no authority to make financial commitments. However, the incumbent shall provide technical and management expertise and makes recommendations to superiors as required.

Nature, Level and Purpose of Contacts:

The incumbent represents the U.S. mission in the impact mitigation sector of PEPFAR. S/he shall maintain excellent contacts up to the highest level in government, civil society, the United Nations system and among PEPFAR implementing partners. S/he shall represent PEPFAR at meetings and forums and on committees and task forces related to impact mitigation and orphans and vulnerable children.

Period of Performance

The incumbent shall provide the services described above for an initial two years with the possibility of extensions for three additional years. The option to extend will depend upon the continuing need for the services, availability of funds and satisfactory or better performance.

13. EVALUATION CRITERIA

Evaluation factors will be used to establish a rating of candidates and selection will be based on obtaining high scores on the evaluation criteria below. (100 points total)

In an attachment to the application, applicants should address each of the evaluation criteria below separately, describing specifically and accurately their relevant education/training and experience. Applicants should highlight how they meet the job requirements and make special note of relevant significant awards and achievements. Failure to address the evaluation factors may result in the applicant not receiving credit for all pertinent education, training, and experience.

Highly rated candidates may be asked to submit written responses to a series of questions to further evaluate their written communication skills. Highly rated candidates will be interviewed and reference checks will be conducted, after which time final ratings will be established.

A. EDUCATION (10%)

- Advanced degree(s) in public health, social services, nursing, medicine or other relevant discipline or training in international health.

B. WORK EXPERIENCE (25%)

- Minimum of six years of increasingly responsible experience in international public health programming and/or implementation.
- Experience working in technical oversight, design and implementation of child-focused impact mitigation HIV/AIDS programs in developing countries. Prior work experience in Africa would be advantageous.

C. KNOWLEDGE (25%)

- Specialized knowledge and demonstrated expertise in the area of impact mitigation and orphans and vulnerable children is desired as defined by recent guidance from the PEPFAR's Office of the Global AIDS Coordinator.

D. ABILITIES and SKILLS (40%)

- Proven ability to work collaboratively in a team environment and to proactively build consensus.
- Excellent communication skills in English, written/verbal and diplomacy. Excellent leadership, management, coordination, interpersonal and teamwork skills.
- Strong quantitative and analytical skills, verbal skills and ability to communicate technical information clearly and effectively to both technical and non-technical colleagues.

- Proven ability to obtain, analyze, organize and interpret data and present findings in both oral and written form.
- Presentation skills and diplomacy are critical. Proven ability to prepare precise and accurate reports and to develop and present briefings.
- Proficiency in the operation of computers and software program applications authorized for use (including Excel, PowerPoint, and Word) are necessary.
- Excellent management skills to develop, implement and contribute to the goals set forth under the HIV/AIDS impact mitigation program, including internal financial and administrative management and management of partners.
- Demonstrated ability to develop and maintain a good mix of contacts at government, district and community level.

14. INSTRUCTIONS TO APPLICANTS:

A. List of REQUIRED Forms for PSCs

1. Optional Form 612 is available at the USAID web site, on www.usaid.gov/forms. Applicants are required to sign the certification at the end of the OF-612. Applications that are received without a signature will not be considered for the position. Applicants that submit their application by e-mail without an electronic signature must send a fax or scanned copy of the signature page in order for their application to be considered for this position. Applicants shall submit resume/curriculum vitae and write a brief appendix to the OF-612 to demonstrate how prior experience and/or education and training address the Evaluative Factors listed above.

The following forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job. A pre-requisite for employment is a medical clearance and completed background investigation that reflects one's qualification for employment authorization.

2. Medical History and Examination (DS-1843).
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
4. Questionnaire for Non-Sensitive Positions (SF-85).
5. Finger Print Card (FD-258).

B. Qualified Individuals should note that:

1. Applications must be received by the closing date and time at the address specified in the cover letter or they will not be considered eligible for evaluation or award, unless the Contracting Officer determines that the documents were mishandled by the receiving agency or there is acceptable evidence to establish that it was received by the Government installation prior to the time and date specified in the solicitation. You are directed to Federal Acquisition Regulation, Part 15.208 "Submission, modification, revision, and withdrawal of proposals" for further information.

2. To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter and/or e-mail, as well as using the address/delivery point specified in this solicitation.

C. References: Three (3) to five (5) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive

information about your 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 applicant's cover letter and OF-612.

15. BENEFITS & ALLOWANCES

As a matter of policy, and as appropriate, a USPSC is normally authorized the benefits and allowances listed in this section. For TCNPSCs, these benefits and allowances will be provided subject to waiver approval by the Mission Director in accordance with AIDAR Appendix J. [NOTE: A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.]

A. Benefits:

- (1) Employee's FICA Contribution
- (2) Contribution toward Health & Life Insurance
- (3) Pay Comparability Adjustment
- (4) Eligibility for Worker's Compensation
- (5) Vacation & Sick Leave (only earned for actual work days)

B. Allowances:

Benefits and allowances are provided in accordance with the AIDAR which can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>.

C. Federal Taxes: USPSCs are not exempt from payment of Federal Income taxes.

16. ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPD) AND CONTRACT INFORMATION BULLETINS (CIBs) PERTAINING TO PSCs

Please refer to the web site below to find the AAPDs and CIBS that apply to this contract. At the home page, please click on Personal Services Contracts.

http://www.usaid.gov/business/business_opportunities/cib/subject.html

[END OF SOLICITATION NO. 674-09-036]