



USAID | EAST AFRICA

FROM THE AMERICAN PEOPLE

Solicitation Number: 623-KE-08-073-RFP for USPSC Senior HIV Treatment Advisor

Issuance Date: August 15, 2008

Closing Date: September 16, 2008, 04:00pm Nairobi Kenya Time

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from U.S. citizens interested in providing the personal services described in this solicitation. Submissions shall be in accordance with this request for proposal and at the place and time specified herein.

Interested applicants must submit: (i) his/her most current curriculum vitae or resume; (ii) signed form SF 171 or OF 612; and (iii) three (3) to five (5) references, who are not family members or relatives, with telephone and email contacts to include the current supervisor. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. The Applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Form SF 171 or OF 612 must be signed and those submitted unsigned will be rejected. Applicants should retain for their record copies of all enclosures that accompany their submissions.

Any questions regarding this solicitation should be submitted no later than Friday, August 29, 2008 (09:00am Nairobi Kenya Time) by email to Christopher D. O'Donnell at codonnell@usaid.gov and a copy to Jayne Olando at jolando@usaid.gov.

Electronic submission is authorized. All application packages are to be submitted to:

Via e-mail: To Christopher D. O'Donnell at codonnell@usaid.gov and a copy to Jayne Olando at jolando@usaid.gov. Please quote the number and position title of this solicitation on the subject line of your e-mail application.

U.S. Agency for International Development
USAID/East Africa
P.O. Box 629
Village Market 00621
Nairobi, Kenya

Courier Address:
USAID/East Africa
c/o American Embassy
United Nations Avenue,
Gigiri,
Nairobi, Kenya

U.S. Postal Address:
USAID/East Africa
Unit 64102
APO AE 09831-4102

Tel: 254-20-862 2000
Fax: 254-20-862 2680 / 2682
<http://eastafrica.usaid.gov>

OR Via express courier:

623-KE-08-073-RFP
ATTN: CHRISTOPHER D. O'DONNELL/ JAYNE OLANDO
USAID/EAST AFRICA
C/O AMERICAN EMBASSY
UNITED NATIONS AVENUE
GIGIRI
NAIROBI, KENYA

Sincerely,

Christopher D. O'Donnell
Regional Contracting Officer

Attachment: 623-KE-08-073-RFP

1. SOLICITATION NUMBER: 623-KE-08-073-RFP
2. ISSUANCE DATE: August 15, 2008
3. CLOSING DATE: September 16, 2008, 04:00 Nairobi Kenya Time
4. POSITION TITLE: Senior HIV Treatment Advisor
5. MARKET VALUE: The position is classified at the equivalent of a GS 14 with an annual salary range of \$81,093 to \$105,420. Salary is not negotiable beyond this range.
6. WHO MAY APPLY: Applicants must be US Citizens (Offshore or Resident).
7. PERIOD OF PERFORMANCE: A base of two years with three annual options to extend up to a maximum of five years. Exercising the options to extend will depend on continuing need of services, availability of fund, and satisfactory or better performance.
8. PLACE OF PERFORMANCE: Nairobi, Kenya.
9. SECURITY ACCESS: Secret.
10. DIRECT SUPERVISOR: Chief, Office of Population and Health, USAID/Kenya, Nairobi.
11. SUPERVISORY CONTROLS: Work will be performed under the general direction of the Chief of the Office of the Population and Health. Substantial interaction and direction from the OPH Chief, Assistant Mission Director and the Mission Director is anticipated.
12. POSITION DESCRIPTION:

POSITION TITLE

Senior HIV Treatment Advisor

I. BACKGROUND AND INTRODUCTION

USAID/Kenya's Office of Population and Health (OPH) aim is to "reduce fertility and the risk of HIV/AIDS transmission through sustainable, integrated family planning and health services." OPH has 4 technical teams as follows: 1) HIV/AIDS; 2) malaria; 3) family health and 4) health sector and systems strengthening.

The President's Emergency Plan for AIDS Relief (PEPFAR) began in 2003 and is the largest commitment ever by a nation toward an international health initiative for a single disease. Completing its first five-years, PEPFAR is a \$15 billion, multifaceted approach to combating the disease in more than 100 countries around the world. The strategy places an intensified approach on 15 focus countries in Africa, the Caribbean and Asia that represent approximately half the world's infections. Kenya has been designated a focus country. The goal of PEPFAR is to treat 2

million HIV-infected individuals, prevent 7 million new infections and to provide care and support for 10 million HIV-infected individuals and orphans worldwide. Although the five-year PEPFAR authorization will end in 2008, the program is expected to continue for at least 5 more years. The U.S. President has already requested Congress to re-authorize the program for an additional 5 years and double the budget to \$30 billion. PEPFAR targets established for Kenya are 180,000 new infections averted, 632,800 people provided with palliative care and 240,000 people receiving antiretroviral therapy by the end of FY 08.

Kenya is the second largest of the 15 focus countries in terms of funding. Under the Emergency Plan, USG agencies in Kenya will receive over \$ 500 million in FY 08 to support a comprehensive HIV/AIDS prevention, treatment and care program. Funding levels for HIV/AIDS allocated to the U.S. Agency for International Development for FY 08 is approximately \$325 million. USAID/Kenya's Office of Population and Health (OPH) is an integrated program that combines, HIV & AIDS, child survival, malaria, tuberculosis, population and maternal and child health activities.

In Kenya, a consortium of United States Government (USG) agencies is charged with coordinating and managing PEPFAR under the leadership of the US Ambassador. These agencies include USAID, the Centers for Disease Control and Prevention (CDC), the Peace Corps, the Department of State (DOS) and the Department of Defense (DOD). The goal is to develop and implement one coherent USG HIV/AIDS program in Kenya combining the comparative strengths and capabilities of all the government agencies. The Chief of Mission (COM) provides overall guidance to the interagency team and the PEPFAR Coordination Office facilitates complementarities among the various activities by the USG agencies, host government and other HIV/AIDS donors in Kenya.

II. BASIC FUNCTIONS OF THE POSITION

The objective of the contract is to obtain the services of a Senior HIV Treatment Advisor who will provide leadership and advisory services in the technical areas comprising antiretroviral therapy and drug delivery/logistics management. As a USAID contract employee, the incumbent has the responsibility of understanding and incorporating the Agency's five core values in all aspects of his/her work. These core values are: (1) customer focus, (2) managing for results, (3) empowerment and accountability, (4) teamwork and participation, and (5) valuing diversity.

The incumbent will work at a senior level in a high-priority USG foreign assistance program that requires knowledge, experience, maturity, and an ability to function independently under a complex, highly demanding, frequently changing environment. The Senior HIV Treatment Advisor will be a member of the health sector SO3 team, based in USAID/Kenya's Office of Population and Health. S/he will be expected to work independently, take initiative, manage a very large results package for delivery of ARV drugs and supervise others on the treatment (sub) team. S/he will advise USAID/Kenya on all aspects of treatment and drug management required for treatment. The incumbent will represent USAID at the highest government and donor levels. Per ADS 103.3.1.1b(4), s/he will not be authorized to sign (1) obligations that require a warrant, and (2) grants to foreign governments and public international organizations, thereby prohibiting

her/him from obligating USG funds in these instances. The incumbent will supervise at least two senior technical FSN positions.

The Senior HIV Treatment Advisor will be on the SO3 team, and one of 34 team members. S/he will report to the HIV/AIDS Team Leader. The Senior HIV Treatment Advisor will provide managerial oversight and technical advice to support the implementation of this program through a combination of contracting instruments.

S/he will also work closely with the other three teams, which deal with policy reform (including systems strengthening, health sector reform, and technical assistance), malaria, and reproductive health/family planning. Because of the integrated nature of the program and the importance of HIV/AIDS within reproductive health, the Senior HIV Treatment Advisor shall ensure synergy and complementarity between HIV/AIDS activities and all other OPH programs.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Manage USAID/ Kenya's Treatment Program

(1) Serve as the Cognizant Technical Officer for the USAID 5-year, \$500 million contract to manage the procurement of pharmaceuticals and other commodities.

(to be awarded). Management includes responsibility for financial, technical, reports pipeline, adherence to work plans and timely incremental funding of activities. This aspect would also include preparation of technical and program documentation.

(2) Supervise and mentor two staff members on the treatment team.

(3) Work with other SO3 team members responsible for systems strengthening; information management; and monitoring and evaluation.

(4) Monitor the implementation of HIV-related treatment programs to ensure that they remain appropriate to Kenya and serve the needs of Kenyans.

B. Technical Leadership: As the Senior HIV Treatment Advisor, the incumbent will manage and supervise all activities related to treatment, including interfacing with other teams in SO3. As such, there are administrative and staff development responsibilities related to the supervision of FSNs. The Senior HIV Treatment Advisor will be the technical treatment advisor to the HIV/AIDS team leader and have specific technical oversight responsibilities.

(1) Serve as technical advisor to the USG PEPFAR program on HIV- related pharmaceuticals and supplies.

(2) Provide technical and programmatic leadership on treatment and clinical services to the Government of Kenya, USAID/Kenya and partner organizations.

- (3) Serve as treatment advisor to officials at the national, provincial and district level as well as development partners and private organizations supporting HIV/AIDS treatment and service delivery in Kenya. (There are currently over 380 treatment sites receiving ARVs through USAID).
- (4) Adapt lessons learned for treatment and clinical services to further strengthen these interventions to achieve PEPFAR and GOK goals.
- (5) Participate in Interagency Technical Team (ITT) as appropriate and attend the PEPFAR Interagency Team (PIAT) meetings.
- (6) Review the quantification and forecasts used for meeting service delivery and treatment targets.
- (7) Support / prepare recommendations for longer term financing of ARV/treatment strategies.

C. Preparation of Key Mission Reporting Documents: The Senior HIV Treatment Advisor will be responsible for reporting on Kenya-specific information related to selected aspects of SO3 as part of the Mission's annual reporting process (namely the Country Operating Plan [COP]); participating in the preparation of Congressional presentations; drafting technical and congressional notifications; and preparing MAARDS and other implementing documents.

D. Other Duties as Assigned: Assist OPH with other tasks related to the planning, implementation, monitoring and evaluation of USAID support to the health/population sector in Kenya. The Senior HIV Treatment Advisor may also represent USAID/Kenya at one international conference per year, and act as a regional resource in HIV/AIDS treatment and clinical issues and/or other areas. S/he will work closely with USAID/EA staff as needed.

IV. POSITION ELEMENTS

A. Supervisory Controls: Work will be performed under the general direction of the HIV/AIDS Team Leader. Performance is evaluated annually based on accomplishments.

B. Supervision Exercised: May exercise full range of normal supervision over at least two FSN health specialists, providing overall policy guidance and coordinating the work of these employees to achieve program objectives.

C. Exercise of Judgment: A high degree of judgment will be required to provide guidance and assistance to a wide variety of high-level professionals in the Kenya Mission. As a recognized expert and highly qualified professional, substantial reliance will be placed on the incumbent to independently plan, prioritize, and carry out the specific activities entailed in fulfilling major duties and responsibilities. The incumbent will be expected to resolve problems that arise by determining the approaches to be taken and methodologies to be used, making independent judgments that can be defended as necessary.

D. Authority to Make Commitments: the incumbent cannot make financial commitments on behalf of the U.S. Government. However, because of the incumbent's expertise and standing as a highly qualified professional in his/her field, weight will be given to his/her conclusions and recommendations when commitments are made by those with the authority to do so.

E. Nature, Level, and Purpose of Contacts: The incumbent will maintain contacts and work with USAID staff in USAID/Kenya, with considerable interaction with USAID/Washington Global Health, AFR Bureau staff, and the Office of the Global AIDS Coordinator (OGAC) to provide policy and procedural guidance and to obtain information relative to programs and activities. Official contacts will be the USAID Mission Director, USAID/Washington staff and other high-ranking USG representatives.

V. MINIMUM QUALIFICATIONS

- A degree in medicine, nursing, public health, or related field with a clinical background.
- Minimum of ten years of progressively responsible international development experience working for a U.S. Government agency and/or a development organization, at least five of which were spent in support of HIV care and treatment programs.
- Specialized knowledge and demonstrated expertise in the area of HIV treatment, specifically antiretroviral therapy and/or treatment and prevention of opportunistic infection; familiarity with HIV treatment in resource-poor settings.
- Level IV English ability (fluent) is required. The incumbent must possess a high degree of proficiency in both written and spoken English.
- Strong analytic and verbal skills in order to communicate with both technical and non-technical colleagues.
- Strong interpersonal and teamwork skills.
- U.S. Citizen (offshore or resident).

VI. EVALUATION CRITERIA

Candidates will be evaluated and ranked based on the following selection criteria:

A. Education:

A degree in medicine, nursing, public health, or related field with a clinical background (10 points)

B. Technical Experience:

(1) Minimum of ten years of progressively responsible international development experience working for a U.S. Government agency and/or a development organization, at least five of which were spent in support of HIV care and treatment programs in developing countries, including experience working with developing country program managers, policy-makers and a broad array of health service providers and community leaders. (30 points)

(2) Demonstrated experience working with international donors or other programs in developing countries which support reproductive health, HIV/AIDS, and related programs. Extensive familiarity with USG policies would be preferred, but not required. (10 points)

(4) Specialized knowledge and demonstrated expertise in the area of HIV treatment, specifically antiretroviral therapy and/or treatment and prevention of opportunistic infection; familiarity with HIV treatment in resource-poor settings. (20 points)

C. Communications/Interpersonal Skills:

(1) Strong interpersonal skills and ability to work in a multi-cultural setting required. Experience supervising or leading teams of professionals required. Able to work effectively on her/his own and as a member of an SO or office management team and as a mentor to junior staff. (10 points)

(2) Incumbent must have strong team work skills, understanding how to participate in large teams, and work towards positive performance overall. (10 points)

(3) Strong computer, verbal and writing skills required. Must be fluent in English (FSI S-4/R-4) and have proven ability to communicate quickly, clearly, and concisely in both speech and writing. Able to facilitate meetings and make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context. Able to produce concise, clear reports, and utilize word processing, spreadsheet and database programs. (10 points)

Maximum Points Available: 100

VII. BASIS OF RATING

Applicants who meet the minimum qualifications will be evaluated based on the criteria listed above. Applicants are strongly encouraged to address each of the criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards you have received that are relevant to each. Be sure to include your name, social security number, and the announcement number at the top of each additional page. Failure to address the minimum selective and/or quality ranking factors may result in your application not receiving credit for all of your pertinent experience, education, training, and awards.

VIII. PERIOD OF PERFORMANCE

A two year contract with three one-year options (for extension) for a maximum of five years. Exercising the options to extend will depend on continuing need of services, availability of funds, and satisfactory or better performance.

IX. SECURITY ACCESS: Secret.

X: MEDICAL AND SECURITY CLEARANCE REQUIREMENTS

1. The successful applicant must receive medical clearance for serving in Kenya. Details of how to obtain US Department of State Medical Unit medical clearance will be provided once a job offer is made and accepted.
2. The successful applicant must be able to receive USAID security clearance that involves applicant's comprehensive background investigation performed by a US Government Agency.
3. The successful applicant must be able to report to post in Nairobi, Kenya to assume duties promptly upon medical and security clearances being granted.

XI: COMPENSATION AND REIMBURSEMENT IN U.S. DOLLARS

1. Except to the extent reimbursement is payable in the currency of the Cooperating Country, USAID shall pay the contractor compensation after it has accrued and reimburse him/her in U.S. dollars for necessary and reasonable costs actually incurred by him/her in the performance of this contract.
2. The amount budgeted and available as personal compensation to the contractor is calculated to cover a calendar period of approximately 1 year which is to include: vacation, sick, and home leave which may be earned during the contractor's tour of duty (GP Clause 5).

XII: BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, an off-shore PSC is normally authorized the following benefits allowances (NOTE: an individual defined as a Resident Hire employee may only be eligible for certain benefits listed under item 1 below.)

1. BENEFITS

Employee's FICA & Medicare Contributions
Contribution toward Health & Life Insurance
Shipment and Storage of Household Effects
Shipment of POV (Private Own Vehicle)
Pay Comparability Adjustment
Annual Salary
Eligibility for Worker's Compensation
Annual & Sick Leave

2. ALLOWANCES (if applicable)*

- (A) Temporary Lodging Allowance (Section 120).
- (B) Living Quarters Allowance (Section 130).
- (C) Post Allowance (Section 220).
- (D) Supplemental Post Allowance (Section 230)
- (E) Separate Maintenance Allowance (Section 260).
- (F) Education Allowance (Section 270).
- (G) Education Travel (Section 280).
- (H) Post Differential (Chapter 500).
- (I) Payments during Evacuation/Authorized Departure (Section 600), and
- (J) Danger Pay (Section 650).

*Standardized Regulations (Government Civilians Foreign Areas)

3. FEDERAL TAXES: USPSCs are not exempt from payment of federal income taxes under the foreign earned income exclusion.

4. APPLYING:

Qualified individuals are required to submit a U.S. Government Optional Form 612 (available at the USAID website, http://www.info.usaid.gov/procurement_bus_opp/procurement/forms or internet: <http://fillform.gsa.gov>, or at Federal offices)

5. ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs)/(CONTRACT INFORMATION BULLETINS (CIBs)) PERTAINING TO PSCs

- CIB89-29 - Use of Gov't Bills of Lading for Transportation of PSC Effects
- CIB93-17 - Financial Disclosure Requirements Under a Personal Services Contract(PSC)
- CIB94-09 - Sunday Pay for U.S. Personal Services Contractors (PSCs)
- CIB96-19 - U.S. Personal Services Contract (USPSC) - Leave
- CIB96-23 - Unauthorized Provision in Personal Services Contracts

CIB's for 1997

CIB97-16 - Class Justification for PSC with U.S. Citizens for Overseas Contracts of \$250,000 or Less

CIB97-17 - PSCs with U.S. Citizens or U.S. Resident Aliens Recruited from the U.S.

CIB97-19 - Advertising for Short-Term Personal Services Contracts

CIB's for 1998

CIB98-11 - Determining Market Value for PSCs Hired Under Appendix D, Handbook 14

CIB98-12 - Guidance Regarding Advertisement of PSCs

CIB98-14 - Change in Required Application Form for USPSCs

CIB98-16 - Annual Salary Increase for USPSCs

CIB98-19 - Home Leave Under U.S. Personal Services Contractors

CIB98-23 - Guidance Regarding Classified Contract Security & Contractor Personnel Security Requirements

CIB98-24 - Use of Compensatory (Comp) Time by PSCs

CIB's for 1999

CIB99-07 - Contractual Coverage for Medical Evacuation (MEDEVAC) Services

CIB99-09 - Personal Services Contracts (PSCs) Annual Health

CIB99-15 - Changes to AIDAR Concerning Resident Hires and Deviations

CIB99-22 - PSC Policy

CIB's for 2000

CIB00-03 - 2000 FICA and Medicare Tax Rates for Personal 2000 FICA and Medicare Tax Rates for Personal Services Contracts (PSCs)

CIB00-05 - "Supersedes CIB 99-9" Personal Services Contracts (PSCs) Annual Health Insurance Costs

CIB00-08 - Revision of Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens

CIB00-08(1) Revision of Competitive Process – Personal Services Contracts (“PSCs”) with U.S. Citizens, SUPPLEMENT

CIB01-05 Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals (TCNs)

CIB01-07 Clarification of the Extension/Renewal Policy Regarding Personal Services Contracts (PSCs)

CIB01-09 Competitive Process – Personal Services Contracts (“PSCs”) with U.S. Citizens for Support of HIV/AIDS and Infectious Disease Initiatives

CIB01-10 Revision of Medical Clearance Process – Personal Services Contracts (PSCs) with U.S. Citizens

CIB01-13 Posting USAID Solicitations and other Acquisition & Assistance (A&A) documents on the Business & Procurement Internet Site

CIB's for 2001

CIB 01-07	Clarification of the Extension/Renewal Policy Regarding Personal Services Contracts (PSCs) -- 03/23/01
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CIB 01-05	Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals (TCNs) -- 03/01
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CIB 01-09	Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens for Support of HIV/AIDS and Infectious Disease Initiatives -- 03/30/01
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CIB 01-10	Revision of Medical Clearance Process - Personal Services Contracts ("PSCs") with U.S. Citizens -- 03/31/01
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AAPDs for 2002

AAPD 02-14	Re-negotiation of DBA rate for Direct and Host Country Contracts -- 09/13/02
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AAPDs for 2003

AAPD 03-11	Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan -- 12/02/03
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AAPD 03-07 Revised	Instructions to Contracting/Agreement Officers on their Role in the Debt Collection Process -- 09/30/04
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AAPD 03-05 REVISED	Revised Requirements for Posting of Federal Acquisition & Assistance (A&A) Opportunities -- 01/23/04
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AAPDs for 2004

AAPD 04-15	CASH AWARDS FOR USPSCs AND TCNPSCs -- 10/15/04
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AAPD 04-13	Revised Procedures Allowing for Classification of U.S. Personal Services Contracts Positions Up to the GS-15 Equivalent -- 09/21/04
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AAPD 04-11	Revised Contractor Salary Approval Threshold Policy/Procedures -- 08/31/04
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AAPD 04-09	Anti-Trafficking Activities -- Limitation on the Use of Funds; Restriction on Organizations Promoting, Supporting or Advocating Prostitution -- 08/03/04
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AAPDs for 2005

AAPD 05-10	CALCULATION OF VACATION LEAVE FOR U.S. PERSONAL SERVICES CONTRACTORS (USPSCs) -- 11/14/05
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AAPD 05-08	PERSONAL SERVICES CONTRACTS -- ANNUAL HEALTH INSURANCE COSTS FOR 2005 -- 06/30/05
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AAPD 05-02	Clarification of Policy for Personal Services Contracts with Anticipated Contract Performance Periods Exceeding Five (5) Years -- 03/10/05
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AAPDs for 2006

AAPD 06-01	MEDICAL EVACUATION INSURANCE -- March 23, 2006
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AAPD 06-07	AIDAR, APPENDIX D: CONTRACT BUDGET, SALARY DETERMINATION AND SALARY INCREASES – MAY 19, 2006
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AAPD 06-08	AIDAR, APPENDICES D AND J: USING THE OPTIONAL SCHEDULE TO INCREMENTALLY FUND CONTRACTS-- JUNE 23, 2006
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AAPD 06-09	AIDAR, APPENDIX J: ORDER OF PREFERENCE FOR HIRING COOPERATING COUNTRY NATIONALS (CCNs) AND THIRD COUNTRY NATIONALS (TCNs) -- JUNE 23, 2006
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AAPD 06-10	PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY -- October 30, 2006
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AAPD 06-11	Home Leave and Revised General Provision 5, Leave and Holidays (AUGUST 2006) -- September 12, 2006
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AAPD 06-12	Homeland Security Presidential Directive-12 (HSPD-12) Implementation -- October 17, 2006
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AAPDs for 2007

AAPD 07-02	Exceptions to FAR Requirements to Central Contractor Registration--SBU -- April 09, 2007
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LIST OF REQUIRED FORMS FOR PSCs

1. Optional Form 612 or SF 171.