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Solicitation Number: RFP 623-KE-09-015 USAID/Kenya USPSC PEPFAR Senior Program Advisor

Issuance Date: Wednesday March 25, 2009

Closing Date: Friday, April 24, 2009, 0900 hours 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 OF 612 (an SF 171 is acceptable); and (iii) three (3) to five (5) references who are not family members or relatives, with telephone and email contacts. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection 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 OF 612 must be signed and those submitted unsigned will be rejected. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures which accompany their submissions. Any attachments provided via email must be in, or compatible with Microsoft Word 2003 or Adobe Acrobat Portable Document Format (PDF) and not **Zipped**. Note that attachments to emails must not exceed 2 MB.

Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 15.208.

Applicants who meet the basic qualifications will be evaluated based on the criteria listed in the RFP. 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 they 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.

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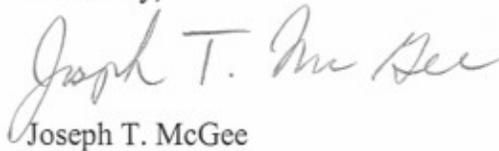
Failure to address the minimum selective and/or quality ranking factors may result in your not receiving credit for all of your pertinent experience, education, training, and awards.

Any questions regarding this solicitation should be submitted no later than Friday Monday April 06, 2009 at 9.00 a.m. Kenya time in writing to Joseph T. McGee at jmcgee@usaid.gov with a copy to Margaret Rukwaro at mrukwaro@usaid.gov.

Electronic submission is required. All application packages are to be submitted via e-mail to: Joseph T. McGee at jmcgee@usaid.gov with a copy to Margaret Rukwaro at mrukwaro@usaid.gov.

Please quote the number and position title of this solicitation on the subject line of your email application.

Sincerely,

A handwritten signature in cursive script that reads "Joseph T. McGee".

Joseph T. McGee
Supervisory Contracting Officer

Attachment: RFP 623-KE-09-015

1. SOLICITATION NUMBER: RFP 623-KE-09-015.
2. ISSUANCE DATE: Wednesday March 25, 2009.
3. CLOSING DATE: Friday April 24, 2009 at 0900 hours Kenya Time.
4. POSITION TITLE: PEPFAR Senior Program Advisor.
5. MARKET VALUE: The position is classified at the equivalent of a GS 14 with an annual salary range of \$83,445 to \$108,483.
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 funds, and satisfactory or better performance.
8. PLACE OF PERFORMANCE: Nairobi, Kenya.
9. SECURITY ACCESS: Secret.
10. DIRECT SUPERVISOR: PEPFAR Country Coordinator, Kenya.
11. SUPERVISORY CONTROLS: Work will be performed under the general direction of the PEPFAR Country Coordinator. Substantial interaction and technical direction by USAID/OPH staff and CDC/GAP staff is anticipated.

12. POSITION DESCRIPTION:

POSITION TITLE

PEPFAR Senior Program Advisor

I. BACKGROUND AND INTRODUCTION

The President's Emergency Plan for AIDS Relief (PEPFAR) initiative 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. Congress has reauthorized PEPFAR for another \$48 billion from FY 2009 – FY 2013.

Kenya is the second largest of the 15 focus countries in terms of funding. Under the Emergency Plan, Kenya is expected to receive over \$500 million in FY 08 to support a comprehensive HIV/AIDS prevention, treatment and care program. Funding allocated to the U.S. Agency for International Development for FY 08 is approximately \$325 million.

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 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 donors in Kenya.

II. BASIC FUNCTION OF THE POSITION

This position is located in the PEPFAR Coordination Office at the U.S. Mission in Kenya. The incumbent will function as the primary liaison between the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) Country Coordination Office in Kenya (CCO) and U.S. Government (USG) implementing agencies in planning and executing assigned new or complex interagency projects. As such s/he will need in-depth knowledge of USG operating procedures and be able to demonstrate a successful track record of managing multifaceted and potentially sensitive interagency negotiations for a common goal.

The incumbent will initially serve as the liaison between PEPFAR CCO, USG Kenya PEPFAR implementing agencies, and key public and private sector partners engaged in youth-focused HIV prevention initiatives in Kenya, especially the Partnership for an HIV-Free Generation (HIV-Free). S/he will ensure that USG stakeholders in youth prevention programming have knowledge of and access to strategic information and data, innovative implementing tools, and cutting-edge technical and programmatic services to most effectively and efficiently reach young people. The incumbent must have maturity and demonstrated ability to fill a high visibility and sensitive position in a complex interagency context.

S/he will also support efficient communication and management of information requests related to HIV-Free between the Office of the Global AIDS Coordinator (OGAC), USG implementing agencies in Kenya, and the HIV-Free Program Management Center (PMC) for Kenya. The position requires demonstrated ability to facilitate inter- and intra-organizational consensus and cooperation around complex management, support, and programming issues. In depth knowledge of US government contracting and procurement processes and relevant legal authorities will be essential to ensuring operational success of the Initiative while observing transparent and competitive procedures.

Programmatic guidance and supervisory oversight for this position will be provided by the PEPFAR Kenya Country Coordinator.

III. MAJOR DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the PEPFAR Senior Program Advisor include, but are not limited to, the following: A) coordination of PEPFAR youth initiative with USG agencies; B) coordination of PEPFAR youth initiative with external partners; C) Support for international and local private sector visits to PEPFAR Kenya interagency projects.

A) Youth initiative coordination with the PEPFAR Coordination Office, Office of the Global AIDS Coordinator, and USG Kenya PEPFAR implementing agencies (50%)

- Serves as principal point-of-contact for USG interagency inquiries about the HIV-Free initiative and other USG-supported youth HIV prevention efforts in Kenya;
- Works closely with the CCO and relevant PEPFAR interagency technical teams (ITTs) to ensure mutually-reinforcing communication and planning between HIV-Free and ongoing USG youth prevention activities;
- Develops and maintains a clearinghouse of communications among USG agencies, between USG agencies and the CCO, and between the CCO and the OGAC related to HIV-Free;
- Ensures that innovative ideas generated by the HIV-Free Program Management Center (PMC) inform the ITT review process, align to USG policy and are shared directly with implementing partners as appropriate;
- Serves as principal USG/Kenya liaison to designated HIV-Free leadership in OGAC to promote seamless information flow to USG implementing agencies;
- Works with the PEPFAR Public Information Officer to prepare media and other communication materials highlighting PEPFAR's engagement with youth and key programmatic results;
- Works closely with the Deputy Country Coordinator to harmonize youth-focused public private partnerships (PPPs) with other PPPs in the overall country portfolio;
- Works with the PEPFAR Senior Associate for External Relations and Policy to engage relevant Government of Kenya Ministries regarding PEPFAR-supported youth initiatives, to ensure common priorities, identify key areas for partnership, and build broader host government support for the PEPFAR-funded program officer for youth affairs position within the National AIDS Control Council (NACC);
- On an as-needed basis, assumes all allowed legal authorities to manage key administrative aspects of the overall CCO during absence of the Country Coordinator.

B) Youth initiative coordination with the Partnership for an HIV-Free Generation (30%)

- Serves as first point-of-contact for ad hoc inquiries to PEPFAR from local private and public sector organizations about the HIV-Free initiative;
- Works closely with the HIV-Free PMC to ensure their greater understanding of USG programs, and relevant policies and procedures related to transparent and competitive allocation of resources;
- Proactively identifies and fosters opportunities for greater communication and understanding between HIV-Free and the PEPFAR interagency team about each organization's missions and goals related to youth HIV prevention programming in Kenya.

C) Support for international private and public sector visits related to the youth initiative in Kenya (10%)

- Supports the PCO and USG Kenya PEPFAR implementing agencies to prepare for and support high-level visits by HIV-Free international private sector partners and other US visitors;
- Liaises with identified youth initiative program implementers to determine suitable sites for visitation during such delegations, while minimizing disruption to program activities.

D) Other Duties as Assigned (10%)

The PEPFAR Senior Programs Advisor will assume the lead on and/or perform other tasks related to the planning and implementation of HIV activities in support of HIV prevention in Kenya as requested by the PEPFAR Coordination Office.

IV. POSITION ELEMENTS

A. Supervisory Controls: The PEPFAR Senior Program Advisor will work under the direct supervision of the PEPFAR Country Coordinator. In collaboration with the incumbent, the immediate supervisor will (1) establish annual work objectives and performance measures; (2) review work outputs and accomplishments to ensure compliance with Agency policies and implementation of best practices; (3) provide regular feedback to incumbent throughout the Performance Evaluation Period; and (4) prepare the annual evaluation report, obtaining input from the appropriate USG PEPFAR interagency team members. The incumbent is expected to work with a certain degree of independence and therefore must be able to establish priorities, meet established deadlines, and perform responsibilities and duties with minimal guidance and little or no follow up. The incumbent must be able and willing to work additional hours beyond the established 40-hour workweek and outside the established Monday-Friday workweek as may be required for short periods of time. The incumbent must be proactive and self directed.

B. Supervision Exercised: None

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 instances not clearly covered by written guidelines, the incumbent will use her/his personal, well-informed judgment in devising innovating approaches to resolving technical, administrative and managerial problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with representatives from other USG agencies and donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution. In addition, considerable judgment is required in working effectively with counterparts from GOK Ministries and the private sector in overseeing contractor activity implementation and coordinating multi-sectoral efforts in support of USAID/Kenya's development objectives, and in collecting analyzing and reporting on progress of activities and recommending actions. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.

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 be required to maintain solid working relationships with PEPFAR and USAID/Kenya employees to function effectively. The incumbent will be required to work closely with other USG agencies' staff, senior officials in Kenya Ministries and government, non-governmental officials, private sector representatives, and other foreign donor institutions. The established method of communication/contact will be in person, by phone or written communications. The purpose of the contact will be to: 1) maintain open lines of communication to support HIV prevention issues; 2) maintain regular communications regarding the timely management of activity functions and procedures; and 3)

collect, obtain, and verify factual information pertaining to program/project planning and implementation. The purpose of contacts will range from routine information gathering to assisting in the development of complex programs and documents with various partners.

F. Post Entry Training: The incumbent is expected to possess the necessary training and skills required to perform the duties/responsibilities required for the position. Organized/formal training (both internal and external) may be provided from time-to-time depending on availability of program funds and when determined to be in direct support of program activities.

V. MINIMUM QUALIFICATIONS

A. Education

- Bachelor's degree in public health, administration, international relations, or related field required.

B. Prior Work Experience:

- Minimum ten years of demonstrated experience in strategic planning, program management and implementation, or related areas. Significant proportion of such experience within a developing country or resource-poor context strongly preferred;
- Previous experience working within USG agencies strongly preferred, with detailed knowledge on USG assistance and acquisitions mechanisms a plus;
- Minimum of five years work experience in international/resource poor settings;
- Demonstrated experience producing high quality deliverables under tight timelines;
- Evidence of excellent interpersonal, facilitation and teambuilding skills/experience required;
- Strong working competency in computer applications to carry out management activities required;
- Demonstrated strong problem solving and analytical skills working on complex projects in a highly sensitive environment;
- Excellent written and oral communication skills; ability to prioritize and balance between concurrent, competing tasks;
- Demonstrated ability to maintain close counterpart relationships, both governmental and in the partner community, is highly preferred; and
- High degree of judgment, maturity, ingenuity, and originality to interpret strategy; to analyze, develop, and present work; and to monitor and evaluate implementation of programs.

C. Language Proficiency

- Level IV (Fluent) in English is required.

D. Knowledge

- Knowledge of and experience with relevant legal, policy and programmatic authorities is highly desired as the incumbent will at times be required to exercise all authorities granted to a PSC during absences of the Country Coordinator, the only direct hire employee in the PEPFAR Coordination Office.

E. Skills and Abilities

- Ability to organize and present programmatic information in concise written and oral format;
- Ability to plan, develop, manage, and evaluate important and complex programs independently;
- Ability to follow oral instructions, and organize, prioritize and carry out assignments with minimal oversight;
- Demonstrated proficiency in word processing, spreadsheets, databases and other computer applications (e.g. Microsoft Office, Excel, PowerPoint, etc);
- Ability to communicate evolving and sometimes sensitive information clearly, render advice with objectivity and operate efficiently and effectively in a multi-cultural organization;
- Ability to effectively multi-task and meet deadlines in a high performance team environment;
- Ability to establish and maintain contacts, as appropriate, with the host government and with other stakeholders in order to explain PEPFAR-specific project/program policies, objectives and procedures;
- Demonstrate excellent interpersonal skills in order to (1) facilitate productive professional relationships with other members of the PEPFAR team in Washington and Kenya, with PEPFAR implementing partners, and with host country counterparts; (2) work calmly, tactfully and effectively under pressure; (3) demonstrate flexibility; (4) effectively manage more than one PEPFAR supported activity at a time; and (4) work effectively as a member of a culturally diverse team.

F. Other Qualifications:

- Ability to acquire and maintain secret clearance.
- Medical clearance (paragraph VIII below)

Applications not meeting the minimum qualifications will not be considered.

VI. EVALUATION CRITERIA

A. Experience (30 points)

1. At least ten years of demonstrated experience in strategic planning, program management and implementation, or related areas. Significant proportion of such experience within a developing country or resource-poor context strongly preferred.
2. Progressively increasing responsibility in managing large scale programs in a complex environment.

B. Technical Knowledge and Training (30 points)

1. Must demonstrate sound knowledge and experience in solving challenges associated with implementing complex, interagency programs in a resource poor setting.
2. Knowledge of relevant legal, policy and programmatic authorities to implement USG activities.

C. Communications/Interpersonal Skills (30 points)

1. Presentation and advocacy skills in interacting with senior-level counterparts in the public sector, host country officials, other USG agencies and other donors and implementing partners. Ability to communicate technical and policy issues clearly and effectively, verbally and in writing, to build consensus.
2. Team and implementation partnership building and strong interpersonal abilities. Ability to work and manage time independently.

D. Education (10 points)

Bachelor's degree in public health, administration, international relations, or related field.

VII. BASIS OF RATING

Applicants who meet the basic 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 they 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 not receiving credit for all of your pertinent experience, education, training, and awards.

VIII. 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.

IX. 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)
- CIB94-9 - Sunday Pay for U.S. Personal Services Contractors (PSCs)
- 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
- CIB98-23 - Guidance Regarding Classified Contract Security & Contractor Personnel Security Requirements

CIB's for 1999

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)
CIB00-08 - 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
CIB 00-08S Revision of Competitive Process-Personal Services Contracts ("PSCs") with U.S. Citizens -- 03/00

CIB's for 2001

CIB 01-07 Clarification of the Extension/Renewal Policy Regarding Personal Services Contracts (PSCs) -- 03/23/01
CIB 01-05 Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals (TCNs) -- 03/01
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
CIB 01-10 Revision of Medical Clearance Process - Personal Services Contracts ("PSCs") with U.S. Citizens -- 03/31/01

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
AAPD 03-07 Instructions to Contracting/Agreement Officers on their Role in the Debt Revised Collection Process -- 09/30/04

AAPDs for 2004

AAPD 04-15 CASH AWARDS FOR USPSCs AND TCNPSCs -- 10/15/04
AAPD 04-15 Amendment 1 CASH AWARDS FOR USPSCs AND TCNPSCs -- 10/01/08 Personal Services Contracts

AAPD 04-13 Revised Procedures Allowing for Classification of U.S. Personal Services Contracts Positions Up to the GS-15 Equivalent -- 09/21/04

AAPDs for 2005

AAPD 05-08 PERSONAL SERVICES CONTRACTS -- ANNUAL HEALTH INSURANCE COSTS FOR 2005 -- 06/30/05

AAPD 05-02 Clarification of Policy for Personal Services Contracts with Anticipated Contract Performance Periods Exceeding Five (5) Years -- 03/10/05

AAPDs for 2006

AAPD 06-07 AIDAR, APPENDIX D: CONTRACT BUDGET, SALARY DETERMINATION AND SALARY INCREASES -- MAY 19, 2006

AAPD 06-08 AIDAR, APPENDICES D AND J: USING THE OPTIONAL SCHEDULE TO INCREMENTALLY FUND CONTRACTS-- JUNE 23, 2006

AAPD 06-09 AIDAR, APPENDIX J: ORDER OF PREFERENCE FOR HIRING COOPERATING COUNTRY NATIONALS (CCNs) AND THIRD COUNTRY NATIONALS (TCNs) -- JUNE 23, 2006

AAPD 06-10 PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY -- October 30, 2006

AAPD 06-11 Home Leave and Revised General Provision 5, Leave and Holidays (AUGUST 2006) -- September 12, 2006

AAPD 06-12 Homeland Security Presidential Directive-12 (HSPD-12) Implementation -- October 17, 2006

AAPDs for 2007

AAPD 07-02 Exceptions to FAR Requirements to Central Contractor Registration--SBU -- 04/09/07

LIST OF REQUIRED FORMS FOR PSCs

1. Optional Form 612 or SF 171.

* Standardized Regulations (Government Civilians Foreign Areas).