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FROM THE AMERICAN PEOPLE

SOLICITATION NO: **SOL-521-17-000035**
ISSUANCE DATE: **January 18, 2017**
CLOSING DATE/TIME: **February 18, 2017**
5:00 pm (Local Time)

SUBJECT: Solicitation for an offshore US Personal Services Contractor: Health Advisor (Zika) in Port-au-Prince, Haiti

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens to provide personal services under contract as described in this solicitation. The place of performance for this position will be Port-au-Prince, Haiti.

Applications must be in accordance with Attachment I, Sections I through V of this solicitation. Incomplete, unsigned, or late applications will not be considered. Applicants should retain, for their records, copies of all enclosures accompanying their applications. Applications received after the closing date and time contained in this solicitation will be considered late and will **not** be accepted.

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 application.

Any questions as well as submission of proposals in response to this solicitation must be directed to:

Elénita Lahens, HR Specialist
USAID/HAITI
Blvd. 15 Octobre, Tabarre 41
Port-au-Prince, Haiti
TELEPHONE NUMBER: 011-509-2 229-8000
E-MAIL ADDRESS: elahens@usaid.gov

Sincerely,

Sheila Samuels
Sup. Executive Officer

U.S. Agency for International Development
American Embassy, Port-au-Prince
Boulevard 15 Octobre, Tabarre 41
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(2) **Introduction:** The United States Government is committed to taking every step necessary, as quickly as possible, to prevent, detect, and respond to the Zika virus globally. USAID will focus on strengthening international public health systems; and enhancing the ability of Zika-affected countries to better combat mosquitoes, control transmission, and support affected and at-risk populations.

USAID/Haiti seeks to employ a Health Advisor (Zika) to effectively deliver technical and program support for the implementation of USAID's Zika Response in Haiti. USAID programming will strengthen existing capacity and implement programs that strategically address gaps.

(3) **Statement of Duties to be Performed**: The Health Advisor (Zika) will serve as the technical lead for implementing USAID's Zika response in Haiti. S/he provides strategic direction, leadership, and technical guidance on all aspects of Zika prevention and control including vector management, control of related infectious diseases, maternal and child health (MCH), family planning (FP), and social and behavior change communications (SBCC).

The incumbent will work with USAID Zika point of contacts, USAID/Washington technical staff, and within the USAID/Haiti Mission to ensure that country-level activities are technically sound and responsive to the situation as it evolves. S/he will also be expected to participate in working groups and provide technical leadership to inform the Agency's overall response to Zika. Because of the interagency nature of the USG Zika response, s/he will also work closely with staff from the U.S. Centers for Disease Control and Prevention (CDC), the State Department, and the Department of Defense (DOD) in line with the needs of the Global Health Security Agenda. The Health Advisor (Zika) will represent USAID at the highest levels of government and development partners including the private sector, non-governmental organizations, civil society, and multilateral organizations including the Pan American Health Organization, the World Bank, the World Health Organization, UNICEF, International Federation of Red Cross, and others.

S/He will be the activity manager for centrally-funded projects implementing activities in Haiti. The Health Advisor (Zika) will have overall responsibility for ensuring that coordination within the health sector and horizontally with other sector colleagues. All significant program corrective actions will be taken in consultation with the Health Office Director and Washington technical leads supporting the Zika Response.

The incumbent will preferably have technical expertise in public health and management of USAID-funded activities. This position also requires monthly reporting back to USAID/Washington.

Specific activities of the Health Advisor (Zika) will include but are not limited to the following:

A. Provide Technical Leadership (35%)

The incumbent will provide the strategic vision and technical knowledge for the implementation of USAID's Zika response in Haiti. Technical areas include Zika epidemiology, and prevention and control aspects of the Zika response such as vector management, MCH, FP (including FP compliance), and Social and Behavior Change Communication (SBCC), as well as planning for long term care and treatment for those affected by Zika.

The Health Advisor (Zika) will serve as the Health Office's contact person for USAID/Washington, the USG, the Mission, and internally for all programmatic activities related to the Zika response. S/he will work with USG technical staff involved in combating Zika in the Latin America and Caribbean Region. The Health Advisor (Zika) ensures that activities are coordinated and complementary with those of other USG agencies, and other donors and stakeholders in Haiti, maximizing opportunities for integration and cost- efficiencies.

As a representative of USAID/Haiti, s/he will provide input into strategic, technical discussions with Haitian government officials. S/he also meets and coordinates with senior leaders in the private sector, civil society, and donor community to devise collaborative activities to combat Zika. The Health Advisor (Zika) will also provide monthly reports to USAID/Washington.

In order to better link with other activities, the incumbent must maintain a working knowledge of USAID policies and guidelines, national and local systems and strategies, best practices in health system strengthening, and evolving Zika epidemiology including family planning and environmental compliance issues. The Health Advisor (Zika) will recommend appropriate actions to implement new technical developments as additional lessons are learned throughout the Zika response.

B. Management (35%)

The Health Advisor (Zika) will also be required to provide managerial oversight to the Program Management Specialist (Zika). A critical aspect of the responsibilities will be to work with his/her direct report within USAID/Haiti, with the Regional Health Advisors (Zika) throughout Latin America and the Caribbean, and with USAID/Washington to ensure a cohesive response that capitalizes on USAID's comparative advantages.

In the activity manager role, the Health Advisor (Zika) will manage implementation of centrally-funded Zika-specific activities to monitor progress and identify challenges, and recommend appropriate actions to ensure the activities' benchmarks and objectives are met. The Health Advisor (Zika) acts an official USAID representative on site visits, meetings, conferences, and workshops.

The Health Advisor (Zika) will provide day-to-day oversight, as well as strategic and technical input and direction to USAID partners implementing Zika activities in Haiti. The Health Advisor (Zika) will also be responsible for approving partner requests for trip authorizations and trip reports; reviewing and processing financial documents; reporting on at least a monthly basis to USAID/Washington; and monitoring adherence to USAID regulations, contracts, and agreements as applicable.

The Health Advisor (Zika) will maintain an updated table of financial information for all implementing partners working in the Zika response in Haiti. S/he will effectively manage activity budgets, maintaining updated planned budget information, ensuring timely obligations, reviewing accruals, and analyzing pipelines in a quarterly basis.

C. Reporting (25%)

The Health Advisor (Zika) will prepare USAID documents and reports on Zika activities taking place in Haiti on a monthly basis, including oral and written reports on activity results and expenditures in different settings such as portfolio reviews, leadership briefings, and official reporting documents.

S/he will review financial and performance reports to ensure that partner(s) are in compliance with bilateral government agreements and with the performance expectations outlined in their work plan and contract/agreement with USAID. The Health Advisor (Zika) will ensure compliance with USAID/Haiti Development Objectives, USAID regulations, and host government agreements as they relate to the specific mechanisms managed. Maintain specific and in-depth knowledge of applicable USG laws and legislative directives, as well as regulations regarding allowable use of funds (e.g., family planning compliance).

D. **Other Duties as Assigned (5%):** The incumbent will assist the Health Office with other tasks related to the planning, implementation, monitoring, and evaluation of USAID support to health programs in Haiti.

- **Degree of responsibility for decision-making assigned to the position**: The PSC Health Advisor (Zika) and the supervisor together will develop deadlines, projects, and work to be accomplished. The incumbent is expected to take initiative, act independently, and manage her/his tasks with minimal supervision while remaining in line with agreed upon work plans and overall mission objectives.

(4) **Supervisory Controls**: The supervisor will provide broad direction and outline objectives and the incumbent is expected to work both independently and as part of a team with little or no direction. Incumbent has the authority to prioritize own workload. The incumbent is expected to be an independent self-starter with strong time management skills and pragmatism as well as ability to multi-task while maintaining high quality standards.

(5) **Supervisory Relationship:** The incumbent will be supervised by a USDH Health Development Officer. The incumbent will exercise direct and functional supervision over other professionals with widely varied skill sets who are USDH and FSN staff from diverse backgrounds. Sound leadership, mentoring and coaching abilities will need to be applied to ensure that the team achieves the Mission's objectives.

11. PHYSICAL DEMANDS: While in office, no special physical demands are required to perform the work.

12. POINT OF CONTACT:

Elenita Lahens, HR Specialist
Executive Office, USAID/Haiti
Blvd 15 Octobre, Tabarre 41
Port-au-Prince, Haiti
Telephone: 011- (509) 2229-8000
E-mail: elahens@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:

- **Education**: A Master's degree in a relevant discipline such as public health, reproductive health, MCH, epidemiology, or other field related to international development and/or public health is required. Demonstrated understanding of change management.
- **Prior Work Experience:** Minimum of five 5 years of progressively responsible experience working for a U.S. Government agency and/or a development organization and/or a host country government, at least three 3 of which were spent in a developing country context supporting

development programs. Experience with working closely with high-level host government officials, and leaders in the private sector, civil society and multilateral organizations.

- **Knowledge**: Experience with successfully directing large international health programs. Substantive technical and scientific knowledge and understanding of issues surrounding Zika, preferably including: epidemiology; infectious and/or vector-borne disease prevention and control; social and behavior change communication; reproductive and/or maternal and child health.
- **Skills & Abilities**: Demonstrated ability to lead in developing country settings. Demonstrated ability to manage administrative responsibilities (e.g. complying with procedural requirements, reporting on activities).
- **Language Proficiency**: Level III French and English ability (fluent) is required. The incumbent must possess a high degree of proficiency in both written and spoken French and English.

III. EVALUATION AND SELECTION FACTORS

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

A. Education (10%): A Masters degree in public health, reproductive health, MCH, epidemiology, or other field related to international development and/or health is required.

B. Relevant Work Experience (30%): Minimum of five 5 years of progressively responsible experience working for a U.S. Government agency and/or a development organization and/or a host country government, at least three 3 of which were spent in a developing country context supporting development programs is required.

C. Technical Knowledge and Ability (40%): Demonstrated experience in working epidemiology; infectious and/or vector-borne disease prevention and control; social and behavior change communication; and/or reproductive or maternal and child health, and working closely with high-level host government officials, and leaders in the private sector, civil society and multilateral organizations. Also, a demonstrated ability to manage administrative responsibilities (e.g. complying with procedural requirements, reporting on activities). Level III French and English ability (fluent) is required. The incumbent must possess a high degree of proficiency in both written and spoken French and English.

D. Communications/Interpersonal Skills (20%):

(1) Strong interpersonal skills and ability to work in a multi-cultural setting required.

(2) Strong computer, verbal and writing skills required. Must be fluent in French and English (FSI S-3/R-3) and have: proven ability to communicate quickly, succinctly, and tactfully in both speech and writing; ability to facilitate meetings and make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context; ability to produce concise, clear reports, and use word processing, spreadsheet, and database programs.

IV. APPLYING

All of the following information must be included in the application package in order for the package to be considered complete:

1. A signed cover letter of no more than 3 pages that demonstrates how the candidate's qualifications meet the work requirements;
2. A Curriculum Vitae which, at a minimum, describes education, latest experience and career achievements;
3. A completed and signed USPSC Application Form, a302-3 (Offer or Information for Personal Services Contracts), which can be found at the following website,

https://www.usaid.gov/forms/;

4. Names, current and accurate phone numbers, and email addresses of three professional references that have knowledge of the applicant's abilities to perform the duties set forth in the solicitation. USAID reserves the right to contact all references;
5. A signed written statement certifying the date and length of time for which the candidate is available for the position;
6. To ensure consideration of applications for the intended position, Applicants must prominently reference the Solicitation Number in the application submission;
7. **Applications must be submitted electronically to the following mailbox: USAID/HaitiHR@usaid.gov and received by the closing date and time specified in Section I, item 3.**

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful applicant that he/she has been selected and as needed, the CO will provide the candidate with instructions to complete and submit the following forms.

1. Contractor Employee Biographical Data Sheet (AID 1420-17)
2. Questionnaire for Sensitive Positions for National Security (SF-86)
3. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

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

A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax [including differentials and allowances), but shall not be eligible for any fringe benefits except contributions for FICA, health insurance, and life insurance.)

1. BENEFITS:
   (a) Employer's FICA Contribution
   (b) Contribution toward Health & life insurance
   (c) Pay Comparability Adjustment
   (d) Annual Increase (pending satisfactory performance evaluation)
   (e) Eligibility for Worker's Compensation
   (f) Annual & Sick Leave
   (g) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES: (*If applicable)
   Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas)

   (a) Temporary Quarter Subsistence Allowance (Section 120)
   (b) Cost-of-Living Allowance (Chapter 210)
   (c) Post Allowance (Section 220)
   (d) Separate Maintenance Allowance (Section 260)
   (e) Education Allowance (Section 270)
   (f) Education Travel (Section 280)

(g) Post Differential (Chapter 500)
(h) Payments during Evacuation/Authorized Departure (Section 600), and
(i) Danger Pay Allowance (Section 650)

VI. TAXES

USPSCs are required to pay Federal Income Taxes, FICA, Medicare and applicable State Income Taxes.

VIII. ACQUISITION & ASSISTANCE POLICIY DIRECTIVES (AAPDs) AND CONTRACT INFORMATION BULLETINS (CIBs) PERTAINING TO PSCs

AAPDs and CIBs contain changes to USAID policy and the PSC General Provisions in accordance with USAID regulations and contracts. These documents can be found at this website:
http://www.usaid.gov/work-usaid/aapds-cibs

Additionally, AIDAR Appendix D applies to PSCs and can be found at:
http://www.usaid.gov/ads/policy/300/aidar

USAID/Haiti expects to award a personal services contract for a US Citizen commencing as early as practically possible subject to security and medical clearances and funds availability. The duty post for this contract is Port-au-Prince, Haiti.

**** END OF SOLICITATION ***