



USAID | NIGERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062019R10011

ISSUANCE DATE: June 10, 2019

CLOSING DATE/TIME: June 24, 2019

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) USAID Project Management Specialist (Performance Management)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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

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

Sincerely,
Contracting Officer

U.S. Agency for International Development
C/O American Embassy,
Plot 1075 Diplomatic Drive,
Central Business District, Abuja
P.M.B. 519, Garki, Abuja.

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www.usaid.gov/ng

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72062019R10011
- 2. ISSUANCE DATE:** June 10, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 24, 2019
- 4. POSITION TITLE:** USAID Project Management Specialist (Performance Management)
- 5. MARKET VALUE:** **N14,104,381.00 – N21,242,211.00 equivalent to FSN-11; 40 Hours per week.** In accordance with **AIDAR Appendix J** and the Local Compensation Plan of United States Mission, Nigeria (Effective July 8, 2018). Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** Five (5) years renewable
- 7. PLACE OF PERFORMANCE:** Abuja, Nigeria with possible travel as stated in the Statement of Work.
- 8. SECURITY LEVEL REQUIRED:** Sensitive But Unclassified (SBU)
- 9. STATEMENT OF DUTIES**

BASIC FUNCTION OF THE POSITION:

The USAID Project Management Specialist (Performance Management) (PMS PM) reports to the USAID Senior Strategic Information (SI) Adviser in the Office of HIV/AIDS & TB, SI Unit. S/he provides expert technical and managerial support to ensure the timely availability of meaningful data and to analyze performance trends across the USAID and PEPFAR interagency HIV/AIDS & TB portfolio, ensuring use of quality data by Implementing Partners (IPs) and creating systems to improve design and delivery of HIV and TB services. S/he serves as a Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR), Alternate COR/AOR and/or Activity Manager as assigned. The job holder is required to perform work-related travel.

MAJOR DUTIES AND RESPONSIBILITIES:

a. Program Management (50%):

The PMS PM serves as the COR/AOR, Alternate COR/AOR and/or Activity Manager for assigned activities. This includes ensuring that IPs report required financial, programmatic and indicator reports on time; reviewing those reports; and following up on performance issues as needed. S/he also provides expert strategic support to the enhanced site management (ESM) strategy, which is at the core of the Office of HIV/AIDS&TB's effort to achieve greater results more efficiently to control the HIV and TB epidemics in Nigeria. S/he supports quick and meaningful response to strategic information needs and inquiries from senior technical office

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management to ensure that information for partner management is available in a timely manner and is useful for decision making. S/he helps to ensure that the SI unit within the Office of HIV/AIDS&TB effectively coordinates with and assists CORs/AORs to ensure that implementing partners are managing and using data regularly and frequently to address program-related vulnerabilities. S/he conducts regular site visits to review program implementation and works closely with CORs/AORs on actively monitoring partner performance. S/he helps to gather and compile regular data updates for USAID/Washington; helps to compile data for reporting to USAID/Nigeria and the Government of Nigeria (GON); and shares pertinent information with other development partners as needed.

b. Technical Support (40%):

The PMS PM provides technical expertise for partner performance management; program monitoring and evaluation; data analysis and use of large complex data sources; and surveillance and health informatics for the USAID Mission, the broader PEPFAR inter-agency and host country stakeholders. S/he plays a lead role in supporting the Strategic Information unit's technical approach to partner level performance-based management, including the development and maintenance of management information systems (MIS), tools, analyses, and additional technical support needed to improve partner-level performance. The job holder guides USAID IPs and collaborates with development partner stakeholders and host country counterparts on improving the quality of HIV and TB services provided at the site level by analyzing partner performance against targets and quality benchmarks. S/he provides assistance in development of strategies and protocols to address gaps in performance; and helps disseminate best practices and lessons learned to the broader community within USG, development partners and host country stakeholders. As a technical expert, the job holder provides technical support to other SI team members and staff throughout the HIV/AIDS&TB Office to strengthen SI technical expertise, data quality and data analysis and use for performance based management. S/he provides expert technical input to annual planning and reporting processes, particularly related to PEPFAR. This includes annual target setting for PEPFAR indicators as part of the Country Operational Plan (COP); quarterly data reporting for PEPFAR Oversight Accountability Response Team (POART); and other reporting as required by PEPFAR.

c. Representation & Public Speaking (10%):

The PMS PM attends external meetings, committees and task teams, including GON-facilitated technical working groups, as needed to represent the SI team. S/he develops and presents research publications and abstracts for national and international conferences and symposiums. The job holder presents USAID program performance results, research results and M&E plans to USAID/Washington, USAID/Nigeria, PEPFAR interagency stakeholders and external stakeholders that include other development partners, private sector partners, GON, USG counterparts from other countries and USAID IPs.

SUPERVISORY RELATIONSHIP:

The PMS PM works under the direct supervision of the USAID Senior SI Adviser who provides overall objectives and expected results to be achieved. Assignments are made orally and in writing. Achievements are regularly reviewed and feedback provided.

SUPERVISORY CONTROLS:

Full supervision of other USAID staff is not contemplated. The exercise of administrative supervision and technical guidance to technical office staff on strategic information management techniques is contemplated.

10. AREA OF CONSIDERATION: Offerors must be Nigerian citizens.

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education:** A minimum of Master's degree in Mathematics; Epidemiology; Statistics; Demographics or Public Health is required.
- b. Prior Work Experience:** A minimum of seven years of progressively responsible experience in performance management, strategic information and/or monitoring and evaluation in the field of public health with an international organization is required. Must have experience using statistical packages and/or scripting languages for the management and manipulation of data. Must have experience managing, manipulating and conducting analysis from large, complex data sources in the health sector and in a decentralized health systems context. Experience with strategic information management and use in HIV/AIDS or TB program design, planning, management, implementation and evaluation.
- c. Post Entry Training:** Training in PEPFAR and USAID specific indicators, procedures, regulations and methods will be provided. The job holder will be trained in PEPFAR MER Indicators, DATIM, Panorama, Tableau and other PEPFAR tools. Orientation for working from a donor agency perspective will be provided. Training to maintain professional capability in the field, and other courses offered for professional development of USAID staff, will be provided as needed and subject to availability of funds. Mandatory USAID trainings will include Introduction to Program Cycle (IPC); Project Design (PD). For Contracting Officer Representatives (COR) and Agreement Office Representatives (AOR), Acquisition and Assistance Management training will be provided.
- d. Language Proficiency:** Level IV fluency in English for speaking, reading and writing is required.
- e. Job Knowledge:** Detailed knowledge of development principles, concepts and practices related to this assignment and to public health, especially regarding HIV/AIDS and TB in Nigeria, is required. The job holder must have expert knowledge of program monitoring and evaluation; statistical packages and/or scripting languages; data use and analysis; surveillance; and health information systems. S/he must have expert practical knowledge about providing technical support and capacity-building for strategic information management to both local and international implementing partners, as well as host-country governments (central and local level) and civil society, with strong skills for conducting technical skills transfer and mentoring.

- f. **Skills and Abilities:** The job holder must have the ability to plan, organize, manage, and evaluate HIV/AIDS and TB activities. S/he must have expert skills and abilities to manipulate and analyze large data sets; to adapt to continuously changing guidelines and requirements from PEPFAR; and to work under pressure with tight deadlines. S/he must have strong verbal communication skills and diplomatic skills in order to form good working relations with implementing partner staff, high level national and local government officials, other development partners and external stakeholders. Expert oral communication skills are required to explain complex data analyses and interpret PEPFAR attitudes, priorities, and concerns to partners and government counterparts. Expert writing skills to prepare and edit regular and ad-hoc reports that clearly translate highly technical information into actionable information, in keeping with Agency and PEPFAR requirements, are required. The job holder must have advanced ability to use IT software specific to health programs and statistics (e.g., Tableau, STATA, SAS, R, SQL, Python); and must be expert in Microsoft Excel as well as proficient in PowerPoint, Word and email platforms. S/he must have strong capacity to manage activity goals and achievements, both technical and financial; must have skills in project programming and strategy development; and must be able to work effectively in a team environment to achieve consensus on policy, project and administrative matters. The job holder must have the ability to acquire knowledge of USAID programming policies, procedures, regulations and documentation; and of the objectives and methodology of assigned activities.

III. EVALUATION AND SELECTION FACTORS

After the closing date for receipt of applications, all applications will initially be screened for adherence to application instructions and conformity with minimum qualifications expressed in Section II, and a short list of applicants will be developed.

Following this initial review and short listing, a Technical Evaluation Committee (TEC) will be convened to review eligible applications and evaluate them in accordance with the evaluation factors. Applications from candidates which do not meet the minimum requirements will not be scored. Those applications from qualified offerors meeting the required minimum qualifications will be assessed based on the following selection/evaluation factors:

1. Education (10 points)
2. Prior Work Experience (20 points)
3. Language Proficiency (10 points)
4. Job Knowledge (30 points)
5. Skills and abilities (30 points)

Total Possible Points: 100 points

Applications determined to be competitively ranked may be further evaluated based on interview performance, written assessments and/or satisfactory professional reference checks.

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USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

Reference checks will be made only for offerors considered as finalist.

Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

IV. PRESENTING AN OFFER

Offerors are requested to submit application package to: abujahr@usaid.gov

1. Eligible Offerors are required to complete and submit the offer form DS-174 (Application for US Federal Employment); or a current resume or curriculum vitae that provides the same information as a DS-174.

Any documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, NYSC certificate/exemption etc.).

A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised.

Email subject line must reference the job title and solicitation number for consideration.

Limit all electronic (e-mail) submission to one entry/email not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures.

E-mails received without the appropriate subject line and incomplete applications will not be considered.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section IV**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. RSO Security Questionnaire
3. BI Guide Questionnaire
4. THOR Enrollment Intake Form

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS:
 - a. Health Insurance
 - b. Annual Salary Increase (if applicable)
 - c. Annual and Sick leave
 - d. Annual Bonus
2. ALLOWANCES (as applicable):
 - a. Transportation Allowance
 - b. Meal Allowance
 - c. Miscellaneous Allowance
 - d. Housing Allowance

VII. TAXES

The Mission emphasize to its employees of the fact that they are obliged to observe Nigerian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Nigerian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

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

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> .
3. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations> .