



USAID | NIGERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062020R10009

ISSUANCE DATE: March 18, 2020

CLOSING DATE/TIME: April 01, 2020

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) USAID Project Management Specialist – (Social Behavior Change)

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** 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 1.

Sincerely,
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72062020R10009
2. **ISSUANCE DATE:** March 18, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 01, 2020
4. **POINT OF CONTACT:** EXO/HR, e-mail at abujahr@usaid.gov
5. **POSITION TITLE:** USAID Project Management Specialist – (Social Behavior Change)
6. **MARKET VALUE:** N15,052,605 to N22,670,299 equivalent to FSN-11 in accordance with AIDAR Appendix J and the Local Compensation Plan of United States Mission, Nigeria. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Five (5) years renewable, estimated to start o/a November 2020.
8. **PLACE OF PERFORMANCE:** Abuja, Nigeria with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Current Mission Nigeria Employees only.
10. **SECURITY LEVEL REQUIRED:** CCNPSC Clearance.

11. STATEMENT OF DUTIES**1. General Statement of Purpose of the Contract**

The USAID Project Management Specialist Social and Behavior Change (PMS SBC) provides technical leadership and managerial expertise to ensure best practices and effective integration of SBC across USAID/Nigeria's portfolio of reproductive, maternal, newborn, child, adolescent health and family planning (RMNCAH-FP); nutrition; and malaria. S/he provides high level programmatic oversight and support to promote stronger collaboration with Government of Nigeria counterpart ministries working on behavioral change in the health sector, including prevention and health communications interventions that promote positive change in reducing risks and adopting healthier behaviors. S/he designs new activities, monitors and evaluates ongoing activities, and participates in relevant working groups with the Ministry of Health and other key stakeholders. The specialist serves as a Contracting/Agreement Officer's Representative (COR/AOR), alternate COR/AOR and/or Activity Manager as assigned; and is required to perform work-related travel.

2. Statement of Duties to be Performed

a. Technical Leadership

(50%)

The PMS SBC serves as the primary subject matter expert and point of contact within HPN and USAID/Nigeria for all matters related to SBC for RMNCAH-FP; nutrition; and malaria activities. S/he ensures technical and programmatic synergies among various activities supported by the HPN Office; between HPN and other USAID technical offices; and between USAID and other development partners. This includes facilitating the exchange of technical information and identifying and fostering opportunities for partnerships that increase the effectiveness of SBC programming in Nigeria. S/he represents USAID/Nigeria as an expert in national-level technical, programmatic, and policy meetings; and in consultations with other donors, government officials, and HPN implementing partners. The Specialist works with other USG counterparts to coordinate learning events and lessons learned dissemination forums involving relevant health partners and stakeholders to build their capacity in state-of-the-art SBC approaches. S/he keeps abreast of new survey and research findings in health promotion in Africa and Nigeria, synthesizing findings and implications, disseminating them to other USAID and USG staff; advising on appropriate shifts in USAID SBC strategic interventions to respond to evolving epidemiological data based on design of rigorous research and evaluations.

The Specialist reviews annual work plans produced by IPs to ensure that best practice, evidence-based approaches are incorporated into all USAID-funded SBC activities and that the planned activities will result in increased demand and use of RMNCAH-FP, nutrition and malaria services. S/he reviews all quarterly, annual, and special reports and surveys to ensure proper reporting on SBC output and outcome indicators. S/he develops strategic documents and guidelines to integrate SBC activities into other Mission activities, including HIV/AIDS, education, and USAID programs in conflict-affected areas in Nigeria. Advocates for increased attention and funding for SBC in HPN and Mission programs in order to achieve targets and goals.

The PMS SBC attends external meetings, committees and task teams, including GON-facilitated technical working groups, as needed to represent the HPN Office. S/he develops and presents research publications and abstracts for national and international conferences and symposiums. The Specialist presents USAID program performance results, research results and M&E plans to USAID/Washington, USAID/Nigeria and to internal and external stakeholders that include other development partners, private sector partners, GON, U.S. government counterparts from other countries and USAID IPs.

The Specialist supports PMI staff, the HPN Office, and the Mission in developing the annual Malaria Operational Plan and malaria portions of the Agency Operational Plan, as well as SBCC-related portions of the Health Implementation Plan and Performance Plan and Report. S/he responds to reporting requirements and requests from within the Mission, and from USAID/Washington and others, as needed.

b. Program Management (30%):

The PMS SBC serves as the COR/AOR, alternate COR/AOR and/or Activity Manager for assigned activities, providing expert strategic support and guidance on new program initiatives and managing the relationship between USAID/Nigeria and the relevant implementing partner/s (IP). This includes ensuring that IPs submit required work plans, activity reports, financial reports and monitoring, evaluation and learning (MEL) reports on time; reviewing those reports; and following up on performance issues as needed. It also includes technical assistance for capacity building, planning, implementing, monitoring, and evaluating activities to ensure that objectives are met for implementation of innovative SBCC activities.

The Specialist employs high level expertise and skills in financial and program management, providing oversight to IPs to ensure that USAID-supported activities are aligned with the Government of Nigeria (GON) priorities; meet USAID objectives; and are implemented within the framework of U.S. Government foreign assistance policies. S/he ensures that IPs receiving malaria funding are compliant with the President's Malaria Initiative (PMI) regulations and that those receiving family planning funding are compliant with U.S. government FP policies.

S/he conducts regular site visits to review program implementation and works closely with CORs/AORs on actively monitoring partner performance, helping to gather and compile regular data updates for USAID/Washington; compiling data for reporting to USAID/Nigeria and the GON; and sharing pertinent information with other development partners as needed.

c. Monitoring, Reporting and Representation (20%):

The PMS SBC conducts site visits to review program implementation and meet with beneficiaries, and communicates findings and recommendations to the HPN team, implementing partners, and, as appropriate, GON counterparts, on recommended adjustments of SBC program activities. S/he supports the HPN M&E Specialist to update the Performance Monitoring Plan with relevant indicators on an annual basis; and verifies the data quality, tracking tools, data synthesis, and use of SBC performance indicators. The Specialist ensures all routine and ad hoc reporting requirements fully reflect HPN SBC indicators and targets.

The Specialist supports preparation of relevant sections of the Operational Plan (including SBC-related portions of the Health Implementation Plan), the Performance Plan and Report, and Resources Requests (Malaria Operational Plan). S/he supports the Mission's semi-annual and annual report of program performance per USAID and PMI requirements. The Specialist also responds to reporting requirements and requests from within the Mission, and from USAID/Washington and others, as needed.

3. Supervisory Relationship:

The PMS SBC works under the direct supervision of the Health Systems Strengthening Team Leader in the HPN Office, who provides objectives and expected results to be achieved. Assignments are given orally and in writing. Achievements are regularly reviewed, and feedback provided, for conformance with USAID/Nigeria objectives and individual work objectives through periodic and annual evaluations.

4. Supervisory Controls:

Full supervision of other USAID staff is not contemplated.

12. 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 Public Health, Health Communications, Health Sciences, Sociology, or Anthropology is required.
- b. **Prior Work Experience:** A minimum of five to seven years of progressively responsible professional experience in SBC programming in the public health sector in Nigeria, and experience promoting beneficial health, population and nutrition behaviors and services; and developing, implementing and evaluating SBC activities with at least four years working for international organizations is required.
- c. **Post Entry Training:** Training in USAID-specific procedures, regulations, and methods, and orientation to working from a donor-Agency perspective, will be provided. On-the-job training will be provided relating to USAID and USAID SBC policies, procedures, and regulations; the Automated Directives Systems (ADS); Mission Orders; and, planning and reporting databases. 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:** State-of-the art, expert knowledge of technical and programmatic approaches in SBC and public health, program management strategies and monitoring and evaluation methods and expert practical knowledge of the concepts, principles, techniques, and practices of RMNCAH-FP, nutrition and malaria in the Nigerian context is required. The job holder must have a thorough knowledge of Nigerian economic, political, social, and cultural characteristics, and the history of development assistance, as it relates to health in Nigeria, including current trends and directions.

- f. **Skills and Abilities:** The job holder must have expert abilities to plan, organize, manage and evaluate SBC activities in the health sector. S/he must have strong verbal communication skills and diplomatic skills in order to form good working relations with IP staff, high level national and local government officials, other development partners and external stakeholders. Expert oral communication skills are required to explain complex SBC concepts and interpret USAID 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 requirements, are required. 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. S/he must have advanced ability to effectively use standard office IT software programs including Microsoft Word, Excel, PowerPoint and their equivalents in Google, as well as Google email and shared drive platforms.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

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

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be considered.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

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 the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form AID 309-2. (Offeror Information for Personal Services Contracts with Individuals); or a current resume that provides the same information as AID 309-2 form.
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 I**.
3. Offeror submission must clearly reference the Solicitation number on all offeror submitted documents.
4. All documentation that supports or addresses the requirements listed above (e.g. certificates of education (degree), NYSC certificate/exemption etc.) **MUST** be attached to the application.
5. A type-written and signed application letter specifically applying for this position and addressing the minimum requirements as advertised. Please reference the job title and solicitation number on the application letter.

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.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

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 CCNPSC 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 CCNPSC 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. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [SC/620-MAARD-0015-3-20001/GH-C/2017/2018/620-M/1130000/1150000/72-1917/181031]	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_

3. 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>

INCENTIVE AWARDS (DEC 2019)

- (a) CCN and TCN personal services contractors of the Foreign Affairs Community are eligible for an interagency Mission incentive awards program. The program is administered by each post's (Embassy) Joint Country Awards Committee.
 - (b) CCN and TCN personal services contractors are also eligible to receive certain monetary and non-monetary USAID incentive awards in accordance with the AIDAR and USAID internal policy.
 - (c) Meritorious Step Increases. CCNs and TCN personal services contractors paid under the local compensation plan are eligible to receive meritorious step increases provided the granting of such increases is the general practice locally.
4. **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>