



# USAID | NIGERIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72062019R10013

**ISSUANCE DATE:** August 27, 2019

**CLOSING DATE/TIME:** September 24, 2019

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

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,

Patrice Lopez  
**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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**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72062019R10013
- 2. ISSUANCE DATE:** August 27, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** September 24, 2019
- 4. POSITION TITLE:** USAID Project Management Specialist (Integrated Health)
- 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 (Integrated Health Program) (PMS-IHP) provides technical and programmatic management to assigned activities within USAID/Nigeria Health, Population, and Nutrition's (HPN) flagship \$225 million Indefinite Delivery Indefinite Quantity (IDIQ) project that incorporates all activities in maternal, newborn and child health (MNCH), family planning/reproductive health (FP/RH), nutrition and malaria into HPN's single largest bilateral management unit to date. In addition, s/he plays an integral role in representing USAID with implementing partners, bilateral and multilateral funders, Government of Nigeria (GoN) and other internal and external stakeholders.

The incumbent is located in the USAID/Nigeria Office of Health, Population and Nutrition (HPN) reproductive, maternal, newborn child health and nutrition (RMNCH/N) Team. S/he reports to the USAID Senior Project Management Specialist (Integrated Health Program) and has no formal supervisory responsibilities. S/he is required to perform work related travel.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**A. Program/Project Management – 80%**

The PMS-IHP manages a diverse portfolio targeting evidence-based, high impact, cost effective interventions for the improvement of, but not limited to: prevention and treatment of diarrhoea,

**Project Management Specialist – Integrated Health  
72062019R10013**

pneumonia and malaria; strengthening routine immunization and the provision of new life saving vaccines; improving emergency obstetrical and new-born care, nutrition, family planning and reproductive health. S/he serves as the Contract Officer Representative/Agreement Officer Representative (COR/AOR) to assigned activities. The assigned activities include a variety of Task Orders, estimated at about \$69.5 million, awarded under the Integrated Health Program.

To this end, the incumbent:

- Disseminates critical knowledge needed to improve the effectiveness of USAID health activities with particular relevance to the Nigerian context in which health services are being provided.
- Participates in proposal reviews, interview committees, annual report preparation and other Mission-wide and implementer specific activities.
- Reviews implementing partner (IP) work-plans, approves performance management plans, and reviews performance reports to ensure IPs are in compliance with agreements and performance expectations.
- Ensures that project annual work-plans are completed and implemented in a timely fashion, including conducting management reviews, drafting project progress reports and tracking financial expenditures.
- Provides guidance on new program initiatives, drafts program documents to secure funding to implement activities, and helps manage the relationships between USAID and IPs.
- Provides oversight to ensure that activities achieve the expected results, are linked to and enhance the attainment of strategic objectives, are aligned with GoN priorities, and are implemented within the framework of the USG foreign assistance policies.
- Provides technical and programmatic guidance to HPN staff to align and integrate activities, including, Health systems strengthening, demand generation for services, commodity supply and logistics, and quality improvement.
- Participates in site visits to keep abreast of health activities.
- Performs project financial analyses, including tracking of expenditures, preparing vouchers, calculating accruals, and maintaining financial reports on closeout out activities.
- Conducts analyses and prepares documentation including contractor/grantee performance evaluations, final project status reports, and plans for disposition of non-expendable property, prepares memoranda recommending final closure of grant/contracts, and ensures that project audit findings and recommendations are implemented.

**B. Representation and Reporting – 20%**

- Represents USAID with outside organizations, such as the Federal Ministry of Health, the National Population Commission, the National Primary Health Care Development Agency and the State Ministries of Health as well as other key State actors. Serves as site officer for high-level delegations, other visitors, and overall USG and USAID Mission needs.
- Provides technical input to HPN, Mission and Agency strategic and programmatic plans.

**Project Management Specialist – Integrated Health  
72062019R10013**

- Develops and delivers presentations, reference materials and speeches as necessary on the overall health program and related subjects for informational, advocacy and coordination purposes.
- Responds to reporting requirements and requests from within the Mission, from USAID/Washington, and others, as needed.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

**SUPERVISORY RELATIONSHIP:**

The incumbent is supervised by the USAID Senior Project Management Specialist (Integrated Health Program).

**SUPERVISORY CONTROLS:**

None

**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 a Master's degree in Public Health, or related disciplines such as Health Science, Nursing & Midwifery, Development Studies, Demography and Social Studies, Business, Government and Public Administration, Public Administration, Social Work/Community Development or Sociology.
- b. **Prior Work Experience:** A minimum of five to seven years progressively responsible, professional-level experience working in public health is required. This experience should encompass one or more of the following family planning, maternal, newborn and child health, sexual and, or, reproductive health, nutrition, malaria. Work experience must include a minimum of five (5) years of project design, planning, implementation, management and/or monitoring and evaluation.
- c. **Post Entry Training:** COR/AOR Training (as well as any prerequisite training), USAID Global Acquisition and Assistance System (GLAAS) Training. Familiarization training in USAID-specific procedures, regulations, and methods, etc., will be provided. On-the-job training regarding USAID and USG health program policies, procedures, and regulations, including the Automated Directives Systems (ADS), Mission Orders, and other planning and reporting databases will be provided. Other appropriate training courses will be offered subject to course offerings and the availability of funds.
- d. **Language Proficiency:** Level IV English (high proficiency in verbal and written expression) is required.

**Project Management Specialist – Integrated Health  
72062019R10013**

- e. **Job Knowledge:** Familiarity with the broad range of health issues that affect Nigeria and/or developing countries in general.
- 1) Detailed knowledge of technical and programmatic approaches in public health, RH/FP, MCHN and malaria integration program management strategies is desired. A demonstrated knowledge of concepts, principles, techniques and practices of Nigeria Primary Health Care Service Delivery policies and programs is desired.
  - 2) Specialist understanding of and sensitivity to, the major issues affecting primary health care with emphasis on gender inclusion and project financial management in all geographical regions of Nigeria, with and broad knowledge of the implementation of primary health care programs in Nigeria.
  - 3) Demonstrated understanding of programs and organizational aspects of major international donors, organizations, foundations and private sector organizations that support primary health care and other health issues.
  - 4) Demonstrated understanding of the technical, political, economic and cultural characteristics of Nigeria as they relate to the implementation of public health programs.
  - 5) Demonstrated understanding of program design, planning, implementation, management, and/or monitoring and evaluation.
- f. **Skills and Abilities** Excellent communication (oral and written) and facilitation skills.
- 1) Word processing and computer skills, including Microsoft Office Suite, are essential; knowledge of spreadsheet development, graphics applications and statistical analyses packages are highly recommended.
  - 2) Ability to analyze information, evaluate data and prepare reports, briefings, and other deliverables.
  - 3) Ability to work effectively to meet deadlines in the face of competing priorities and often under time pressure and in complex situations.
  - 4) Excellent organizational and management skills, strong analytical skills.
  - 5) Excellent interpersonal skills, good social and professional judgment, and the ability to function effectively in cross-cultural and multi-level settings.
  - 6) Ability to maintain collaborative relationships within a team structure, in addition to effectively working individually.
  - 7) Ability to travel outside of Abuja to conduct site visits and visit host government or IPs' offices, up to 15% of the time.

### **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.

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](mailto:abujahr@usaid.gov)

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 or curriculum vitae that provides the same information as a AID 309-2.

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.

1. 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**.
2. 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/TCN 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](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>
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>

[The CO must check <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs/CIBs apply and insert the relevant text as required.]

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>