



USAID | NIGERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062019R10004

ISSUANCE DATE: February 14, 2019

CLOSING DATE/TIME: March 28, 2019

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) Project Management Specialist – Maternal and Child Health (MCH)

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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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72062019R10004
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3. **ISSUANCE DATE:** February 14, 2019
4. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 28, 2019
5. **POSITION TITLE:** Project Management Specialist – Maternal and Child Health (MCH)
6. **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.
7. **PERIOD OF PERFORMANCE:** Five (5) years renewable
8. **PLACE OF PERFORMANCE:** Abuja, Nigeria
9. **SECURITY LEVEL REQUIRED:** Sensitive But Unclassified (SBU)

10. STATEMENT OF DUTIES**BASIC FUNCTION OF THE POSITION:**

The Project Management Specialist (Maternal and Child Health) (MCH) provides technical and program expertise to the Health, Population and Nutrition (HPN) Team. The primary responsibility is to provide project management and technical advice on maternal and child health, provides guidance on new program initiatives, drafts program documents to secure funding and implement activities. The incumbent represents USAID regarding MCH policies, strategies and activities with outside organizations, such as the Federal Ministry of Health, the National Population Commission, the National Primary Health Care Development Agency, the State Ministries of Health, United Nations organizations, British Department for International Development, UNICEF, the World Bank, United Nations Population Fund, foundations and other development partners.

MAJOR DUTIES AND RESPONSIBILITIES:**Program/Project Management – 45 %**

The Specialist manages a diverse portfolio targeting evidence-based, high impact, cost effective interventions for the improvement of MCH including but not limited to prevention and treatment of diarrhea and pneumonia; strengthening routine immunization and new life saving vaccines; improving emergency obstetrical and new-born care. Close coordination, collaboration, alignment and integration with staff working to improve other components of the portfolio, including malaria,

family planning, nutrition, prevention of mother to child transmission (PMTCT) of HIV, health systems strengthening, health seeking behavior, commodity supply and logistics, and quality improvement is essential.

Serve as Agreement/Contract Officers Representative (AOR/COR) and program/project/activity manager. Provide review and approval of work plans, budgets, performance monitoring plans, quarterly and annual reports, and other key documents for managed activities. S/he provides guidance on new program initiatives, drafts program documents to secure funding and implement activities, and manages the relationships between USAID and implementing partners (IPs). Provide technical assistance in capacity building, planning, implementation, monitoring, and evaluation to key USAID governmental and non-governmental partners, to ensure that they develop measurable plans and objectives for implementation of innovative and effective HPN projects. Provide oversight to ensure that programs have sound programmatic and financial management, achieve expected results, are linked to and enhance attainment of strategic objectives, are aligned with Government of Nigeria (GON) priorities, and are implemented within the framework of the USG foreign assistance policies. Work closely with other U.S. Mission and Agency staff to ensure effective coordination and alignment of all USG programs. Conducts regular site visits to monitor activity progress, and to provide technical and programmatic recommendations.

Technical advice and advocacy – 35%

Serves as a Mission point of contact for all matters related to MCH. Work to ensure technical and programmatic synergy within USAID/Nigeria supported activities, and with GON and other development partners by facilitating the exchange of technical information, and identifying and fostering opportunities for partnership on technical and programmatic activities. Participate as USAID representative in national-level technical, programmatic, and policy meetings, and in consultations with other donors, government officials, and IPs.

Develop policies and guidelines to integrate MCH activities and technical priorities into other areas of health and related sectors, including HIV, education, governance, agriculture and economic strengthening activities. Participate in relevant Mission, donor and GON working groups, providing technical advice and guidance, and advising on projects supporting maternal health and child survival.

Advocates for MCH programs and for funding required achieve desired outcomes within the HPN results framework. Ensure that USAID programs contribute to relevant USG plans and goals.

Programmatic Support – 20%

Provides technical and programmatic support, including developing presentations and talking points, and serves as site officer for high-level delegations, other visitors, and overall USG and USAID Mission needs. Maintains responsibility for supporting the Team, other technical offices, the Agency and USG Mission in developing strategic and technical plans. Respond to reporting requirements and requests from within the Mission, from USAID/Washington, and others, as needed.

10. AREA OF CONSIDERATION: Nigerians and all individuals eligible to work in Nigeria with a valid Work permit.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. **Education:** Minimum of Master's degree in Public health or other health-related area is required.

b. **Prior Work Experience:** A minimum of 7-10 years progressively responsible, professional-level experience managing public health and health delivery with emphasis on MNCH; Clinical and Programmatic experience working in Nigeria's northern states on public health-related activities is strongly required.

c. **Language Proficiency:** Level IV English language (high proficiency in verbal and written expression) is required.

d. **Job Knowledge:** Familiarity with the broad range of MCH issues that affect Nigeria and/or developing countries in general. Understanding of, and sensitivity to, the major issues affecting MCH in all geographical regions of Nigeria, with in-depth knowledge of the implementation of MCH programs in Nigeria's northern states. Demonstrated understanding of programs and organizational aspects of major international donors, organizations, foundations and private sector organizations that support Maternal, Neonatal and Child Health.

f. **Skills and Abilities:** Demonstrated skills in decision-making and overseeing the implementation of RH/FP/MNCH activities in Nigeria. Excellent communication (oral and written) and facilitation skills. Word processing skills are essential; knowledge of spreadsheet development, graphics applications and statistical analyses packages are highly recommended. Ability to analyze information, evaluate data and prepare reports and be capable of producing high quality work, often under time pressure and in complex situations. Excellent organizational and management skills, strong analytical skills and in-depth understanding of the technical, political, economic and cultural characteristics of Nigeria as they relate to the implementation of public health programs. Excellent interpersonal skills, good social and professional judgment, and the ability to function effectively in cross-cultural and multi-level settings. S/he must be able to interact effectively with mid- and senior-level government officials and to maintain collaborative relationships within a team structure, in addition to effectively work individually and as a team member. S/he must be able to effectively lead, facilitate and participate in discussions and meetings.

III. EVALUATION AND SELECTION FACTORS

Applications will be required to have the minimum qualifications expressed in Section II. Qualified applicants possessing skills above the minimum requirements will be assessed based on the following factors:

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)

Per this scoring rubric, Prior Work Experience, Job Knowledge, Skills and Abilities are the most important factors. Applications will initially be screened for conformity with minimum requirements and a short list of applicants developed.

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

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications.

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. Please reference the job title and announcement 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.

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> .