



USAID | SUDAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066722R00016

ISSUANCE DATE: 11/17/2022

CLOSING DATE/TIME: 11/30/2022

SUBJECT: Solicitation for a Cooperating Country National Personal Service (CCNPSC - Local Compensation Plan) ALL INTERESTED APPLICANTS

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 Attachment 1.

Sincerely,

Susan C. Easley
(affiliate)

Digitally signed by Susan C. Easley
affiliated with
Date: 2022.11.14 12:05:35 +0200

Susan C. Easley
Contracting Officer (CO)



I. GENERAL INFORMATION

- I. SOLICITATION NO: 72066722R00016**
- II. ISSUANCE DATE: 11/17/2022**
- III. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: 11/30/2022 at 4:00 pm Khartoum time.**
- IV. POINT OF CONTACT: USAID Human Resources Office, e-mail at khartoumusaidhr@usaid.gov**
- V. POSITION TITLE: Project Management Specialist (Maternal and Child Health, Nutrition and Family Planning [MCHN-FP]) – General Development Office (GDO)**
- VI. MARKET VALUE: \$57,233.50- \$85,695.10 US Dollars, equivalent to FSN-11. In accordance with AIDAR Appendix J and the Local Compensation Plan of US Embassy Khartoum/USAID. Final compensation will be negotiated within the listed market value.**
- VII. PERIOD OF PERFORMANCE: One Year, renewable as appropriate estimated to start in February 2022.**
- VIII. PLACE OF PERFORMANCE: Khartoum, Sudan, with possible travel as stated in the Statement of Duties.**
- IX. ELIGIBLE OFFERORS: Sudanese Citizens or non-Sudanese lawfully admitted for permanent residence in Sudan.**
- X. SECURITY LEVEL REQUIRED: The successful candidate will be required to obtain a security clearance “Sensitive but Unclassified” (SBU) a.k.a Facility Access, as a pre-condition for employment**

XI. STATEMENT OF DUTIES

1. General statement of purpose of the contract

BASIC FUNCTION OF POSITION

The Project Management Specialist Maternal and Child Health, Nutrition and Family Planning (MCHN-FP) facilitates communication and ensures collaborative working relationships with high-level decision makers, as well as technical staff, in the Ministry of Health, USAID Missions, USAID/Washington counterparts, with other government entities, and with other donors, development partners and non-governmental organizations working in the health sector. The Specialist delivers analytical and technical assistance services to other bilateral/multilateral agencies,

U.S. Agency For International Development
2200 Khartoum Place
Washington D.C. 20521-2200

International Postal Address:
Block 088, Kilo Asharah, Soba, Khartoum
P.O. Box 699,
Khartoum, Sudan

Tel: +249-187-22000,
VOIP: +202-216-6236,



cooperating-country government and civil society in developing and implementing policies and programs based on best practices and innovations in MCHN-FP. Representing the U.S. Government, the jobholder participates on national technical working groups and builds alliances with External Development partners and provides essential communication and liaison within USAID offices and with other USG agencies.

The jobholder provides senior-level programmatic and technical guidance to the planning, implementation, and monitoring of maternal and child health, nutrition and family planning practices and principles, with broad experience working with national stakeholders including government, professional associations, and faith-based organizations. The jobholder provides strategic and technical guidance in the design and implementation of USAID family health activities in the cooperating-country. The Specialist has an understanding of global health issues, as well as the entire USAID/USG health portfolio, and serves as an Agreement Officer’s Representative/Contracting Officer’s Representative (AOR/COR) or Activity Manager for selected programs/projects/activities. As an AOR/COR, the Specialist monitors program performance and progress, identifies implementation achievements as well as problems in performance, and initiates appropriate actions in consultation with his/her supervisor, other team staff, and/or the Deputy and Office Director, as appropriate.

The Specialist is a key member of the Health Office, General Development Office (GDO). The jobholder reports to the Health Officer and has no formal supervisory responsibility.

2. Statement of duties to be performed

MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
-----------------------------------	-----------

Program/Project/Activity Management:

1. Serve as Contracting or Agreement Officer’s Representative (COR/AOR) or Activity Manager for the Mission’s MCHN-FP activities, including reviewing and approving annual implementing partners (IPs) work plans, facilitating IP relationships and coordinating with local stakeholders (e.g., other IPs, cooperating country-government counterparts, non-governmental organizations, other donors, etc.) maintaining a schedule for and conducting regular site visits to review program implementation and meeting with beneficiaries, and based on the information collected during such visits, adjusting or recommending adjustments to programs/projects/activities as appropriate; overseeing IPs compliance with bilateral government agreements, and with performance expectations; ensuring IPs are in compliance with all relevant USAID regulations and procedures, communicating regularly with IPs regarding USAID rules and regulations as well as their obligations to USAID; and taking a lead role in the preparation of the strategic and operational planning processes such as the USAID Country Development Cooperation Strategy and USAID Operational Plan. Keep the Team Lead regularly informed of program implementation progress, results, and issues/problems on a timely basis.
2. Participate in the design of project mechanisms and activities for improved health service delivery or the enabling environment for MCHN-FP.
3. Ensure that sub-partners (sub-awards and sub-contracts) are given appropriate monitoring and oversight.



Technical and Strategic Leadership:

1. Serve as a senior-level technical resource on MCHN-FP, providing high level technical guidance to the Mission, the National Government, and other development partners.
2. Provide strategic and technical guidance and input on MCHN-FP activities and ensure that activities are appropriately integrated with Health Office and larger Mission activities.
3. Provide technical assistance and oversight to IPs, and to sub-partners where appropriate, to ensure that the MCHN-FP activities are carried out in alignment with approved work plans, all applicable USAID and Global Health policies and guidelines, Health Office and USAID Mission guidance and priorities, national guidelines and global best practices.
4. Stay abreast of state-of-the-art knowledge on programming and coordinate exchanges and sharing of best practices among USAID, USG and other stakeholders to strengthen MCHN-FP approaches. Advise accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID's approaches.
5. In collaboration with Monitoring, Evaluation and Learning colleagues participate in the implementation of the monitoring and evaluation approaches and tools to support measuring the impact and outcomes of MCHN-FP activities.
6. Provide technical guidance in the preparation of key annual and mid-term planning and reporting documents including the Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports and other ad hoc requests for information.
7. Identify short-term technical assistance (STTA) needs and ensure that objectives and outcomes of the STTA are consistent with and support the furtherance of the Mission MCHN-FP portfolio.
8. Organize site visits and prepare orientation materials for delegations from USAID Headquarters (HQ), Department of State, other agencies and Congress.

Representation and Reporting

1. Represent USAID at designated national, regional and international meetings that relate to Maternal and Child Health, Nutrition and Family Planning, including regular participation in national level technical working groups, professional associations, and related committees.
2. As a member of the Health Team, respond flexibly and capably to a wide range of work-related requirements including responding to requests for information from HQ and Congress.
3. As requested by the Mission Director, Health Office Director and/or Unit Leader, represent USAID at meetings outside of the MCHN-FP field when needed.
4. Establish strategic working relationships with senior MOH and other relevant Ministry officials at the national and district level, development partners, civil society organizations, faith-based organizations, private sector health counterparts, and professional associations to enhance regular and timely sharing of information on issues related to private sector engagement, including



changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs.

POSITION ELEMENTS

- a. **Supervision Received:** The Specialist will report to the Health Officer in the Health Office in USAID. S/he is expected to work independently in carrying out responsibilities.
- b. **Supervision Exercised:** Continuing supervision of other Division and Office staff is not anticipated.
- c. **Available Guidelines:**

Federal Acquisition Regulation (FAR); AID Acquisitions Regulations (AIDAR); AID Automated Directives System (ADS Series); Contract Information Bulletins (CIBs); Office of Procurement Acquisition Memorandum (OPAMS); U.S. Department of State Standardized Regulations; Federal Travel Regulations; Office of Management and Budget (OMB), Circulars and Controller General Decisions, USAID Mission Orders, Project Papers, Mission Strategy, and other documents available, USAID policies and procedures, Technical Documents and Policy Papers.
- d. **Exercise of Judgment:**

The jobholder will exercise a high degree of independent judgment in representing USAID and in providing guidance to Mission staff, government officials and implementing partners. S/he must take initiative and offers leadership in reviewing the progress of programs and projects under his/her responsibility, including performance reports, pipeline management, program implementation reviews, as well as fulfilling other USAID and USG reporting requirements. S/he demonstrates timely decision-making ability and extensive judgment in planning and carrying out tasks, using diplomacy and tact.
- e. **Authority to Make Commitments:**

When fully designated as AOR/COR or Activity Manager, s/he will have full authority and responsibility as delegated by ADS, Mission, and USAID guidelines. However, because of the incumbent's expertise and professional standing in his/her field, substantial weight will be given to his/her recommendations while commitments are made by those with the authority to do so.
- f. **Nature, Level, and Purpose of Contacts:**

S/he represents USAID in engagements with high levels of a variety of cooperating-country government officials, including but not limited to Ministry of Health officials at the district, provincial and national levels, donors, private and non-governmental organizations, and provides policy recommendations as well as strategic and programmatic advice to senior USAID and US Government officials, other donors, and implementing partners. S/he is required to establish and maintain professional contacts/relationships with senior officials and leaders of private and nongovernmental sector institutions that partner on MCHN-FP activities and to seek to leverage funding. Internally, the jobholder has routine and frequent



contact with senior officials of the other members of the USAID Mission, personnel at the U.S. Embassy, USAID/Washington and other USG agencies such as the CDC, partnering organizations, institutional contractors and consultants.

g. Time Expected to Reach Full Performance Level: One year

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

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

All candidates must meet the Minimum Qualifications. Applications will be screened accordingly, and only those who meet the below, required criteria, will be moved forward in the recruitment process.

- a. Education:** Master’s degree or local equivalent from an accredited program in Public Health, International Development, Health, Social or Behavioral Sciences, Organizational Development, Epidemiology, Biology, Infectious Disease, Medicine, Pharmacy, or Nutrition.
- b. Prior Work Experience:** A minimum of five (5) years of progressively responsible experience in MCHN-FP. Prior experience working with or for bilateral or multilateral donors/stakeholders such as the World Bank, the Global Fund, UN agencies, or public/private sector projects and ensuring compliance with U.S. Government rules and regulations.
- c. Language Proficiency:** Level IV fluency in both oral and written English and Arabic is required.
- d. Job Knowledge (30%):**
 - 1. Knowledge of principles and ethical implementation of relief.
 - 2. Senior-level knowledge and understanding of MCHN-FP approaches and interventions.
 - 3. Demonstrated senior-level knowledge of the overall health sector context as well as the key aspects of US Government foreign assistance to the country.
 - 4. Working knowledge of USG and/or USAID’s strategic direction, its chief accomplishments and its challenges.
- e. Skills and Abilities:**
 - 1. Strong technical and analytical skills in maternal/newborn/child health and nutrition and family planning.



2. Strong skills in communication, advocacy and networking.
3. Strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results. Ability to accept and react to evolving planning and implementation contexts.
4. A solution-seeking attitude.
5. outstanding ability to exercise flexibility to be able to.

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>

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application.

Selection Evaluation Factors	Scoring Percentage
Education/academic requirement	10 points
Experience	20 points
Language Proficiency	15 points
Job Knowledge	25 points
Skills & Abilities	20 points
Technical Writing Test	10 points
TOTAL	100%

*** As per details reflected under Qualifications above.**

USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.

SELECTION PROCESS:



ATTACHMENT 1

To be considered for candidacy, offerors must address each criterion in their application as to how they meet the minimum qualifications required for the position mentioned in Section II, Item a-b. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the offeror to provide all pertinent information.

Applications will be initially screened and scored in accordance with evaluation factors and points mentioned above. Offerors in a competitive range might be tested for English language competency and technical knowledge. Offerors with passing marks from the recruitment and language tests, will be invited for an interview. The recruitment tests and the interview will be structured around the evaluation factors mentioned above. The successful offeror will be selected based on a review of his/her qualifications, work experience, knowledge, skills and abilities; a written test; an interview; and the results of reference checks. References may be obtained independently from other sources in addition to the ones provided by an offeror.

Only offerors within a competitive range who are shortlisted will be contacted. No response will be sent to unsuccessful offerors.

Internal candidates employed under Chief of Mission Sudan are only eligible to apply upon completion of one year in their current position.

IV. SUBMITTING AN OFFER

Interested offerors must submit the following:

1. Eligible offerors are required to complete and submit the **AID 309-2 (Offeror Information for Personal Services Contracts with Individuals)** form. The **AID 309-2** Application form can be found on the USAID website [Offeror Information For Personal Services Contracts With Individuals \(AID 309-2\)](#). **Continuous Pages** are required if your work experience description goes beyond Section C

- **Continuous Pages** of Section C of form AID 309-2 can be found in the following link <https://drive.google.com/file/d/1RvrjVG8ga4E9FNx-OtCqYTO4nN7FKcqj/view?usp=sharing>

2. A resume or curriculum vitae (CV) without photo.
3. A copy of transcript.
4. A copy of **Sudanese ID card or valid Sudanese Residency and Employment Permit**. Please note that USAID is not able to sponsor offerors for the permit.
5. A **cover letter** (optional), a **certified copy for name change** (if any).
6. All required documents must be scanned and submitted **via email only**. Please ensure documents are in Microsoft Word or Adobe Acrobat PDF formats. Please do not submit documents in zip files or web links.
7. Application must be received by the closing date and time specified in **Section I, item III**, and submitted to the address in **Section I, item IV**.



To ensure consideration of application for the intended position, the offeror must prominently reference the Solicitation Number in the application submission. The email subject should read: First name Last name – USAID 72066722R00016

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.

VI. BENEFITS AND ALLOWANCES

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

1. **BENEFITS:**
Basic Rate: \$48,236.00 - \$72,356.00

2. **ALLOWANCES (as applicable):**
COLA**: \$8,682.70 - \$13,024.10
Meal Allowance: \$315.00
Family Allowance:
\$557.00 annum per Employee’s dependent Spouse (only one spouse is authorized)
\$827.00 per annum for each unmarried, dependent child under the age of 21, up to six children

VII. TAXES

In accordance with Mission policy, LE staff is responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

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

USAID regulations and policies governing CCN and 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

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>

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>

5. **PSC Ombudsman**
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information:
<https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

Important:

Please Remember: **The email subject MUST include: First name Last name – USAID 72066722R00016.**

Please note that only shortlisted applicants will be contacted to participate in the oral interview process.