



USAID
FROM THE AMERICAN PEOPLE

MOZAMBIQUE

SOLICITATION NUMBER: 72065620R00006

ISSUANCE DATE: 02/14/2020

CLOSING DATE/TIME: 03/06/2020 – 5:30PM Maputo Time

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC) –
Pediatric Advisor

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 offer.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1.

Sincerely,

Avani Baluci
Contracting Officer

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72065620R00006
2. **ISSUANCE DATE:** 02/14/2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 03/06/2020 - 5:30PM
Maputo Time
4. **POINT OF CONTACT:** USAID HR, email at Mission-Maputo-HR@usaid.gov
5. **POSITION TITLE:** Pediatric Advisor
6. **MARKET VALUE:** \$78,681.00 - \$102,288.00 equivalent to GS-13
Final compensation will be negotiated within the market value.
7. **PERIOD OF PERFORMANCE:** The base period will be 2 years, estimated to start o/a May 4, 2020. Based on Agency need, the Contracting Officer may exercise additional option periods for the dates estimated as follows:

Base Period:	5/4/2020-5/3/2022
Option Period 1:	5/4/2022-5/3/2023
Option Period 2:	5/4/2023-5/3/2024
Option Period 3:	5/4/2024-5/3/2025

8. **PLACE OF PERFORMANCE:** Maputo, Mozambique with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** U.S. Citizens or lawful permanent U.S. residents.
10. **SECURITY LEVEL REQUIRED:** USG Facility Access Clearance
11. **STATEMENT OF DUTIES:**

A. BACKGROUND

The United States Agency for International Development (USAID) is a leading development partner in Mozambique. USAID manages a comprehensive humanitarian and development assistance program covering health, education, agriculture, economic growth, and democracy and governance sectors. Health is USAID's largest and most expansive portfolio (over \$200 million per year) which aims to improve health outcomes in country through support of the Government of Mozambique's (GRM) Health Sector Strategic Plan which seeks to improve access to and utilization of quality health services through a strengthened national health system. USAID is part of a unified and effective interagency team including the Centers for Disease Control (CDC), the Departments of State and Defense, and Peace Corps which aims to fulfill both United States Government (USG) international health

goals in Mozambique: to create an AIDS-free generation and to end preventable child and maternal death. To accomplish these goals, USAID's Health Office plans, implements and monitors activities that include: HIV/AIDS, malaria, tuberculosis, family planning, maternal/child health, nutrition, and water/sanitation/hygiene. The Health Office has four divisions to manage these activities oriented around: HIV/AIDS and infectious disease; ending preventable child and maternal death; strengthening health systems and commodities security; and providing efficient and effective operations within the office, with an office profile of 63 total staff.

For HIV/AIDS, USAID is a leading implementer of the US President's Emergency Plan for AIDS Relief (PEPFAR) in harmony with CDC, DoD, Peace Corps and Embassy Maputo. The goal of PEPFAR in Mozambique is to create an AIDS-free generation through control of the HIV epidemic via rapid adoption and application of evidence-based policies and interventions to drive progress and save lives, implemented through a partnership between the USG and the GRM that best supports host country leadership, ownership and sustainability. PEPFAR achieves this goal by working with the National HIV/AIDS Program, the National AIDS Council (Conselho Nacional de Combate ao HIV e SIDA, or CNCS), the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM), UNAIDS, civil society, and the private sector to target high impact interventions for populations at greatest risk in areas of greatest HIV prevalence.

PEPFAR support is focused on providing technical assistance, training, mentoring, and supportive supervision together with essential commodities and supply chain support to ensure the National HIV and AIDS Program can test, treat and suppress viral load for Mozambicans living with HIV and prevent new infections to effectively achieve an AIDS-free generation by 2030.

In 2016, the Mozambican Ministry of Health (Ministério da Saúde, or MISAU) adopted a phased implementation of the World Health Organization's (WHO) latest treatment guidelines to 'test and treat' all those who test positive for HIV regardless of CD4 count. Significant challenges to pediatric care and treatment include very slow growth in pediatric coverage, poor retention and slow roll-out of routine VL monitoring with high rates of pediatric virologic failure. Data show that pediatric ART monitoring, adolescent support services, and referral to community care and support services need improvement.

Adolescent girls and young women (AGYW) living in nine high burden districts in Mozambique will benefit from the concentrated support of the PEPFAR Determined, Resilient, Empowered, AIDS-free, Mentored and Safe (DREAMS) Initiative to help protect them and their male partners from acquiring or spreading HIV. PEPFAR will also continue to support orphans and vulnerable children (OVC) and to target services to vulnerable key and priority populations, recognizing that to support these populations means continuous advocacy for human rights and an end to gender-based violence (GBV). Supply chain, human resources, and strategic information support are critical systems that PEPFAR continues to support with laboratory support woven throughout.

USAID/Mozambique would like to hire a Pediatric Advisor to use her/his skills and experience to further support the scale up and quality of pediatric and adolescent HIV treatment and care to support the GRM's HIV/AIDS Acceleration Plan and meet PEPFAR objectives. The incumbent will serve as an advisor to the Mission's Integrated Health Office (IHO) and will work closely with the AIDS Free Generation Division within IHO.

B. DUTIES AND RESPONSIBILITIES:

1. BASIC FUNCTION OF THE POSITION

The Pediatric Advisor will be responsible for the strategy, management, leadership, and technical direction on all aspects of pediatric and adolescent clinical care and treatment for HIV/AIDS with an emphasis on case identification, antiretroviral treatment (ART) initiation, retention, adherence and viral load suppression. The incumbent is expected to contribute to agency technical preparations for annual planning, implementation, analysis and reporting while ensuring that monitoring and evaluation functions feed into continuous learning and application for the Infectious Disease Team, within the interagency space, and with host country counterparts. The Pediatric Advisor plays a prominent role, along with key national and expatriate staff, within the network of national, internal and external partners within the technical area of pediatric clinical care and treatment. As a USAID employee, the incumbent has the responsibility of understanding the incorporating the Agency's five core values in all aspects of his/her work.

The incumbent will represent USAID at the technical level on all aspects of the pediatric and adolescent HIV clinical care and treatment cascade. This includes working across sectors and programs to meet the needs of children and adolescents living with HIV, including preventing-mother-to-child transmission (PMTCT), orphans and vulnerable children (OVC), DREAMS, and other relevant community-based activities that focus on this population.

As an Integrated Health Office, USAID places heavy emphasis on interagency collaboration, strong linkages with the GRM, civil society and other donor agencies, and with other technical offices with USAID/Mozambique.

2. MAJOR DUTIES AND RESPONSIBILITIES

As the Pediatric Advisor, the incumbent will:

1. Serve as USAID's pediatric technical advisor to the USG interagency health team, the USAID headquarter team, USAID implementing partners, and MISAU's National HIV Program. The incumbent will be expected to actively participate in teams with the aforementioned groups to provide guidance and expertise on all aspects of the pediatric and adolescent HIV clinical care and treatment cascade. S/he keeps current on all new developments and PEPFAR priorities in pediatric and adolescent HIV/AIDS treatment, care and support, with an emphasis on case identification, linkage to ART, retention, adherence and viral load suppression in order to advise and/or lead the Mission and interagency teams on technical priorities and implementation approaches. S/he will work closely with the OVC Advisor and other members of the prevention team to ensure strong collaboration across both

programs to support children and adolescents living with HIV in a comprehensive, patient-centered approach. The incumbent will maximize management and programmatic opportunities (as strategic and cost-effective) as appropriate for Mozambique's current country context.

2. Represent USAID/Mozambique and PEPFAR/Mozambique at meetings with government, USG agencies (Mozambique, HQ, regional), implementing partners, donors, and international and local partners related to pediatric and/or adolescent HIV/AIDS identification, initiation, retention, adherence and viral load suppression.
3. Carry out a full range of advisory, strategic, mentoring, and planning and evaluation responsibilities related to pediatric/adolescent HIV/AIDS identification, initiation, retention, adherence and viral load suppression, working closely with the PMTCT Advisor to complete similar tasks that will impact performance and outcomes in the pediatric portfolio.
4. Provide vision, strategic direction and leadership to the technical design, implementation and monitoring of all projects/activities in the portfolio as they relate to pediatric/adolescent HIV/AIDS identification, initiation, retention, adherence and viral load suppression.
5. Work with her/his team members to ensure quality project management, including but not limited to: monitoring and reporting on HIV/AIDS activities for USAID; completion of the PEPFAR Country Operational Plan, PEPFAR Annual/Semi-annual Program Reports; compliance with the Site Implementation and Monitoring System (SIMS) requirements while ensuring that SIMS analysis is incorporated in program implementation; high quality portfolio reviews (POARTs) and other key documents directed by the Office of the Global AIDS Coordinator (OGAC).
6. Serve as USAID's focal point for pediatric and adolescent HIV/AIDS identification, initiation, retention, adherence and viral load suppression on the USG PEPFAR interagency team and oversee the technical contributions from USAID in technical working groups formed within PEPFAR Mozambique and MISAU's National HIV/AIDS Program.
7. The incumbent may be required to represent USAID in the PEPFAR interagency space and/or in MISAU led-technical working groups in other maternal child health related activities, including but not limited to PMTCT, OVC, cervical cancer, and nutrition.
8. The incumbent will be required to travel in Mozambique to conduct partner management, monitor Mission programs, present ideas to guide Mission IHO staff, and may attend related regional events.

Program and Project Management:

1. Lead the coordination of all USAID/Mozambique's programming related to pediatric and adolescent HIV/AIDS identification, initiation, retention, adherence and viral load suppression including planning, technical direction and analysis, monitoring, reporting, and evaluation with stakeholders in Mozambique. This includes monthly granular site-level analysis to identify

programmatic gaps and to liaise with relevant implementing partner to propose immediate course correction.

2. Along with other team leaders, actively support management and program integration opportunities in strategic and cost-effective ways.
3. Provide technical oversight, mentoring and coaching to her/his team members, host country counterparts, implementing partners, and other stakeholders.
4. Contribute to the development of activity budgets during annual planning processes in coordination with the Health Office Management and Operations Division and the AIDS Free Generation Division.
5. Direct the preparation of analysis and documentation required under the USAID and PEPFAR Annual Reports process.

Technical Leadership:

1. Serve as USAID/Mozambique's technical contact person for all efforts related to pediatric and adolescent HIV/AIDS identification, initiation, retention, adherence and viral load suppression as well as other related activities as required.
2. Provide technical leadership support and assistance to the GRM on pediatric/adolescent HIV/AIDS identification, initiation, retention, adherence and viral load suppression and other priorities as they emerge related to controlling the HIV epidemic in Mozambique.
3. Develop and maintain ongoing support for pediatric/adolescent HIV epidemic control activities to key GRM Ministerial counterparts, including non-Health ministries, to support multi-sectoral responses and inclusive country-led action plans.
4. Provide detailed-oriented oversight over the PEPFAR budget, ensuring that funds are utilized according to USG policy/regulations, and that country programs are using PEPFAR resources effectively. Ensure a high degree of fiscal integrity in the program.
5. Provide technical leadership and direction to institutions at national, provincial and district levels to ensure that all implementing partners are well coordinated and that implementation of pediatric and adolescent case identification, linkage to ART, retention, adherence and viral load suppression activities is successfully executed.

C. POSITION ELEMENTS:

a. Supervision Received:

The incumbent is expected to demonstrate a high level of independence, professionalism, judgment and responsibility. S/he will be given general oversight and direction by the Infectious Disease Team Leader. Substantial interaction and/or direction from the Integrated Health Office Chief, AIDS Free Generation Chief, and the PEPFAR Coordinator's Office are anticipated.

b. Supervision Exercised:

This position will not supervise other staff.

c. Available Guidelines

Available administrative guidelines establish a broad pattern of operation that requires frequent need to exercise judgment and interpretation, and provides an opportunity for initiative and innovation. Relevant guidelines include the USAID Automated Directives System (ADS), Emergency Plan (PEPFAR) Guidelines, Country Operational Plans, the Mozambique Five-Year Strategic Plan, Mission Orders, and other directives.

d. Authority to Make Commitments

The Advisor will exercise the authority given to activity managers and Contracting Officer Representatives / Agreement Officer Representatives (CORs/AORs), and may make administrative arrangements consistent with ADS guidance and Mission and IHO policy. The incumbent takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and supervisor is informed of activity and project status. Within the scope of the authority delegated, the incumbent may indicate to ranking counterparts and implementing partner colleagues that they will make a recommendation to USAID on a specific activity, issue, or problem. The incumbent has no independent authority to commit the USG to the expenditure of funds, but may negotiate *ad referendum* for the supervisors. Per ADS 103.3.1.1b(4), s/he will not be authorized to sign (1) obligations that require a warrant, and (2) grants to foreign governments and public international organizations, thereby prohibiting s/he from obligating USG funds in these instances.

e. Post Entry Training

The Pediatrics Advisor will receive through on-the-job training (formal, informal, and self-taught). The incumbent will be expected to quickly obtain a clear understanding of USAID and PEPFAR policies, procedures, and regulations, including the Automated Directives System, Mission Orders, and PEPFAR planning and reporting databases. The incumbent shall annually complete an OGE 450, Financial Disclosure Report. The incumbent shall attend mandatory annual ethics training conducted at USAID/Mozambique by the Regional Legal Officer. If the successful offer is not already versed in USAID implementation, auditing, and financial management procedures such training will be provided, including COR/AOR training. If needed to maintain Portuguese Language proficiency the offeror will have access to the Post Portuguese Language Training.

12. PHYSICAL DEMANDS: The work is generally sedentary and does not pose undue physical demands. During occasional field visits or program sites, there may be some additional physical exertion including long periods of standing, walking or driving over rough terrain.

13. SUPPORT ITEMS: The incumbent will be provided with office space, equipment and supplies.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

A. EDUCATION:

Master's Degree in nursing, medical science, physicians' assistants or other clinical practice; public health; international health; or other science master's degree is required.

B. PRIOR WORK EXPERIENCE:

- a. At least five years (5) of professional experience in implementing, managing and monitoring public health programs for children, is required. Professional experience implementing or managing pediatric HIV programming is desired.
- b. Direct work experience in international health care and service delivery, including experience in clinical aspects of medical care to pediatric patients. Demonstrated experience working with host country counterparts, in-country program managers, policy makers and a broad array of international health service providers and community leaders is required.

C. JOB KNOWLEDGE:

- a. A thorough knowledge of the latest pediatric HIV/AIDS science and/or research related to pediatric antiretroviral treatment (ART) initiation, retention, adherence and viral load suppression.
- b. Good understanding of the African and/or Mozambican social, cultural, and political contexts.

D. ABILITIES AND SKILLS:

- a. Exceptionally strong technical, management and interpersonal skills and abilities to work in a multi-cultural team with large and complex integrated interventions to manage.
- b. Experience supervising, motivating, and leading teams of professionals.
- c. Demonstrated ability to work across agencies, and with high level senior-ranking host country government officials.
- d. Able to work effectively on her/his own and as a member of an office management team and as a mentor to junior staff.
- e. Strong, computer, verbal and writing skills.
- f. Able to facilitate meetings and make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context.
- g. Able to produce concise, clear reports, and utilize word processing, spreadsheet and database programs.
- h. The incumbent is expected be able to work independently, take initiative have the ability to function under a complex, highly demanding, and frequently changing environment.

E. LANGUAGE PROFICIENCY:

- a. Must have proven ability to communicate quickly, clearly, and concisely in both speech and writing.
- b. Must be fluent in English (S-4/R-4).
- c. Working knowledge of Portuguese, Spanish or a Latin Language desired. Willingness to learn conversational Portuguese upon arrival is required.

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 following evaluation factors are established:

- 1. EDUCATION (10 Points):** A clear and convincing demonstration to the extent the applicant's advanced degree qualifies them to perform the work outlined in the solicitation. Greater weight will be given to candidates with a degree in a clinical science.
- 2. PRIOR WORK EXPERIENCE (25 Points):** A clear and convincing demonstration to the extent the applicant's professional experience qualifies them to perform the work outlined in the solicitation.
- 3. JOB KNOWLEDGE (25 Points):** A clear and convincing demonstration to the extent the applicant's job knowledge qualifies them to perform the work outlined in the solicitation.
- 4. SKILLS AND ABILITIES (35 Points):** A clear and convincing demonstration to the extent the applicant's abilities and skills qualifies them to perform the work outlined in the solicitation.
- 5. LANGUAGE PROFICIENCY (5 Points):** A clear and convincing demonstration of the applicant's ability to write, present, analyze technical information in English and in professional settings.

Maximum Points Available: 100 Points

Per this scoring, Skills and Abilities, Prior Work Experience and Job Knowledge are the most important factors. Within Education scoring, greater weight will be given to candidates with a degree in clinical science. Applications will initially be screened for conformity with minimum requirements. Only offerors who meet the minimum qualification requirements for the position will be considered. Offerors will be evaluated based on relevant education, prior work experience, knowledge, language proficiency, skills and abilities demonstrated in their application packages. A Technical Evaluation Committee (TEC) will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from offerors who do not meet the required selection criteria will not be scored. Only shortlisted offerors will be invited for an oral interview and may also be required to pass a written test. No responses will be sent to unsuccessful offerors.

Professional references will be conducted for the top ranked offeror and will be utilized to supplement the TEC's recommendation to the Contracting Officer to offer the position to the top ranked offeror. The Offeror's references must be able to provide substantive information about his/her past performance and abilities. USAID reserves the right to contact previous employers for relevant information concerning performance and may consider such information in its evaluation.

Offerors are encouraged to provide a narrative for each selection criteria listed in this section. This information will be used for evaluating and scoring each criterion. The TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on professional references, academic credentials and interview performance.

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," available at <http://www.usaid.gov/forms>.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to mzrecruiter1@usaid.gov. Please note that attachments to e-mail applications in zip format cannot be received to this mailbox. Please make sure that you do not send any attachments in zip format.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. Offerors are required to submit a signed and dated Cover letter with current résumé/curriculum vitae (CV), specifically addressing the selection criteria stated above.
5. Offerors must provide a minimum of three (3) references who are not family members or relatives. References should be from direct supervisors who can provide information regarding the offeror's job knowledge and professional work experience. Offerors must provide e-mail addresses and/or working telephone numbers for all references.

USAID will not pay for any expenses associated with the interviews.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following and any other required forms:

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

2. ALLOWANCES:

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at

https://aoprals.state.gov/content.asp?content_id=282&menu_id=101

(If Applicable): As a matter of policy, and as appropriate, an offshore USPSC is normally authorized the following allowances:

- a. Post Differential (Section 500)
- b. Post Allowance (COLA) (Section 220)
- c. Payments During Evacuation (Section 600)
- d. Education Allowance (Section 270)
- e. Separate Maintenance Allowance (Section 260)
- f. Educational Travel (Section 280)

3. Other Benefits: Additional benefits are available for individuals hired from outside Maputo in accordance with the AIDAR, Federal Travel Regulations and Standardized Regulations, e.g., international airfare from place of residence, international shipment of personal effects, unaccompanied baggage allowance, POV Shipment, Repatriation Travel, furnished housing and educational allowances for dependent children.

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

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

- 1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien 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)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: R497 - Accounting Info: -	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: R497 - Accounting Info: -	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: -	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_
3001	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: R497 - Accounting Info: -	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_

3. Acquisition and 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/OGES%20Regulations>.

[END OF SOLICITATION]