



SOLICITATION NUMBER: AID-011-19

ISSUANCE DATE: May 29, 2019

**CLOSING DATE/TIME: June 28, 2019; 5 p.m.
Local Zambia time**

**SUBJECT: Solicitation for Resident Hire U.S. Personal Service Contractor
(USPSC): Senior Nutrition 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 I, 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 USPSC 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 the attached information.

Sincerely,

Sean Mendoza
Supervisory Executive Officer

I. GENERAL INFORMATION

1. SOLICITATION NO: AID-011-19

2. ISSUANCE DATE: 05/29/2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: 06/28/2019, before and/or on 5:00 PM (Zambia local time)

4. POSITION TITLE: Senior Nutrition Advisor

5. MARKET VALUE: \$89,370-\$116,181 equivalent to **GS-14**. The final compensation will be negotiated within the listed market value, based on the successful candidate's salary history, work experience, and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.** Please note that this solicitation is for a resident-hire USPSC. This means that apart from contributions for FICA and life and health insurance, no allowances and differentials, including housing and relocation expenses, are provided (see Section V. Benefits/Allowances.)

6. PERIOD OF PERFORMANCE: One (1) year, with four one-year option periods. Extension(s) will depend upon the availability of funds, continued need for the services, contractor/employee performance, and any future U.S. Government hiring freeze guidance. No USPSC contract may exceed a five-year period of performance.

7. PLACE OF PERFORMANCE: USAID/Zambia, Lusaka with possible travel as stated in the Statement of Duties.

8. WHO MAY APPLY: Resident Hire USPSCs (United States Citizen and United States Permanent Resident Green Card Holder local residents, including Eligible Family Members (EFMs) of U.S. Mission Lusaka of all agencies)

Resident Hire USPSC means a U.S. citizen or resident alien who, at the time of hire as a PSC, resides in the cooperating country –

(i) for reasons other than employment that provides for repatriation to the U. S., including –

(A) with a U.S. government agency;

(B) under any U.S. government-financed contract or agreement; or

(C) under any other contract or employment arrangement.

(ii) as a spouse or dependent of a U.S. citizen with employment that provides for repatriation to the U.S., including –

(A) with a U.S. government agency;

(B) under any U.S. government-financed contract or agreement; or

(C) under any other contract or employment arrangement.

9. SECURITY LEVEL REQUIRED: Facility Access: The final selected candidate must obtain an Employment Authorization and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

10. STATEMENT OF DUTIES:

(a) General Statement of Purpose of the Contract

USAID/Zambia is ramping up its nutrition activities to significantly increase nutrition coverage and impact in line with its Feed the Future Initiative, and water, sanitation, and hygiene (WASH) and health programming. We, therefore, require a highly qualified technical officer with strong management and interpersonal skills to ensure the successful implementation and impact of USAID/Zambia's activities in line with the Zambian Government's Scaling Up Nutrition (SUN) 2.0 program.

Despite its perceived food security, Zambia has one of the highest rates of undernutrition in the world. More than 40 percent of Zambian children are stunted due to chronic malnutrition, and malnutrition is the underlying driver of 45 percent of under-five deaths. To address this, USAID/Zambia has joined forces in a cross-ministry and multi-donor program to reduce stunting under the Government of the Republic of Zambia's (GRZ) 1,000 Most Critical Days Program.

The first phase, referred to as SUN 1.0, was funded by several cooperating partners and significant lessons were learned regarding coordination and implementation. Armed with these lessons, the GRZ and cooperating partners have embarked on the next phase, SUN 2.0. USAID/Zambia will play a prominent role in SUN 2.0. The SUN 2.0 currently has four major components:

- Pooled multi-donor fund (possibly DFID, EU, SIDA, GIZ, and Irish Aid), up to approximately \$30 million; management and implementation modalities of the fund to be determined.
- SUN TA, currently a \$71.6 million contract of up to seven years; funded and managed by USAID/Zambia.
- Government-to-Government agreements with the GRZ to implement SUN activities at up to 30 priority districts in Zambia; funding TBD and managed by USAID/Zambia.
- SUN Learning and Evaluation (LE), currently a \$16 million contract of up to seven years; funded and managed by USAID/Zambia.

(b) Statement of Duties to be Performed

Technical and Program Support (50%):

The Senior Nutrition Advisor serves as a bridge across USAID/Zambia's agriculture, health, nutrition, and WASH sectors. S/he serves as an expert advisor and technical authority on nutrition-related program and policy issues. S/he oversees the design and implementation of a portfolio of activities and partnerships, and the associated monitoring, evaluation, and learning agenda.

Taking an integrated and holistic approach to drastically reduce malnutrition in Zambia, the incumbent will analyze constraints to improve nutrition, both sector-wide and country-specific and recommend courses of action. S/he will be responsible for proposal review, technical policy, guidance development, and implementation of improvements to the impact of the SUN 2.0 program.

As Activity Manager, the Senior Nutrition Advisor will help directly oversee the implementation of both SUN TA and SUN LE contracts, and directly supervise all Government-to-Government (G2G) agreements as the G2G Agreement Technical Representative.

Coordination (30%):

The Senior Nutrition Advisor has the responsibility for being a nutrition sector thought leader and for cultivating and maintaining a global, robust array of relationships across the sector, including within the U.S. Government, with public and private sector actors within Zambia and the sub-region, with academic and research partners, and a wide range of international and multilateral partners.

The Senior Nutrition Advisor will collaborate closely with USAID/Zambia's Front Office, all eight sector office Directors and technical staff to successfully implement and ensure success of the SUN program. Outside of USAID, s/he will require strong and close coordination and collaboration with key stakeholders, at both the technical and senior management levels. Key stakeholders include the National Food and Nutrition Commission, Ministry of Finance, Ministry of Health, Ministry of Education, Ministry of Agriculture, Ministry of Livestock and Fisheries, Ministry of Community Development and Social Services, Ministry of Water Supply, Sanitation and Environment Management, the Ministry of Local Government and Housing, SUN TA and SUN LE implementing partners, Sub-National Coordination (Provincial, District, and Ward Nutrition Committees), NGOs and private sector organizations working at the community level, and donors (US, UK, EU, Germany, Sweden, Ireland, UNICEF).

Administrative Management (20%):

The Senior Nutrition Advisor will assist in the preparation of internal reporting documents including: Operational Plan, Performance Plan and Report, resource requests, portfolio reviews, and other required project documentation and results reporting. S/he will prepare necessary

talking points and background information required for USAID and/or U.S. Government representation, and work closely with USAID/Zambia's Development Outreach and Communications team to communicate nutrition successes and challenges to a broad range of stakeholders. S/he will develop and maintain files on internal and operational procedures to ensure effective monitoring of nutrition activities.

(c). Position Elements

1. **Supervision Received:** The incumbent will report directly to the Deputy Mission Director (DMD). Performance is evaluated annually based on accomplishments. While this position reports to the DMD, it is a position that works with considerable administrative and technical discretion and the successful candidate must be sufficiently experienced to understand the needs of USAID/Zambia, and be able to work across technical (Health, Economic Development) and administrative (Financial Management, Acquisition and Assistance) offices.
2. **Available Guidelines:** Annual work objectives, USAID Automated Directives System (ADS), internal Mission Orders, Country Development Cooperation Strategy, USAID's Multi-Sectoral Nutrition Strategy 2014 – 2025, SUN 1.0 and 2.0 documents, the GRZ's 1,000 Most Critical Days Program, National Food and Nutrition Commission's policy documents, research and annual reports.
3. **Exercise of Judgment:** Provide advice based on expert analysis and gathering information is a prime role. S/he will be required to show good judgement in a variety of complex fora. S/he must have the technical mastery of nutrition programming, policy and research issues to be able to serve as the lead senior nutrition representative for USAID/Zambia in high-level stakeholder policy and technical meetings involving government officials, as well as donor, NGO, and private sector representatives.
4. **Nature, Level, and Purpose of Contacts:** Frequent contacts with stakeholders inside and outside the Mission concerning strategy and policy issues, coordination, and consultations. Contacts include: the supervisor; interagency mid and senior-level leadership; mid and senior-level Government of the Republic of Zambia officials; mid and senior-level officials from the donor community, implementing partners, and the private sector. Must be sensitive to Zambian government issues and perspectives.
5. **Authority to Make Commitments:** None.
6. **Supervision Exercised:** S/he may supervise up to two Foreign Service Nationals – a Nutrition Advisor and a Water Advisor.
7. **Time required to Perform Full Range of Duties after Entry into the Position:** A qualified individual without previous experience in USAID will take approximately

one year to develop the knowledge, abilities, and skills required to perform the full range of duties required for this position. A person with USAID experience will take approximately six months.

11. AREA OF CONSIDERATION: Open to U.S. citizens. (A U.S. citizen for purposes of this definition also include persons who at the time of contracting are lawfully admitted permanent residents of the United States.) Resident Hire U.S. Personal Services Contractor means a U.S. citizen or resident alien who, at the time of hire as a PSC, resides in the cooperating country (see Section 8. “Who May Apply.”)

For USPSCs:

- Be a U.S. citizen or U.S. Permanent Resident (“green card holder”);
- Submit a complete application as outlined in the solicitation Section III titled APPLYING;
- Be able to obtain Public Trust Clearance;
- Be able to obtain a Department of State medical clearance;
- Be willing to travel to work sites and other offices as/when requested; and
- Employment is subject to funds availability and all the required approvals obtained.

12. PHYSICAL DEMANDS: The primary location of work will be on the U.S. Embassy/USAID compound in Lusaka, Zambia. No special demands are required to perform the work. Travel to the interior of Zambia for site visits and meetings will be required (up to 30%).

POINT OF CONTACT: Jason Bennett, Executive Officer, email at jbennett@usaid.gov.

SUBMIT ALL APPLICATION MATERIALS TO:

EXOZambiaHR@usaid.gov (E-mailed applications required.)

13. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION: To be considered for the position, applicants must meet the following minimum qualifications:

EDUCATION: The applicant must have a bachelor’s degree from a recognized institution related to public health, nutrition science, food management or a related field.

WORK EXPERIENCE: The applicant must demonstrate at least five (5) years of progressively challenging professional experience working on nutrition, public health, and/or social behaviour change communication issues, with at least two (2) years of this experience in planning, designing, implementing, managing, monitoring and/or evaluating food security or nutrition sensitive programming in low-resource settings.

SKILLS & ABILITIES: The applicant must demonstrate having worked in a highly demanding environment and a capability of handling tasks with varying deadlines. S/he must demonstrate good teamwork and interpersonal skills; an ability to communicate complex and difficult policy

and programmatic issues in a manner understandable by knowledgeable laypersons without oversimplifying; and, an ability to maintain and adhere to high standards of professional conduct. Versatility in the use of computers, especially Word and Excel is required.

LANGUAGE: Level IV (fluent) written and oral English proficiency is required. Ability to write and edit technical documents in English and concisely summarize complex ideas is essential.

II. EVALUATION CRITERIA AND SELECTION PROCESS

I. EVALUATION CRITERIA: Candidates will be evaluated and ranked based on the following selection criteria:

A. Technical Expertise: 60 points

- (1) Demonstrated mastery of the program principles, concepts, best practices, and approaches related to nutrition in the context of health and/or agriculture. The applicant must be able to apply new developments to problems, and to design, administer, and/or conduct comprehensive activities and to identify and propose solutions to problems, which are characterized by their breadth and importance. Experience in analyzing constraints to improving nutrition, both sector-wide and country-specific, and recommending courses of action. Demonstrated technical mastery of nutrition programming, policy and research issues, to be able to serve as the lead senior nutrition representative for USAID/Zambia in high-level stakeholder policy and technical meetings involving government officials, as well as donor, NGO, and private sector representatives. **(20 points)**
- (2) Demonstrated mastery in one of the following areas: (a) serving as lead technical and programmatic expert and advisor on nutrition; (b) working independently to plan, design, and carry out programs, analysis, policy work and research related to nutrition; (c) proving expert analysis and advice on complex programming issues; (d) managing special projects for major offices or programs that have a broad impact; (e) managing special cross-cutting initiatives or task-force groups to accomplish programmatic goals; (f) applying the most current global research and expertise with respect to nutrition policy, programming and research, and spearheading efforts across sectors involving multiple stakeholders working in different programmatic areas. At least two (2) years overseas work is preferred, as is experience in sub-Saharan Africa. Recent experience working with the global Scaling Up Nutrition initiative, Feed the Future, and/or Global Health Initiative is also preferred. **(20 points)**
- (3) Demonstrated experience working for international donors and other programs in developing countries that support nutrition, maternal and child health, infant and young child feeding, maternal nutrition, nutrition-sensitive agriculture, systems strengthening, monitoring and evaluation, and research. Familiarity with U. S. Government policies and procedures, and experience working with host country governments, other donor agencies, or private voluntary organizations is preferred. **(20 points)**

B. Communication/Interpersonal/Teamwork Skills: 40 points

(1) Strong interpersonal skills and ability to work in a multi-cultural setting required. Demonstrated positive and productive teaming abilities are absolutely critical; must be able to get along with and help empower others. Experience working with teams of professionals, both inside and outside of the USG, is imperative. An ability to motivate others and work toward positive overall performance; work and collaborate as a member of a cross-sectoral team, mentor junior staff, and work on his/her own.

(30 points)

(2) Demonstrated strong computer, verbal and writing skills. Must be fluent in English (Level IV) and have: proven ability to communicate quickly, succinctly, and tactfully in both speech and writing; ability to plan, organize, and facilitate complex negotiations and meetings; make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context; ability to produce concise, clear reports, and use word processing, spreadsheet, and database programs, including the Google Drive suite.

(10 points)

2. **SELECTION PROCESS:** After the closing date for receipt of applications, a committee will convene to first review and select those applications that meet the minimum requirements as outlined in Section I.14. Applications that meet the minimum requirements will be further evaluated, scored, and competitively ranked based on the Evaluation Criteria outlined in Section II.1. Applications from candidates who do not meet the minimum requirements required for this position will not be scored.

Those applicants who have been competitively ranked will be called for an interview and undergo professional reference checks. The applicant's references must be able to provide substantive information about his/her past performance and abilities. 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; USAID will delay such reference checks pending the applicant's concurrence. Those selected for an interview will be rated and ranked to their performance during the interview.

III. APPLYING

For your application to be considered, the following documents must be submitted:

1. Letter of application/cover letter. This letter should not exceed two pages and address the Evaluation Criteria as outlined in Section II.1, describing specifically, accurately, and succinctly what experience, training, education, and/or awards or recognition received is relevant to each criteria.
2. Applicants are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts," available at <http://www.usaid.gov/forms>.

3. Current resume/CV – Not to exceed three pages.
4. Applicants are required to provide three (3) to five (5) references with complete contact information, including e-mail address and telephone numbers. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner.
5. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted via e-mail as explained below in Section III.7.
6. Application must be submitted **ONLY** via EXOZambiaHR@usaid.gov and the email subject must say –: **SOLICITATION # AID-011-19 - USAID/Senior Nutrition Advisor**
7. To ensure consideration of offers for the intended position, applicants must prominently reference the solicitation number in their submission.
8. Please submit the application only once; and
9. Late and incomplete applications will not be considered. The application must be submitted before or on the closing date of June 28, 2019 at 5:00 p.m. (Local Zambia Time)

IV. LIST OF REQUIRED FORMS FOR USPSC HIRES

Once the USAID/Zambia Contracting Officer (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. *Contractor Employee Biographical Data Sheet (AID 1420-17)*
2. *Medical History and Examination Form (Department of State Form, DS 6561)*
3. *Questionnaire for Sensitive Positions for National Security (SF-86), or*
4. *Questionnaire for Non-Sensitive Positions (SF-85)*
5. *Finger Print Card (FD-258)*

V. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances (NOTE: An individual defined as a Resident Hire employee may not be eligible for those benefits listed under item I below):

I. 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 (if applicable):

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

- (a) *Temporary Quarter Subsistence Allowance (Section 120)*
- (b) *Living Quarters Allowance (Section 130)*
- (c) *Cost-of-Living Allowance (Chapter 210)*
- (d) *Post Allowance (Section 220)*
- (e) *Separate Maintenance Allowance (Section 260)*
- (f) *Education Allowance (Section 270)*
- (g) *Education Travel (Section 280)*
- (h) *Post Differential (Chapter 500)*
- (i) *Payments during Evacuation/Authorized Departure (Section 600), and*
- (j) *Danger Pay Allowance (Section 650)*

VI. TAXES

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

VII. 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-I** available at <https://www.usaid.gov/forms>.
- 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

EQUAL EMPLOYMENT OPPORTUNITY: *The U.S. Mission in Zambia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Zambia also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.