



SOLICITATION NUMBER: 72068821R10001

ISSUANCE DATE: November 18, 2020
CLOSING DATE/TIME: December 09, 2020/5PM

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) – Project Management (Malaria Data) Specialist/Health Office

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers/applications from qualified persons to provide personal services under contract as described in this solicitation.

Offers/Applications must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers/applications will not be considered. Offerors/Applicants should retain copies of all offer/application 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/applications.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Douglas Quiggle,
Supervisory Executive Officer (CO)

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72068821R10001
2. **ISSUANCE DATE:** November 18, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 09, 2020/ 5PM
Bamako Time
4. **POINT OF CONTACT:** Human Resources Section, email at bamakohrmvacancies@usaid.gov
5. **POSITION TITLE:** Project Management (Malaria Data) Specialist
6. **MARKET VALUE:** *FCFA 21,897,069 - FCFA 33,940,461*; equivalent to **FSN-II**. The incumbent will be compensated in accordance with **AIDAR Appendix J** and the U.S. Mission Mali's Local Compensation Plan (LCP). Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** CCNPSCs contracts duration are of a continuing nature based on the availability of funds, continued need for the service, employee performance and any future hiring freeze guidance, and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation.
8. **PLACE OF PERFORMANCE:** Bamako, Mali with possible travel as stated in the Position Description.
9. **ELIGIBLE OFFERORS:** All Malian Citizens (CCNs) and Local Residents with valid work permits at the time of application.
10. **SECURITY LEVEL REQUIRED:** Security certificate (LE Certification)
11. **STATEMENT OF DUTIES:**

The goal of the President's Malaria Initiative (PMI) is to reduce malaria-related mortality by fifty percent (50%) across a number of high-burden countries in sub-Saharan Africa, and elsewhere, through rapid scale-up of proven and highly effective malaria prevention and treatment measures. Success requires participating countries, and their partners, to deploy the right resources at the right place and at the right time, through more accurate insights from existing data, and accelerating the data-to-action cycle. PMI has launched a new country quarterly reporting process to ensure operational decision-making at the country level is based on timely and granular program-relevant data, through the use of the "PMI MDIVE Platform," which includes analytic tools to facilitate the use of relevant datasets, including visualizations of epidemiological, supply chain, entomological, demographic, programmatic, and financial data. As such, PMI has required all countries receiving PMI funding to add a Malaria Data Specialist to the Health staff to support surveillance, monitoring and evaluation, the strengthening of malaria-related data systems, and the building institutional capacity within Ministries of Health and National Malaria Control Programs to improve data quality and use.

The USAID Project Management Specialist (Malaria Data Management) (the “Specialist”) leads the effort to strengthen malaria-related data systems, and efforts to build institutional capacity within Ministries of Health and National Malaria Control Programs. The Specialist provides leadership and guidance to data-related malaria control programs/projects/activities in coordination with USAID, USG, implementing partners (IPs), appropriate host-country ministries and the private sector. The Specialist provides technical advice on data collection, analysis, and use, reflecting best practices designed to improve data quality and use, and ultimately advance to malaria prevention, control, and elimination. The Specialist administers and monitors malaria data systems and is responsible for data collection and analysis and provides guidance and leadership in the strategic use of data for informed decision making. In addition, the Specialist serves as a Contracting/Agreement Officer’s Representative (C/AOR) or Activity Manager (AM) for malaria data systems related programs.

NB: This is a Standard Position Description (SPD), designed for use in multiple locations.

1. Statement of Duties to be Performed

a. Performance Management 35%

- Leads the development and implementation of strategies to improve malaria data quality and data sharing, while establishing a culture of data-informed resource allocation within the host-country malaria control program in the Ministry of Health (MoH).
- Provides technical guidance to the host-country malaria control program, in order to build capacity in the conceptualization, development, design, administration, and monitoring of various information systems necessary for malaria control, including for malaria case management, vector control, and the supply chain of malaria commodities.
- Advises the supervisor, Office Chief, Mission Director and Deputy Mission Director, and others on local matters of importance to data quality, use, and transformation efforts, and providing oversight of IP programs.
- Provides guidance to other Mission colleagues, USG offices, and with IPs in the areas of data collection and use, and host-country malaria data systems.
- Provides technical expertise to other USAID/Mission Health Office staff in their performance monitoring, efforts as they relate to malaria program activities, including reviewing and providing technical feedback on Monitoring and Evaluation (M&E) plans submitted by PMI-funded IPs.
- Liaises with PMI backstops, and with Surveillance, Monitoring and Evaluation (SM&E) and Data Integration Teams in USAID/Washington and at CDC/Atlanta, and Mission staff overseeing PMI activities.
- Ensures that performance monitoring systems are in place, and that periodic, reliable measures and indicators of portfolio impact are established; and, collects and monitors malaria-program related performance data on an ongoing basis.
- Contributes to performance monitoring reviews and reports, PMI reporting requirements, Portfolio Reviews, the annual Performance Plan and Report, as well as other reporting requirements.
- Facilitates the negotiation of data-sharing agreements between the Mission and relevant host-government institutions, including the MoH and others.

b. Data Management 35%

- Provides technical leadership to all areas of data management, including ensuring appropriate data collection (manual and automated), inventorying, and cataloguing in the

PMI data platform, for all malaria-related datasets (e.g., financial, programmatic, epidemiological, entomological, supply chain, demographic).

- Designs, facilitates, and promotes efficient means to collect, organize, clean, store, analyze, and share disparate, complex datasets, with attention to security and confidentiality, and with sensitivity to the country context.
- Applies sound data science principles and methods to objectively and systematically track changes, and to measure progress towards national targets for malaria control in the host country.
- Conducts rigorous analysis of data from a variety of sources to locate implementation obstacles and opportunities, and to employ cutting-edge approaches and tools to generate visualizations.
- Facilitates the establishment and institutionalization of data use processes, with a focus on reducing the time in the information-to-decision cycle.
- Conducts data quality assessments on key performance indicators included in the Monitoring and Evaluation (M&E) plans for PMI-funded IPs, as required under USAID policy (ADS 200).
- Trains and mentors the host-country and Mission colleagues in data analysis and visualization.

c. Program/Project/Activity Management **30%**

- Serves as a COR/AOR or Activity Manager (AM) for malaria data systems strengthening related projects, with responsibility for providing financial and programmatic oversight to ensure contracts and grants achieve anticipated results, and are linked to and enhance attainment of the Health Office, Mission and USG objectives.
- Conduct site visits as required in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency, and judicious use of USG funding.

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.

2. Supervisory Relationship

The Specialist works under the very general supervision of the Health Office Chief, and the closer but general supervision of a lower-level supervisor, such as the HIV/AIDS and/or Malaria Team Leader.

3. Supervisory Controls

Continuing supervision of other Health Office and/or Mission staff is not contemplated.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education:** The work requires a Master's Degree or host-country equivalent in a statistics, mathematics, economics, computer science, epidemiology, health informatics, public health, infectious disease, zoonotic disease, biology or other quantitative discipline.

- b. Prior Work Experience:** A minimum of five years of progressively responsible experience, with a focus on data collection and analysis in the area of malaria-related public health is required. Demonstrated experience in the programming of malaria data-collection and data-quality programs/projects/activities. This experience must demonstrate that the Specialist has strong public health and applied data science skills. The Specialist must have demonstrated technical leadership in data systems as they relate to malaria prevention and control, program management, planning, policy development, and problem-solving skills while working in a sensitive environment.
- c. Language Proficiency:** Level IV (fluent proficiency) in English, and in French, both written and spoken, is required. Language competence may be tested.
- d. Job Knowledge:** The Specialist must have in-depth professional-level knowledge of techniques and approaches for gathering, analyzing, interpreting, and conducting surveillance of data, as well as using this information to drive decision making. The Specialist must have knowledge of development principles, concepts, and practices, especially as they relate to malaria prevention, control, and elimination activities in the host country and/or region, and the problems and policies in the host country from the business, political, civil society, and social perspectives. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the host country; development problems in the health sector in the host country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region. Working knowledge USG legislation, policy, and practice relating to malaria assistance, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities. The Specialist must have knowledge and understanding of the organization and respective roles of the different levels of the host government, in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation.
- e. Skills and Abilities:** The Specialist must have the ability to facilitate and link culturally appropriate malaria assessments and related issues to other health and related programs, such as food security, water, sanitation, and hygiene; and, be able to use this data for decision making. Ability to provide technical leadership in malaria data collections; and, apply this ability to programming in the host country and the region. The Specialist must have the ability to issue precise and accurate factual reports using rigorous analytical and interpretive skills. Excellent communication skills both writing and speaking, especially in being able to communicate technical subjects to clients with nontechnical background are required. This role requires the ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures. Excellent computer and software skills including ability to manage large amounts of data in excel, SPSS, STATA, R and/or other analytical databases, and the ability to help others and to learn new programs quickly, is required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions to 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>.

To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

- | | |
|--------------------------|-----------|
| a. Education | 10 points |
| b. Prior Work Experience | 35 points |
| c. Language Proficiency | 10 points |
| d. Knowledge | 10 points |
| e. Skills and Abilities | 35 points |

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described above, and any related considerations.

How the selection will be made: The successful candidate will be selected based upon:

1. Preliminary review of the applications package submitted to establish that minimum requirements are met;
2. Tests: Candidates may be tested on English writing skills, Microsoft Office proficiency, or any technical skills test that might be deemed appropriate;
3. Interviews;
4. Reference checks – pass or fail.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum requirements. The Technical Evaluation Committee (TEC) will review each of the prescreened applications against the established evaluation criteria to develop a shortlist of applicants to be tested and/or interviewed. Applicants shortlisted by the TEC will be contacted (Step 2) for testing and/or interviews. Based on the results of the tests, TEC will send the list of applicants to be considered for interview phase. Following the interviews (Step 3) during which the applicants will be evaluated against the criteria established in this solicitation, the TEC will make a preliminary determination of candidates (in a ranking order) to be considered for employment and forward it to HR in a memo format. HR reviews the memo and conducts reference checks (Step 4&5) prior to submitting the TEC recommendation selection memorandum to the contracting officer for approval.

NOTES:

References may be solicited from current as well as former supervisors in addition to the references provided in the application package.

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply. Current employees with an “Overall Summary Rating of Needs Improvement” or “Unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.

IV. SUBMITTING AN OFFER:

Qualified candidates for this position should submit the following documents to be considered. Failure to do so may result in a determination that the application is not qualified. Only shortlisted applicants by the TEC will be contacted.

1. **A Cover letter** of no more than three (3) pages describing how the incumbent’s skills and experience fit the requirements of the subject position.
2. **A Resume or Curriculum Vitae (CV)** relevant to the position for which the applicant is applying.
3. Applicants are required to provide three (3) to five (5) **Professional References** with complete contact information including email address and telephone numbers. References should have knowledge of the candidate’s ability to perform the duties set forth in the solicitation. References **must not be family members or relatives.**
4. Copies of **Degrees/Diplomas**, any other **Academic Transcripts**, and any **Employment Proof (Certificates and/or “Attestations/Certificats de Travail”), Recommendation Letters, etc.**
5. Applicants must provide their **Full Mailing Address with Telephone, Email Address** and should retain for their records copies of all enclosures that accompany their submissions.
6. 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 I, item 4**.
7. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the subject line of the email submission: **72068821R10001.**

All CV/Resumes and cover letters must be in English, otherwise the application package is incomplete and will be rejected. All the hiring process, including interviews and any eventual proficiency written test, will be conducted in English.

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:

1. Medical Examination- clearances
2. Security (Investigation) Certification – eligibility/facility access
3. Employee Biographical Data Sheet (Form AID 1420)
4. Application for Employment in the Foreign Service of the United States (Form OF 174)
5. 4x4 Photograph
6. Casier Judiciaire
7. National Identification document (passport, national card, etc.)
8. Last employment status and earning proofs

VI. BENEFITS/ALLOWANCES (as applicable):

The incumbent will be compensated in accordance with the U.S. Mission to Mali’s Local Compensation Plan (LCP) with benefits and allowances. The plan includes basic salary,

miscellaneous allowances, and comprehensive medical insurance subsidy. Final compensation will be based on the position grade, employee seniority if applicable and negotiated base salary within the corresponding market value.

VII. TAXES:

The successful Applicant will be subject to host country tax laws.

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

1. USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:
2. 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
3. **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)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: 688-MOD-PEFE-FY20-25-SALARY-HLT	1	LOT	\$ _TBD__	\$ _TBD_ at Award after negotiations with Contractor_

4. 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>.
5. 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>.

EQUAL EMPLOYMENT OPPORTUNITY:

The U.S Mission in Mali 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. We strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

~ END OF SOLICITATION~