



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062424R10008

ISSUANCE DATE: January 16, 2024

CLOSING DATE/TIME: January 30, 2024, 11:59 p.m.

SUBJECT: Solicitation for a Cooperating Country Personal Service Contractor (CCN/ PSC) – Global Health Security Agenda Specialist
(Local Compensation Plan)

Dear Prospective Offerors:

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

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

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

Sincerely,
Donald
Brady
Don Brady
Contracting Officer

Digitally signed by
Donald Brady
Date: 2024.01.11 09:39:51
Z

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I. GENERAL INFORMATION

- 1. SOLICITATION NO:** 72062424R10008
- 2. ISSUANCE DATE:** January 16, 2024
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 30, 2024, 11:59 p.m. Yaoundé time.
- 4. POINT OF CONTACT:** ydepersonnel@usaid.gov
- 5. POSITION TITLE:** Global Health Security Agenda Specialist
- 6. MARKET VALUE:** 27,160,754 CFA – 45,056,310 CFA equivalent to FSN-11 in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Cameroon. Final compensation will be negotiated within the market value.
- 7. PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start about **July 2024**. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
- 8. PLACE OF PERFORMANCE:** Yaoundé, Cameroon with possible travel as stated in the Statement of Work.
- 9. ELIGIBLE OFFERORS:** All interested candidates eligible to work in Cameroon. Cooperating Country National (CCN) is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Regional Security Office Clearance.

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The Global Health Security Agenda (GHSA) Specialist, working with USAID/Cameroon Health team, will provide technical expertise to the Mission and USAID/Washington to manage and coordinate activities associated with the USAID/Global Health Security in Development (GHSD) portfolio as it relates to human and animal health and the environment.

The Specialist will liaise with the Agency's GHSD Unit in Washington, DC. S/he will ensure that the Mission's planning and response to GHSA and USAID emergency pandemic threats program -2 (EPT-2) is carried out in accordance with Agency and State Department directives.

2. Statement of Duties to be Performed.

a) Program Planning, Management, Analysis, and Reporting for EPT-2 and GHSA 40%

- As Activity Manager for EPT-2 activities in Cameroon, perform all duties of an Agreement/Contracting Officer's Representative (AOR/COR) as delegated, and report back to the AOR/COR. This includes review work plans, quarterly reports, and other contract and agreement deliverables by EPT-2 implementing partners. Regular financial and program monitoring and communication on behalf of the AORs/CORs as appropriately delegated.
- Serve as AOR or COR or Alternate for activities in Cameroon, perform all duties of an AOR/COR to ensure compliant implementation of the activities. Ensure that the EPT-2 program is carried out in accordance with USAID directives.
- Represent the activity as appropriate to USAID/Cameroon, USAID/West Africa and within the United States Government (USG). Respond to communication requests and other taskers related to this project.
- Serve as the AOR/COR for non-GHSA activities including malaria and HIV/AIDS programs.
- Support development of USAID/Cameroon indicators and performance monitoring plan as it relates to Global Health Security Agenda (GHSA). Monitor progress according to this plan, including compilation and some analysis of indicators.
- Facilitate the liaison of EPT-2 and GHSA implementing partners with the government of Cameroon and other USG offices and their partners to facilitate coordinated implementation.
- Liaise with USAID/West Africa on regional GHSA efforts as needed to ensure best implementation and coordination of activities.
- Produce on time the required GHSA progress reports and work plans.
- Document and track lessons learned in Cameroon, which will help guide the implementation of the EPT-2 program.

b) Technical Advice on Infectious Disease Surveillance and Response, GHSA policy implementation, Emerging Pandemic Threats, and Avian Flu/One Health (25%)

- Provide information to USAID/Cameroon, USAID/West Africa and USAID/Washington on infectious disease preparedness, prevention, detection, and

response context and capacities in Cameroon, including zoonotic diseases, One Health approach, and Global Health Security.

- Work closely with the USAID/Cameroon country team to engage in high-level advocacy with various ministries from the host government to ensure effective USAID support to the implementation of GHSA in Cameroon, including advocacy to promote One Health approach to addressing existing and emerging pandemic threats.
- Represent USAID/Cameroon to high level meetings with USG diplomats and Very Important Persons (VIPs), Senior Government of Cameroon Officials, and other external partners as appropriate - this includes both speaking and writing.
- Provide technical support/guidance to the host government in establishing effective and improved roadmap to achieving GHSA targets. Ensure the EPT-2 program is aligned with the Government of Cameroon's priorities and GHSA requirements.
- Keep abreast of new developments and emerging issues that affect USAID's priorities related to GHSA via literature review, attendance at technical meetings, workshops, and participation in relevant training events. Share relevant information and recommendations with USAID and other USG colleagues. This includes current information on outbreaks globally and in the region.
- Keep abreast of all infectious disease threats provide updates to USAID and Embassy leadership on all aspects including resources needed for a response.
- Ensure technical representation on One Health working groups.

c) Coordination and Integration

25%

- Facilitate the coordination of USAID and USG-funded activities in Cameroon. This includes close collaboration with the U.S. Centers of Disease Control and Prevention (CDC) and Department of Defense (DOD)-funded work to ensure the most cost-effective, and diplomatic approach to supporting the government of Cameroon's and the USG's goals.
- Ensure good coordination and information sharing between USG partners and facilitate collaborative work together.
- Reinforce the role of Government of Cameroon to establish and maintain a coordination network among partners in the country whose activities are related to EPT-2 activities. Such partners include bi-lateral donors, international organizations (WHO, FAO, World Organization for Animal Health (OIE), etc.), National governments and their relevant ministries, private sector, international and local NGOs, etc.
- Develop and maintain relationships with relevant ministries in the country to ensure that assets can be coordinated and provided as support if needed.

- Ensure integration of EPT-2 activities with the broader USAID portfolio: Work closely with USAID country team in Cameroon and USAID West Africa Regional Mission to identify areas of convergence (e.g., common partners, similar streams of work, and key opportunities for linkages) across the USAID development portfolio (e.g., economic growth and trade, environmental conservation, food security, education, governance, health). Work with in-country EPT-2 partners to ensure that linkages and coordination with the broader development portfolio are understood and integrated.
- During disease outbreak situations ensure that EPT-2 assets are tightly coordinated with interagency leadership in supporting the national government.
- Seek opportunities to bring new partners into GHSA programming, including private sector or other donors.

d) Cameroon Health Office Support

10%

- As a member of the USAID/Cameroon Team, support the Team in its strategic planning, communication, monitoring and evaluation, official representation responsibilities (including service as control officer for VIPs when/if needed) and participating in team meetings and events.
- Support the team to ensure health office coverage at meetings and in the office as needed.
- Take relevant USAID training in project and financial management and other required training and stay current in these areas.
- Where need and/or opportunity arises, seek coordination of work between health sectors for a more cost-effective approach.

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.

3. Supervisory Relationship: The Specialist works under the direct supervision of the GHSA Advisor or his/her designee.

4. Supervisory Controls: This is a non-supervisory position.

12. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands. This position requires an estimated 20% travel within and outside Cameroon.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) **Education:** Master's degree in Public Health or Epidemiology.
- b) **Prior Work Experience:** Minimum of five years of progressively responsible professional-level experience in providing technical assistance to epidemiologic surveillance projects and development assistance is required. The Specialist must have experience in program-related work, which has included analyzing problems, working with teams to develop solutions, writing analytic reports, and using empirical data to improve the effectiveness of the work product. Experience in Cameroon or the West Africa region and with donors, NGOs, international organizations, or Embassies is highly required.
- c) **Language Proficiency:** Level IV (Fluency) writing and speaking in English and Level III of French is required. Language proficiency may be tested.

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 evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities, and level of language required. The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the TEC Chairperson's decision). The security clearance and medical clearance is required for the top-ranking candidate, after conducting and receiving the positive reference checks.

a. Prior Work Experience (20 points)

Minimum of five years of progressively responsible professional-level experience in providing technical assistance to epidemiologic surveillance projects and development assistance is required. The Specialist must have experience in program-related work, which has included analyzing problems, working with teams to develop solutions, writing analytic reports, and using empirical data to improve the effectiveness of the work product. Experience in Cameroon or the West Africa region and with donors, NGOs, international organizations, or Embassies is highly required.

b. Job Knowledge (40 points)

Position requires:

- In-depth knowledge and understanding of ADS, Global Health Security Agenda, EPT-2, etc.) and good knowledge of U.S foreign assistance instruments.
- Knowledge of U.S appropriations law would be an added advantage.
- Broad knowledge of development and political issues in Cameroon, especially as they pertain to Mission (and more specifically, USAID sectors).
- Must be able to obtain, analyze, and evaluate complex material; and provide objective advice.
- The Specialist must have advanced professional-level knowledge of development principles, concepts, and practices, Mission reporting requirements including the Operational Plan, Performance Plan and Report.
- Proven experience in building the capacity of public health personnel and institutions. Experience in strategic planning, coordination, obtaining support for project design and carrying out project implementation.
- Proven ability to work collaboratively across technical disciplines (e.g., surveillance, epidemiology, health informatics).
- Excellent computer skills, including use of analysis software.
- Experience in disease surveillance data collection, data quality assurance, analysis, dissemination and use for decision-making.

c. Skills and Abilities (40 points)

- Ability to take up interchangeable roles, including prioritizing, and sometimes exercising independent judgment.
- Ability to work with minimum supervision.
- Strong professional and collaborative management skills – interaction with appropriate U.S Embassy and governmental officials are essential.
- Detail-oriented and highly organized.
- Strong organizational and interpersonal skills, and ability to establish and maintain effective working relationships with the Ministry of Health, CDC, and other partners.
- Advanced competency on program/project development, budgeting, management, monitoring, and evaluation.
- Advanced Knowledge of U.S. government procedures.
- Demonstrated ability to effectively analyze, synthesize and present performance monitoring, evaluation, budget, and development.
- Ability to analyze programming issues and to develop a way to solve them.
- Knowledge of the objectives and operations of the USG or program activities of other international donors or non-governmental organizations in Africa.
- Excellent writing and speaking skills, with the ability to write clearly, quickly, and succinctly.
- Strong interpersonal skills, including an ability to work as a member of a team, build consensus, provide leadership, and effectively coordinate with internal and external stakeholders in a multicultural setting.

- Ability to work independently, prioritize and organize work, develop timelines, and meet deadlines.

Total Possible Points: 100 points

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be scored.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

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

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted by Human Resources only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application Letter.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to **complete and sign** the offer from AID 309-2 (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link_ <https://www.usaid.gov/forms/aid-309-2> and upload it during the application process.
2. Offerors must also upload a signed resume or CV.
3. Offerors must attach a two-page supplementary document with written responses to the Evaluation Factors listed under Section III.
4. Submit relevant educational certificate(s) and work permit or residency permit.
5. Offers must be received by the closing date and time specified in Section 1, item 3, and submitted to the point of contact in Section 1 via email.
6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents which must be in English.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The Contracting Officer (CO) will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Security Clearance
3. Fingerprint Card (FD-258)

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS:
 - a. Health Insurance
 - b. Annual Salary Increase (if applicable)
 - c. Annual and Sick leave
 - d. Annual Bonus
 - e. Salary Advance (0% interest)
 - f. Social Security Contributions
 - g. Local and American Holidays
2. ALLOWANCES (as applicable):
 - a. Miscellaneous Allowance

VII. TAXES

The Mission emphasize to its employees of the fact that they are obliged to observe Cameroonian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Cameroonian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

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

USAID regulations and policies governing CCNPSC 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 ServicesAbroad,” 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)	UNI T (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC-CCN - Product Service Code: <i>R497</i> - Accounting Info: 7219910310000	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_

1. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for PersonalServices Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>;
2. 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>
3. **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.

END OF SOLICITATION