



USAID | NIGERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: AID-620-S-17-00018-00

ISSUANCE DATE: August 2, 2017
CLOSING DATE/TIME: August 15, 2017

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) Project Management Specialist (Commodities and Logistics) (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,

Debbie Jackson
Contracting Officer

U.S. Agency for International Development
C/O American Embassy,
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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** AID-620-S-17-00018-00
- 2. ISSUANCE DATE:** August 2, 2017
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** August 15, 2017
- 4. POSITION TITLE:** Project Management Specialist (Commodities and Logistics)
- 5. MARKET VALUE:** ₦9,304,635.00 equivalent to **FSN-10**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of United States Mission, Nigeria (Effective September 04, 2016).
Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** Five (5) years renewable
- 7. PLACE OF PERFORMANCE:** Abuja, Nigeria
- 8. SECURITY LEVEL REQUIRED:** SBU
- 9. STATEMENT OF DUTIES**

BASIC FUNCTION OF THE POSITION:

The President's Emergency Plan for AIDS Relief (PEPFAR) and global TB strategies have put in place ambitious goals for US assistance in Nigeria. The Commodities Logistics Program Manager fills a critical role at USAID/Nigeria by ensuring that life-saving drugs and supplies are constantly available to target populations in Nigeria. The Commodities Logistics Program Manager, along with other advisors on the US Government (USG) team, is held accountable for USG resources directed towards strengthening logistics systems and health commodity procurement. The Program Manager will manage projects and programs through formal and informal interactions with Implementing Partners (IPs) who are responsible for implementation of day-to-day HIV/AIDS and TB related activities. The Commodities Logistics Program Manager will plan, implement and evaluate USAID's HIV/AIDS programs that are aimed at successfully delivering TB and HIV/AIDS related to commodities. The Commodities Logistics Program Manager will be housed within the Quality Improvement and Systems Group in USAID's Office of HIV/AIDS & TB.

MAJOR DUTIES AND RESPONSIBILITIES:

a. Program/Project Management – 50 %

The Program Manager serves as Activity Manager, and/or Alternate for selected USAID and PEPFAR- funded mechanisms, working closely with Implementing Partners (IPs) to ensure high-quality services are being provided in accordance with national and international standards, following best project management practices and procedures, in the many varied activities stipulated in the project agreement or contract. The Program Manager monitors and evaluates programs through activities such as regular IP meetings, site visits, and analysis of reports and data. The Program Manager works in close collaboration with other COR/AORs and Activity Managers to ensure coordination; promote synergies and avoid duplication of services. The Program Manager facilitates the development of and approves Implementing Partner (IP) work plans; Performance Monitoring Plans; IP portfolio reviews; annual, semi-annual, quarterly and ad hoc IP reports.

The work requires the Program Manager to remain current on supply chain approaches, particularly related to lab logistics, total market approaches that consider donated goods as well as retail sales, private sector supply chain solutions and global trends related to public health work; and analyze trends in relation to their impact on PEPFAR and TB programs. The Program Manager is responsible for other specific tasks, as outlined in the PD.

b. Data Collection and Analysis – 25%

The Program Manager is responsible for monitoring and reporting on developments in the supply chain sector that impact the ability to successfully implement HIV/AIDS & TB Office activities. The Program Manager monitors, analyzes, and reports on relevant aspects of host-Government policy, law, and regulation, and on HIV/AIDS & TB and development issues. Based on an in-depth understanding of USAID policy and program objectives and priorities, the Program Manager prepares technical and policy analyses, evaluates sectoral issues, and provides input to Mission activities outside of the HIV/AIDS/TB portfolio, but particularly with respect to commodities logistics. The Program Manager summarizes information and conclusions in written and oral form for presentation to senior USG, and other, decision makers, and for incorporation into other USAID Mission activity documents, as appropriate. The Program Manager organizes field trips to meet with state government counterparts, conduct monitoring visits, hosts conferences, and attends workshops to understand emerging trends. The Program Manager prepares written reports that reflect a sound understanding of assigned areas of responsibility, and that clearly document that a wide variety of sources and points of view have been consulted in undertaking analyses, and in drawing conclusions. The Program Manager prepares oral and written briefings for the Team leadership, Mission Director, Embassy staff, and others, on request. The Program Manager is responsible for other specific tasks, as outlined in the PD.

c. Performance Monitoring – 25%

The Program Manager works in cooperation with other supply chain experts within the USG to ensure that performance-monitoring systems are in place for all supply chain activities, and that

reliable indicators of portfolio impact are established and measured. He/She collects and monitors performance data on an ongoing basis, and prepares reports of program/project progress for use within the Work Group, the Team, the Mission, the Region, and for USAID/Washington. The Program Manager assesses progress in achieving outputs and results for the Supply Chain Technical Working Group and evaluates activities as needed. The Program Manager will enhance the achievement of results by periodically reviewing the development context, results indicators, and activity implementation progress, identifying problem areas, and suggesting solutions. The Program Manager is responsible for other specific tasks, as outlined in the PD.

10. AREA OF CONSIDERATION: Nigerians and all individuals eligible to work in Nigeria with a valid Work permit.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: Bachelor's degree in Pharmacy (BPharm), Biochemistry or Microbiology is required.

Prior Work Experience: Five to seven years of progressively responsible, professional-level experience in supply chain logistics, pharmaceutical management or rational pharmaceutical use is required. At least two years of this experience should be in the management, planning, development, implementation, and evaluation of health or international development programs. Experience related to the delivery of TB and HIV commodities and experience working or collaborating with other donors, governments or international organizations is desired.

Language Proficiency: Level IV (fluent) English language proficiency, verbal and written is required.

Job Knowledge: Knowledge of the major issues affecting the supply of health commodities through health systems in Nigeria and a sound understanding of modern pharmaceutical supply management practices along with demonstrated knowledge of existing public health programs in Nigeria is required. Familiarity with private sector supply chains desired but not required. Knowledge of USAID programming, processes, documentation and business practices is desired but not required.

Skills and Abilities: Applicants must have strong interpersonal skills, including ability to work effectively in a team and with mid and senior level public and private sector officials such as NGOs, GoN, IPs and other donors. Applicants must demonstrate that they are able to develop effective project manager relationships with IPs. Excellent organizational skills and the ability to multi-task and stay organized in a complex, frequently changing environment is a requirement.

Demonstrated advanced analytical skills and problem solving, as well as the ability to effectively manage stress and conflict is required. Experience in managing and supervising professional project management staff within a culturally diverse/international setting is desirable. An applicant is expected to have the following minimum computer skills requirements: 1) Fully functional in Windows, MS Excel, word processing, Power Point, and spreadsheet software is required; 2) Fully functional in using the internet to solve problems and research information, such as regulatory guidance.

EVALUATION AND SELECTION FACTORS

Applications will be required to have the minimum qualifications expressed in Section II. Qualified applicants possessing skills above the minimum requirements will be assessed based on the following factors:

1. Education (10 points)
2. Work Experience (20 points)
3. Knowledge (30 points)
4. Language Proficiency (10 points)
5. Skills and abilities (30 points)

Per this scoring rubric, Work Experience, Knowledge, Skills and Abilities are the most important factors. Applications will initially be screened for conformity with minimum requirements and a short list of applicants developed.

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

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. 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, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications.

III. PRESENTING AN OFFER

Offerors are requested to submit application package to: AbujaHRAID@state.gov

1. Eligible Offerors are required to complete and submit the offer form DS-174 (Application for US Federal Employment); or a current resume or curriculum vitae that provides the same information as a DS-174.

Any documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, NYSC certificate/exemption etc.).

A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised. Please reference the job title and announcement number on the application letter.

Limit all electronic (e-mail) submission to one entry/email not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures.

E-mails received without the appropriate subject line and incomplete applications will not be considered.

2. 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 11**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

IV. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the 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. Medical History and Examination Form (Department of State Forms)
2. RSO Security Questionnaire
3. BI Guide Questionnaire
4. THOR Enrollment Intake Form

V. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC 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
2. ALLOWANCES (as applicable):
 - a. Transportation Allowance
 - b. Meal Allowance
 - c. Miscellaneous Allowance
 - d. Housing Allowance

VI. TAXES

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

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

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

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. 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> .
3. **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> .