



USAID | KYRGYZ REPUBLIC

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 07/2018
ISSUANCE DATE: 05/24/2018
CLOSING DATE/TIME: 06/07/2018

SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC) Project Management Specialist (Public Health), FSN-11, USAID/Kyrgyz Republic, (USAID/KR), Bishkek

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.

The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed below with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references.

Packages should be received by **COB Thursday, June 7, 2018** via e-mail: CentralAsiaJobs@usaid.gov or almatyhr@usaid.gov or mail to the Executive Office (EXO)/Human Resources (EXO/HR), USAID/CA, 41, Kazibek Bi St., Almaty 050010, Kazakhstan (tel.: 7-727-2507612/17, ext. 6353).

Only short-listed candidates will be contacted. No late submissions will be accepted.

Sincerely,

Christopher Daly
Contracting Officer

ATTACHMENT TO SOLICITATION NO. 04/2018

1. **SOLICITATION NO.:** 07/2018
2. **ISSUANCE DATE:** 05/24/2018
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 06/07/2018 (6 p.m. Almaty Time)
4. **POSITION TITLE:** Project Management Specialist (Public Health)
5. **MARKET VALUE:** FSN-11, \$28,031 p.a. (starting gross salary per year)
6. **WORK-WEEK:** Full-time: 40 hours per week
7. **WHO MAY APPLY:** All HOST COUNTRY NATIONALS
8. **PLACE OF PERFORMANCE:** USAID/Kyrgyz Republic (USAID/KR), Bishkek
9. **SECURITY LEVEL REQUIRED:** FSN SBU
10. **STATEMENT OF DUTIES:**

BASIC FUNCTION OF POSITION:

The FSN position is located in the USAID/Kyrgyz Republic, Bishkek, Kyrgyzstan. The incumbent is a member of the USAID/Kyrgyz Republic (USAID/KR) Mission and of the USAID/Central Asia Regional Health and Education (HE) Team and works under the supervision and technical direction of the USAID/KR Health and Education Office Director or his/her designee. The incumbent receives technical direction and support from the USAID/CAR HE Office Director.

The employee serves as the public health advisor on Kyrgyzstan to the USAID/KR Mission Director and USAID/CA-based staff. The job holder shares responsibilities with USAID/CA regional mission for the development and implementation of public health-related program activities and has direct responsibility for day-to-day coordination and monitoring of all USAID health development activities in Kyrgyz Republic, with a primary focus on activities that implement or support the President's Emergency Plan for AIDS Relief (PEPFAR). Duties and responsibilities include program planning and development, coordination of work guidance provided to contractors and grantees, and monitoring of performance of health-related contracts and cooperative agreements. The job holder serves as an Assistance Officer Representative and/or Contracts Officer Representative (A/COR) and activity manager for health-related grants, contracts and cooperative agreements. Incumbent works closely with the Health & Education Office at USAID/CA regional headquarters' office in Almaty, Kazakhstan to ensure that USAID-funded health development activities carried out in Kyrgyz Republic contribute to measurable results that are in accordance with Agency regulations, assistance objectives, international ethical guidelines, and public healthcare standards and best practices.

The job holder represents USAID as public health advisor for Kyrgyz Republic to relevant host government entities (such as the Ministry of Health), multi- and bilateral development partners (such as the World Bank), and nongovernmental organizations (NGOs) working in Kyrgyz Republic. The incumbent represents USAID/KR and USAID/CA on health development issues in Kyrgyz Republic at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. The incumbent represents USAID at biannual joint technical review of the government's national health strategy; works together with the Ministry of Health and partner representatives from donor community on progress toward the health strategy, reviews the procurement plan and budget for upcoming year, and contributes to the Joint Technical Review Note.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Project Management

The job holder is a principal public health technical analyst and advisor to the KR Mission Director, the KR HEO Director, and USAID/CA on health-related programming in Kyrgyz Republic. This includes development of new programs and initiatives that are in accord with the goals, objectives, and policies of Congressional earmarks, directives and Presidential initiatives (e.g., PEPFAR). Incumbent plays a lead role in technical analyses, strategic planning, project development and drafting of KR input into the health program area of the Operational Plan (OP) for Kyrgyz Republic.

To carry out these responsibilities, the job holder must stay abreast of changes in the host country public health infrastructure, advising agency management on observed strengths, weaknesses and opportunities. Specific areas the job holder must follow are new levels and trends in health conditions, status of key policies, and legal and regulatory changes that could affect the implementation of health-related programs. The job holder meets frequently with in-country mid- to senior-level host government health professionals and program directors, as well as health counterparts in non-governmental organizations, private sector, and international organizations. Through these contacts, the incumbent stays informed and up-to-date on public health matters, especially HIV/AIDS, TB, MCH, RH/FP, and health systems strengthening in Kyrgyz Republic.

The job holder condenses the information gathered, analyzes in-country needs and opportunities against objectives in the U.S. Foreign Assistance Framework and advises senior management on how best to deliver in-country public health products and services that reflect international standards and host country policies and regulations for such programs. Recommendations are made both orally and in writing to USG technical groups (e.g., PEPFAR), embassy management and agency mission and headquarters management.

The primary work of the incumbent is to implement, monitor and evaluate development programming carried out by contractors and grantees. Working closely with health professionals based in USAID/CA Almaty office, job holder takes the lead in managing the life cycle of health programs in Kyrgyz Republic. This requires close cooperation with contractors and/or cooperative agreement partners, facilitation during implementation, frequent monitoring and evaluating partner performance against desired results that are in accordance with standard guidelines and protocols.

The job holder ensures that program requirements of the grants, contracts and/or cooperative agreement are correctly followed and according to USG and international health standards. In coordination with USAID/KR and USAID/CA, the job holder prepares and presents comprehensive program reviews to include recommendations to enhance program effectiveness.

Incumbent participates in technical reviews of proposals and applications and funding allocation decision making during the review and development process. Once grants, contracts and/or cooperative agreements are in place, s/he participates with partners in the development of work plans for implementation of activities. Incumbent may serve as AOR or COR for regional or country-specific contracts, grants and agreements, and as the activity manager for several awards. The job holder meets with CORs and AORs, contractors and counterparts on a regular basis, reviewing progress, identifying potential issues before they become problems, and informing the USAID/KR Mission Director, USAID/KR HEO Director, and USAID/CA Health & Education Office Director. When funding issues, reporting lapses or other administrative irregularities are identified, the job holder works with COR/AOR in charge of the specific contract or grant and recommends solutions to correct deficiencies.

The incumbent is responsible for providing oversight and monitoring USAID health budgets and USG PEPFAR budgets allocated to contractors and grantees working on the health portfolio. This includes reviewing budget requests that accompany work plans, applications, proposals and modifications to contracts and grants for appropriateness, adherence to proposed activities,

and best value. Incumbent carries out quarterly pipeline reviews, analyzes budget status reports, and follows up on irregular findings, providing advice for realignments of budgets and accruals.

The job holder maintains health-related subject files and records in the USAID/KR per USAID regulations. Files may cover topics including reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panel decisions, and awards. Job holder is responsible for data integrity and security of information in the reporting databases.

Contributes to and manages meeting schedules for senior USG officials interested in learning about USG health development activities. Organizes site visits and accompanies senior USG officials and other VIP visitors on field trips within Kyrgyz Republic and serves as spokesperson as required on matters within technical expertise. Serves as control officer for health-related USG site visits. The incumbent provides input, translation and interpreting services as needed in briefings for visiting officials from Washington, Almaty and elsewhere on recent developments on health activities in Kyrgyz Republic. Provides logistical and administrative support for short-term technical consultants, including assistance while in Kyrgyz Republic.

B. Coordination and Liaison Services:

25%

The incumbent serves as USG point of contact on all issues and requests related to PEPFAR, including Global Fund (GFATM) grants, in Kyrgyz Republic. Incumbent is responsible for coordinating USAID representation and documentation related to Global Fund in Kyrgyz Republic, provides input for USG parallel reviews of the country applications to the GFATM, and provides input to the host country government in development of the country's application to Global Fund. The incumbent coordinates USG assistance with the GFATM and other donors working in the HIV/AIDS area, to leverage resources and avoid duplication. The incumbent represents USAID at the Country Multisectoral Coordination Committee (CMCC) led by the Vice-Prime Minister of the country and provides technical advice to the CMCC members on implementation of the GFATM grants.

As the primary public health technical liaison, the job holder is a key source for keeping host government public health contacts and non-governmental health program counterparts informed about new USAID and USG (PEPFAR) initiatives, policies and procedures. The job holder provides timely technical updates that are useful to partners and counterparts in the fight against HIV/AIDS and meeting other public health challenges in Kyrgyz Republic.

The incumbent represents USAID and the USG (in the case of PEPFAR) at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies and sits on numerous ad hoc health working groups. In turn, serves as chair of interagency PEPFAR working groups to ensure coordination of work plan development, implementation strategies, and evaluation plans for all USG activities in Kyrgyz Republic. The job holder communicates to supervisor and colleagues, both orally and in writing, the recommendations and results of meetings. The job holder provides technical advice and guidance to headquarters and other agency country teams.

Establishes and maintains working relationships through participation in meetings, seminars, receptions and similar types of activities with U.S. Embassy staff, various host government, private sector and non-governmental representatives to further the ability of the incumbent to gain insight into evolving issues and concerns of interest to USAID. Liaises with State (Embassy and Washington-based staff) to communicate progress and achievements of USAID health programs (including PEPFAR) and advance coordination. Provides input to organization of site visits, drafting of memos for high-level USG officials from Washington and for the Ambassador.

Cross-cutting activities: The job holder assesses and identifies needs of the country that might be addressed through cross-cutting programs such as the International Visitor Leadership Program; completes Visitor Exchange Request Form and participates in the selection process of the candidates, including interviews and health/medical certification of participants.

The incumbent prepares and delivers high-quality presentations on USAID health activities and USG PEPFAR programming in Kyrgyz Republic for USG representatives, other donors, and Kyrgyz officials from related counterpart organizations. Provides input to the USAID/KR monthly newsletter, speeches, talking points, USG cables, briefing memoranda and success stories on health and health related issues. Documents and updates list of contacts on a semi-annual basis.

The incumbent will be required to perform other duties related to project management, coordination and reporting as assigned by the Agency.

11. POSITION ELEMENTS

A. Supervision Received – Directly supervised by the USAID/Kyrgyz Republic Health and Education Office Director. Receives technical direction and supervisory support from the Director of the USAID/CA Office of Health and Education.

B. Supervision Exercised – The position has no direct supervisory responsibilities, but as the senior technical expert provides work guidance to health contractors and grantees implementing USAID assistance in Kyrgyzstan.

C. Available Guidelines -- International standards for public health care; Agency directives, policies and regulations; USAID/CAR mission orders; PEPFAR policies; GFATM guidelines and policies; host country regulations and policies.

D. Exercise of Judgment – Required to make independent and professional judgments on the quality and effectiveness of health development programming. Required to develop strategies for eliciting cooperation and commitment for implementation and evaluation activities from implementing partners, senior-level staff of USAID and other USG agencies, and the Ministry of Health. Substantial judgment must be exercised in setting priorities and deciding what outside assistance is necessary, and for drawing conclusions and formulating recommendations based on analyses.

E. Authority to Make Commitments – The position has no authority to make financial commitments; however, in the course of carrying out program management responsibilities position has limited authority to make non-contractual commitments related to project support as delegated by the Contracting / Assistance Officer's Representative (C/AOR). Position has authority to make tentative commitments during USG inter-agency working group and budgetary planning meetings, subject to final approval by the USAID/KR Mission Director and USAID/CA Health & Education Office Director. The job holder has responsibility for making technical recommendations on changes in scope of work, funding allocations, reporting and supplemental agreements to USAID/KR and USAID/CA senior management for action.

F. Nature, Level, and Purpose of Contacts -- Close and frequent interaction required with USAID/KR and USAID/CA regarding resources needed for meeting strategic management objectives. Contacts are at all levels within the U.S. Mission, particularly with State POL/ECON, Department of Defense, Peace Corps, and PEPFAR program staff across agencies. Regular contact required with implementing partners, private sector representatives, donors, Global Fund and host government officials at the mid to upper management level for coordination, support, reporting, and monitoring purposes. Contacts also include professional program and clinical staff including physicians,

nurses, laboratory technicians, health facility administrators, health economists, NGO directors, and other public health professionals.

The incumbent develops collaborations, provides consultations and builds implementation and evaluation capacity for health partners. These discussions are highly technical and involve procedures and practices that will obtain required program results. Consultations are also provided to explain and negotiate project proposals and objectives; secure cooperation; resolve complex problems; obtain or furnish information; and advise and persuade high-level USG officials (including U.S. Ambassador, USAID/KR Mission Director, USAID/CA Regional Mission Director, etc.) to accept recommendations and take specific actions.

G. Time Required to Perform Full Range of Duties after Entry into the Position – One year.

12. QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

A. Education – ~~Doctoral level degree (Doctor of Public Health (DrPH), Doctor of Medicine (MD), Master of Public Health, or Doctor of Philosophy (PhD)~~ or host country equivalent degree in medicine, nursing, public health, epidemiology, health policy, behavioral or social science is required.

B. Prior Work Experience - At least eight years of mid-to senior level public health experience which demonstrates increasing responsibility for managing, coordinating, and guiding significant analytical and program efforts is required. Advanced educational preparation may be substituted for an equivalent portion of the work experience. Minimum two years of managerial experience involving management of financial resources, program development and implementation planning, analyzing of progress, and determination of potential problems and solutions is required.

C. Post Entry Training – The incumbent is required to attend professional seminars to expand knowledge, skills and abilities in public health technical areas addressed in the portfolio (such as HIV/AIDS prevention). Specific training on USAID and PEPFAR approaches to program design, implementation, financial management, monitoring & evaluation, and reporting will also be provided. Agency-specific leadership development training, and training related to management of grants, contracts, and cooperative agreements is required.

D. Language Proficiency – Level IV (fluency – speaking/reading/writing) in English and Russian is required. ~~Proficiency in Kyrgyz desired~~

E. Job Knowledge – The job holder must possess comprehensive knowledge of health programs, policies, regulations, precedents, protocols and ethical considerations applicable to the development and administration of health development programs in Kyrgyzstan. A detailed working knowledge of host government and international public health systems is required.

The job holder must have a good working knowledge of a range of U.S. Government public health programs and strategies and a detailed understanding of the President's Emergency Plan for AIDS Relief (PEPFAR). Good working knowledge of team management techniques and a detailed technical working knowledge of administrative, budgeting and fiscal management systems in support of funding mechanisms such as contracts, cooperative agreements, grants, and purchase requisitions is required.

F. Skills and Abilities – Comprehensive knowledge and experience in public health is required. Excellent analytical and planning skills are required. Thorough knowledge of current HIV/AIDS, TB and health systems reform issues is required. Detailed knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required. Working knowledge of USAID tuberculosis and USG

HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate program results is required.

Strong leadership and interpersonal skills to work with all levels of staff in a team setting to accomplish program goals are required. A high level of oral and written communications skills is required in order to convey program progress and technical requirements; to influence other collaborative organizations engaged in public health development programs to adopt appropriate strategies for their program activities; and to maintain effective working relationships with national and international health partners.

Good administrative skills, including budgeting and fiscal management abilities in support of contracts, cooperative agreements and contracts is required. Good working knowledge of computer software programs such as word processing, spreadsheets and databases is required. Good working speed and accuracy in the use of computer software is required. A facility for making detailed mathematical computations is required.

13. SELECTION CRITERIA

Applicants will be evaluated against the following criteria:

1. Education
2. Prior Work Experience
3. Language: Level IV English (fluency – speaking/reading/writing)
4. Job Knowledge
5. Skills and Abilities

14. APPLYING

The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed below with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references.

Packages should be received by **COB Monday, March 26, 2018** via e-mail:

CentralAsiaJobs@usaid.gov or **almatyhr@usaid.gov** or mail to the Executive Office/Human Resources (EXO/HR), USAID/CA, 41, Kazibek Bi St., Almaty 050010, Kazakhstan (tel.: 7-727-2507612/17, ext. 6353).

Only short-listed candidates will be contacted. No late submissions will be accepted.

USAID/KR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. 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.

15. BENEFITS/ALLOWANCES

According to Local Compensation Plan.

16. TAXES

The contractor is solely responsible for all taxation obligations in accordance with cooperating country laws. USAID reserves the right to request proof of payment of taxes by the employee.

**17. For more information about USAID/Kyrgyz Republic see Mission's website
<https://www.usaid.gov/central-asia-regional>**