



USAID | TAJIKISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 07/2024
ISSUANCE DATE: March 28, 2024
CLOSING DATE/TIME: April 18, 2024

SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC) USAID Project Management Specialist (Tuberculosis), FSN-12, USAID/Tajikistan, Dushanbe

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 offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 Attachment 1.

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

Sincerely,

Michael Teske
Contracting Officer

ATTACHMENT 1 TO SOLICITATION NO. 07/2024

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 07/2024
- 2. ISSUANCE DATE:** March 28, 2024
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 18, 2024
(6 p.m. Dushanbe Time)
- 4. POINT OF CONTACT:** USAID/Central Asia Human Resources Office,
e-mail: CentralAsiaJobs@usaid.gov (with autoreply)
and/or almatyhr@usaid.gov
- 5. POSITION TITLE:** USAID Project Management Specialist (Tuberculosis), FSN-12
- 6. MARKET VALUE:** \$44,406 - \$62,170 per annum equivalent to FSN-12
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Tajikistan.
Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Full-time: 40 hours per week
- 8. PLACE OF PERFORMANCE:** USAID/Tajikistan, Dushanbe
- 9. ELIGIBLE OFFERORS:** Tajikistan nationals and other nationals with valid permanent residence on the territory of Tajikistan
- 10. SECURITY LEVEL REQUIRED:** FSN SBU
- 11. STATEMENT OF DUTIES:**

BASIC FUNCTION OF POSITION:

The USAID Senior Project Management Specialist -Tuberculosis (TB) (the “Senior Specialist”) has strategic, technical, project management, and capacity building responsibilities. The Specialist serves as the team’s senior expert on TB and provides technical leadership for U.S. Government (USG) engagement in TB programming. S/he/they manages and provides oversight to significant USAID/host country investments within the TB portfolio, ensuring alignment with host country government and Agency TB strategy and priorities, supporting USAID/Washington and host country government reporting requirements, and disseminating learning/best-practices in the host country, and with other USAID Missions. S/he/they leads efforts to improve and expand TB, prevention and response in Tajikistan.

The Senior Specialist is a technical expert in TB in the cooperating country with extensive experience working with national stakeholders including government, professional associations, and the private sector. S/he/they facilitates communication and ensures collaborative working relationships with high-level decision makers, as well as technical staff, in multiple government agencies, USAID Missions, USAID/Washington counterparts, with other United States Government (USG) partners, as well as other key stakeholders, including the World Health Organization (WHO). S/he/they also provides strategic and technical leadership in the design and implementation of USAID TB activities. As a senior health expert for USAID, the Senior Specialist represents USAID and the USG in national and international fora to advise on policies, strategies, and technical issues.

Being a key member of the Office of Public Health, the Senior Specialist serves as a Mission subject matter expert on TB-related approaches and programming. The Specialist directly liaises with and represents the USAID/country HO with high-level host government officials, high-ranking state government representatives, bilateral donors, large international foundations, UN organizations, non-government organizations (NGOs), the private sector, and other pertinent agencies and organizations to advance USAID’s TB priorities in the host country. The Senior Specialist also provides technical assistance, builds capacity of, and mentors key counterparts of host country government officials to improve their capacity to develop national policies and program to diagnose, treat and prevent TB and drug-resistant TB (DR-TB), strengthen national laboratory and surveillance systems, improve risk

communication for public health workers on TB infection prevention and control, and address the rising threat of TB drug resistance.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Technical and Strategic Leadership for Tuberculosis Control (40%)

- A. Serves as USAID's technical expert and lead in the design, implementation, monitoring and evaluation of TB programs and interventions, in partnership with host country counterparts, USG staff, implementing partners and other institutions in the host country.
- B. Provides senior/high level technical guidance to the Mission, the interagency team, the host country government to coordinate support for TB control activities and make strategic decisions, including policy formulation to improve TB control. Scales up proven interventions, adopts new technologies, and engages in technical dialogue with other development partners, on issues pertaining to tuberculosis.
- C. Leads and provides critical inputs for country-level annual budgeting for technical areas of importance for TB, drug resistant TB (DR-TB), ensuring integration for health system strengthening and resilience and that efficiency for USAID investments is maximized. Supports the integration of TB with larger health care and primary healthcare initiatives and maintains a strategic balance of support to public, private, and civil society partners – empowering each sector to focus on their comparative advantages while working together to support the host country government's efforts to control the TB epidemic.
- D. Provides strategic and technical guidance to all counterparts in the formulation, implementation and evaluation of the TB program. With their stature, they influence not only USAID resources but also significantly contribute to the host country government's decisions and shape other donors for TB and related health investment plans.
- E. Stays abreast of emerging developments in TB diagnosis, treatment and prevention approaches and advises accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID programming; and state-of-the-art knowledge or best practices related to TB; and utilizes this information to support the improvement of host country TB control activities. Works closely with other units within the Health Office and other offices across the Mission to optimize opportunities for cross-sectoral integration and leverage resources between the different program components.
- F. Provides strategic leadership in the preparation of key annual and mid-term planning and reporting documents including the Operational Plans, Congressional Budget Justifications, Progress Reports and other ad hoc requests for information.

B. Program/Project/Activity Management (30%)

- A. Serves as COR/AOR or Activity Manager for the Health Office program/project/activities related to TB control programs, with responsibility for conducting site visits as required to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency, and judicious use of USG funding. Provides 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.
- B. Leads planning and design of appropriate strategies and implementation models for USAID's TB investments in alignment with host country government and Agency TB strategy and priorities, resource availability, cost- effectiveness, and USAID's comparative advantage in the host country. Provides expert oversight and guidance to USAID implementing partners on newly emerging and highly efficacious approaches or tools that improve TB program outcomes. Guides implementing partners in troubleshooting implementation problems and brings any major management or politically sensitive issues to the attention of relevant offices in USAID.
- C. Analytically assesses the TB portfolio, partner performance, its adaptation to evolving local situations, available budgets, the need for additional activities or ending activities, and then facilitates design of new projects or activities necessary to achieve these strategic objectives.
- D. Supports Implementing Partners to conduct robust knowledge management, communications, and outreach, monitoring and evaluation, and reporting as per extensive USAID/Washington and host

country government requirements. Supports IPs to disseminate learning/best-practices across the host country and with other USAID Missions.

- E. Advances metrics and data systems for monitoring TB control activities and use of data by implementing partners to achieve anticipated results. In collaboration with the other members of the Health Office, the Senior Specialist advises on the development of tools (such as dashboards) that support continuous learning and adapting to further improve and evolve the USAID knowledge base and data management capability related to TB activities.

C. Representation and Coordination (20%)

- A. Serves as COR/AOR or Activity Manager for the Health Office program/project/activities related to TB control programs, with responsibility for conducting site visits as required to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency, and judicious use of USG funding. Provides 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.
- B. Conducts negotiations with high level host country government counterparts and other country counterparts regarding the design, development and implementation of health programs and the types and amounts of support to be provided by each stakeholder. They lead USAID's partner government review meetings, identify challenges and establish change management practices with government officials to resolve bottlenecks in sustaining/scaling USAID investments in the host country, using host country government resources.
- C. With sound knowledge of TB surveillance the Specialist works in coordination and support of USAID/Washington, USAID Country missions, U.S. Government agencies and other donors to ensure an effective response to the TB epidemic in the country.
- D. Leads or participates in technical working groups and advisory groups and provides vital knowledge transfer to advance health systems efficiency of host country government TB programs. The Specialist has a significant representational role, with host country government officials at the highest levels, senior officials of other USG agencies, key communication, research, medical, and business leaders in the host country, major donors, international organizations, professional associations, and civil society leaders to foster partnerships for USAID investments and serves as a key advisor for all strategic and policy issues related to TB programming.

D. Capacity Building, Coaching and Mentoring (10%)

- A. Provides expert advice and recommendations, and mentors, coaches and strengthens the skills of government officials to improve implementation of TB programs. Provides strategic and technical guidance to all key public and private sector counterparts including representatives at the local regional and national levels, in the formulation, implementation and evaluation of TB programs.
- B. Provides expert advice and technical guidance to Mission staff on matters relating to TB.

Supervision Received: The USAID Senior Project Management Specialist (TB) works under the general supervision of the Health Office Director. The job holder's supervisor makes work assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting Tajik and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. In general, the job holder will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

Supervision Exercised: The supervision of the USAID 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 in Public Health (MPH), with a concentration in epidemiology or infectious diseases; or a Master's in Nursing degree; or, a degree as a Public Health Physician in a field related to clinical and/or field work in education, prevention, and treatment related to tuberculosis.

b. Prior Work Experience: A minimum of seven years of progressively responsible experience in the field of public health, with a focus on clinical and/or field work in education, prevention, and treatment related to tuberculosis and/or infectious diseases is required. This experience must demonstrate that the Specialist has strong medical/clinical skills in the field. The job holder must have demonstrated technical leadership in TB control-related education, prevention and treatment, program management, strategic planning, policy experience, and problem-solving skills while working on complex programs/projects/activities in a highly sensitive environment.

c. Language Proficiency: Level IV (fluency – speaking/reading/writing) in English and Tajik is required. Proficiency in Russian (Level III) is also required.

d. Job Knowledge: The job holder must have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to tuberculosis-related education, prevention, and treatment activities in the Tajikistan and the Central Asia region, and the problems and policies in Tajikistan from the business, political, civil society, and social perspectives. The job holder must have sophisticated knowledge and understanding of the economic, political, social, and cultural characteristics of Tajikistan; development problems in the health sector in Tajikistan and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of Tajikistan and the region; and, knowledge of, or the potential to quickly acquire knowledge of, USG legislation, policy, and practice relating to tuberculosis prevention and treatment assistance, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities. The job holder must have knowledge and understanding of the organization and respective roles of the different levels of the Tajikistan government, in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation.

e. Skills and Abilities: The job holder must have extensive knowledge and demonstrated experience in the programming of tuberculosis-related education, prevention, and treatment programs/projects/activities; and, the role of tuberculosis prevention and treatment with other health areas such as health systems strengthening, PEPFAR, maternal and child health, and family planning. The job holder should be able to facilitate and link culturally appropriate assessments, counseling, treatment deficits, and related issues and facilitation of linkages to food security programs, including water, sanitation, and hygiene promotion; and be able to use this data for decision making. The job holder must be able to provide technical leadership in TB control planning; and apply this knowledge to advanced programming in Tajikistan and the Central Asia region.

III. EVALUATION AND SELECTION FACTORS

Applicants will be evaluated against the following criteria:

1. Education;
2. Prior Work Experience;
3. Language Proficiency;
4. Job Knowledge;
5. Skills and Abilities.

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 technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

IV. SUBMITTING AN OFFER

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

Packages should be received by **COB Thursday, April 18, 2024** via e-mail: CentralAsiaJobs@usaid.gov (with autoreply) and/or almatyhr@usaid.gov

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

USAID/Tajikistan 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.

2. Offers must be received by the closing date and time specified above and in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.

3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. 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 necessary forms.

VI. BENEFITS/ALLOWANCES

According to the Local Compensation Plan.

VII. 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.

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

USAID regulations and policies governing **CCN/TCN 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. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. 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> .

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/OGE%20Regulations>.

5. **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.