USAID | ZIMBABWE
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 21-07

ISSUANCE DATE: February 23, 2021
CLOSING DATE/TIME: March 22, 2021 @ 1700 hours

SUBJECT: Solicitation for a Project Management Specialist - Determined, Resilient, Empowered, AIDS-Free, Mentored, and Safe (DREAMS) (Health Office) (Cooperating Country National Personal Services Contractor (CCN/PSC). ***(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,

Jason Bennett
Supervisory Executive Officer

2 Lorraine Drive, Bluffhill
P.O. Box 6988
Harare, Zimbabwe

Tel: (+263) 86 7701 1000
Internet: zimbabwe.usaid.gov

USAID (DOS)
2180 Harare Place
Washington, D.C. 20521-2180

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 21-07

2. **ISSUANCE DATE:** February 23, 2021

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 22, 2021 @ 1700 hours.

4. **POSITION TITLE:** Project Management Specialist, Determined, Resilient, Empowered, AIDS-Free, Mentored, and Safe (DREAMS) (Health Office)

5. **MARKET VALUE:** $62,936 - $91,256 USD equivalent to FSN-11
   In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the U.S Government in Zimbabwe. Final compensation will be negotiated within the listed market value.

6. **PERIOD OF PERFORMANCE:** Beginning o/a June 2021.

7. **PLACE OF PERFORMANCE:** Harare

8. **SECURITY CERTIFICATION:** Required

9. **STATEMENT OF DUTIES**

   a. ***General Statement of Purpose of the Contract***
   The USAID Project Management Specialist – Determined, Resilient, Empowered, AIDS-Free, Mentored, and Safe (DREAMS) will serve as a Contract Officer's Representative/Agreement Officer's Representative (COR/AOR) or Activity Manager and provide senior-level programmatic and technical guidance to the planning, implementation, and monitoring of DREAMS-related programs. As a senior-level resource, the Specialist provides technical and programmatic guidance to the Health Office, other offices in the Mission, U.S. Government (USG) Agencies, the President's Emergency Plan for AIDS Relief (PEPFAR) Coordinating Office, host country government, and other development partners in order to support a coordinated, strategic approach in HIV prevention for Adolescent Girls and Young Women (AGYW) and DREAMS-related programming.

   b. ***Statement of Duties to be Performed.***

   Technical Guidance and Leadership
   - Serves as a senior-level technical resource for the Health Office in the area of comprehensive human immunodeficiency virus (HIV) prevention for AGYW to ensure development of key systems that effectively integrate across the entire health portfolio.
   - Works collaboratively with the PEPFAR program technical leads across US agencies and with host country agencies to identify opportunities for collaboration and ensure complementarity among AGYW programming, including prevention of and response to gender-based violence.
   - Provides technical assistance and oversight to implementing partners to ensure that the DREAMS activities are carried out in alignment with approved work plans and PEPFAR DREAMS guidance and priorities.

- Stays abreast of state-of-the-art knowledge on programming and coordinates exchanges and sharing of best practices among USAID, USG and other stakeholders to strengthen AGYW interventions.
- Guides USAID and host country government on strategic decisions and policy formulation to strengthen interventions for AGYW.

Program/Project/Activity Management

- Serves as a COR/AOR and/or Activity Manager for HIV prevention for AGYW programs/projects/activities awarded through the Health Office, 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.
- Participates in activity design of new PEPFAR funded activities for AGYW, including developing program descriptions and other technical components for new procurements.
- Conducts site visits as required in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency and judicious use of U.S. Government (USG) funding.

Representation and Reporting

- Represents the Health Office, Mission, and USG at national and/or international technical and programmatic meetings, within various working groups, the interagency, senior host country officials and other social sector donors, government officials, and Implementing Partners (IPs).
- Conducts data and trend analysis and provides technical recommendations to improve the performance of the DREAMS programs at both site and national levels.
- Prepares ad hoc reports as required for the Mission, USAID/Washington, Office of Global AIDS Coordinator (OGAC), donor coordination groups, and others.
- Drafts talking points and/or speeches for the Office Chief, Mission Director, Ambassador, and others, as required, and prepares briefing papers, presentations, and coordinates site preparations for VIP site visits.
- Provides leadership on DREAMS-related inputs to the development of the annual PEPFAR Country Operational Plan (COP) and ensures strong monitoring and oversight of the DREAMS portfolio through the quarterly PEPFAR Oversight and Accountability Review (POART), Semi Annual Performance Report (SAPR), and Annual Performance Report (APR).
- Supports annual budget allocation for DREAMS programming, and maintains DREAMS activities financial tracking, including that obligations, expenditures, and budget pipelines conform to action plans.
- Prepares information sheets, presentations, and other documents about US government funded AGYW programs. Draft briefing materials, progress reports, memoranda, and other Front Office communications materials as needed. Identifies and submits success stories, best practices, and images to be highlighted by USAID media.

c. ***Supervisory Relationship***

Supervision Received: The incumbent is supervised by The Prevention, Care and Support Team Lead in the Health Office.

d. ***Supervisory Controls***

Position is non-supervisory.

10. **AREA OF CONSIDERATION:** All Zimbabwean citizens or legal Zimbabwean permanent residents, with the required visa/permit to work and live in the country (proof of paperwork will need to be provided).

11. **PHYSICAL DEMANDS**
The work requested does not involve undue physical demands.

12. **POINT OF CONTACT:** Zandile Goromonzi, e-mail at *zgoromonzi@usaid.gov.*

13. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

    a. ***Education:*** Master's Degree in Public Health, International Development, Health, Social or Behavioral Sciences, Organizational Development, Epidemiology, Biology, Infectious Disease, Political Science, or Business Administration or other closely related field is required.

    b. ***Prior Work Experience:*** A minimum of five (5) years of progressively responsible, professional-level experience in developing, implementing, and/or monitoring social welfare programs to provide a comprehensive HIV prevention package, or related health issues, for AGYW. Experience coordinating with host country government at the national, district, or local level on relevant public health challenges for AGYW, including Human immunodeficiency virus/Acquired immunodeficiency syndrome, (HIV/AIDS), gender-based violence response and prevention, education, or other similar issues, is required.

    c. ***Language Proficiency:*** Demonstrated fluent competence in spoken and written English.

14. **EVALUATION AND SELECTION FACTORS**

Offerors who meet the basic qualifications will be rated and ranked according to the following job-related criteria. Top candidates will be invited for a written examination and an oral interview.

Technical Knowledge and Development Program Management Experience (60 Points):

a. Demonstrated knowledge of donor-funded project design, implementation, monitoring, and evaluation.
b. Thorough knowledge of HIV/AIDS, reproductive health and/or related disciplines from a public health or programmatic perspective.
c. Knowledge of health issues and practices that impact on AGYW and other vulnerable populations in Zimbabwe.
d. Knowledge of laws, customs, and constraints in Zimbabwean society.
e. Familiarity with US Government specific legislation, strategic priorities, and technical management as well-as administrative: and procurement requirements.

Communication Skills (20 Points):

a. Strong oral and written English language communication skills.
b. Demonstrated proficiency with computer word processing and financial and/or data analysis software applications is also essential. Proficiency in Microsoft computer applications (Word, Excel, PowerPoint) required.

Demonstrated Teamwork and Interdisciplinary Approach (20 Points):

a. The ability to work in a team setting and to maintain effective relationships with a wide variety of governmental and non-governmental professionals at all levels of Zimbabwean society.

b. A high level of socio-cultural sensitivity and judgment in dealing effectively with HIV and AIDS as it affects all segments of Zimbabwean society.

15. PRESENTING AN OFFER

The application package should be submitted via email to zimrecruit@usaid.gov to the attention of the Human Resources Office and must include:

a. An application letter, detailing how the applicant meets the above minimum qualifications and selection criteria. Please type in the letter your response to each item, e.g. Education, and state how you meet the targeted minimum qualifications. Failure to do this will result in you not being shortlisted.

b. A current resume relevant to the position (no more than 2 pages). Any other documentation that addresses the qualification requirements of the position listed above.

c. Please note: Applications should not be more than 1mb in size.

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**.

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number **21-07 Project Management Specialist (DREAMS)** in the subject line of the application e-mail and in the subject line of your application letter in the offer submission.

Selection Process: After an initial application screening, the best qualified applicants will be invited to a testing process, which includes a written exercise and oral interviews and reference checks.

A conditional letter offer will be extended pending medical and security clearances.

Applicants who fail to follow all the application requirements stated above will not be short listed.

16. 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.

a. Medical History and Examination Form (Department of State Forms)
b. Questionnaire for Sensitive Positions for National Security (SF-86), or
c. Questionnaire for Non-Sensitive Positions (SF-85)
d. Fingerprint Card (FD-258)

17. BENEFITS/ALLOWANCES

Benefits and allowances will be communicated to the successful candidate.

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

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

a. ***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

b. ***Contract Cover Page*** form ***AID 309-1*** available at https://www.usaid.gov/forms

c. **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

d. ***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