USAID | ZIMBABWE
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 21-06

ISSUANCE DATE: February 16, 2021
CLOSING DATE/TIME: March 15, 2021 @ 1700 hours

SUBJECT: Solicitation for a Project Management Specialist - Orphans and Vulnerable Children (OVC) (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-

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 21-06

2. **ISSUANCE DATE:** February 16, 2021

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 15, 2021 @ 1700 hours.

4. **POSITION TITLE:** Project Management Specialist – Orphans and Vulnerable Children (OVC) (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 Orphans and Vulnerable Children (OVC) Specialist serves as a member of USAID/Zimbabwe's Office of Health, Population and Nutrition (HPN). This position manages the planning, implementation, and monitoring of USAID's OVC and other related activities of the President's Emergency Plan for AIDS Relief (PEPFAR) program in Zimbabwe. The OVC Specialist works as part of the HIV Prevention, Care and Support sub team, the broader USAID HIV team, and with other staff from the HPN Office focusing on providing technical guidance on issues related to providing OVC with appropriate HIV prevention, care and support supports.

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

   Project Management (60%)
   The incumbent will provide technical expertise and project management support focusing on OVC and related programming within the USAID HIV team including the following:
   - Participate in developing new or continuing OVC and related activities including developing requests for proposals/applications, reviewing applications, supplemental awards, and requests for extensions.
   - Serve as Agreement Officer Representative/Contracting Officer Representative (AOR/COR) or Activity Manager for selected awards. This includes assisting partners to develop workplans; reviewing monthly, quarterly and annual reports; monitoring and overseeing results, progress, problems and achievements; reviewing budget requests for appropriateness; monitoring use of funds for adherence to proposed activities; reviewing/preparing quarterly pipeline and accrual reports; following up on potential issues and informing supervisor and/or Contract/Agreement Officer as appropriate; maintaining complete files and records for activities for which s/he is responsible; monitoring compliance to

relevant USAID policies including child safe guarding and prevention of sexual exploitation and abuse.

- Conduct Site Improvement through Monitoring System (SIMS) assessments and Data Quality Assessments (DQA) in line with PEPFAR and USAID requirements. In fulfilling the position requirements for SIMS and DQAs, the incumbent will conduct field visits throughout Zimbabwe.
- Provide technical support for the development of OVC and related components of the Country Operational Plan (COP), the Annual and Semi-Annual Program Results reports, PEPFAR Oversight and Accountability Review Team (POART) calls, and Expenditure Analysis.
- Review OVC program data across all implementing partners, track results against targets on a monthly and quarterly basis, identify challenges, analyze, and communicate findings to different audiences, and support implementing partners to develop remediation plans as needed.
- Contribute on an on-going basis to other USAID and Health Team general management and administrative duties such as strategic planning, USAID's Performance Plan and Report (PPR), USAID's Operational Plan, other reports required for USAID or PEPFAR program management or documentation.
- Perform other management duties as assigned by the Prevention, Care and Support Team Leader.

Project Coordination (40%)

The incumbent will provide support for project coordination activities including but not limited to the following:

- Coordinate the annual planning, implementation, and review of OVC activities as defined in annual COP Guidance and Zimbabwe specific planning letter.
- Support existing, or develop new as appropriate, coordination platforms for OVC implementing partners and stakeholders to review evolving PEPFAR OVC guidance, contextualize recommendations, develop plans and share implementation successes, challenges and solutions.
- Establish and maintain effective working relations with all USAID OVC Implementing Partners, U.S. Centers for Disease Control staff, PEPFAR Country Coordination Office (PCO), Ministry of Health and Child Care (MOHCC), Ministry of Public Service, Labour and Social Welfare, National AIDS Council (NAC), Ministry of Primary and Secondary Education at the national, provincial and district levels as required for smooth implementation of USAID program activities.
- Stay abreast of OVC and related PEPFAR technical guidance and communicate key concepts to the USAID HIV team, OVC implementing partners, Government of Zimbabwe Ministries, NAC, other stakeholders.
- Facilitate OVC partner coordination meetings by developing agendas, moderating sessions, taking notes, and following up on action items.
- Serve as a point of contact for OVC related communication with the PEPFAR Coordinator's Office (PCO), Office of the Global AIDS Coordinator, USAID Office of HIV/AIDS, and keep USAID HIV team members informed as appropriate.
- Serve as Control Officer for site visits to OVC activities.
- Represent the USAID OVC program to inter-agency PEPFAR technical working groups and PCO.
- Foster complementarities and synergies among USAID OVC partners, across the inter-agency PEPFAR program including PEPFAR clinical partners, and with other relevant stakeholders, including.

- Maintain effective working relations with United Nations agencies, the Global Fund, Donors, and other key stakeholders involved in the Zimbabwe health sector and represent USAID interests at workshops, conferences, and meetings.
- Support national efforts to strengthen OVC programming through participation in relevant technical working groups and coordination bodies.

c. ***Supervisory Relationship***
Supervision Received: The incumbent is supervised by The HIV Prevention, Care and Support Specialist in the Health Office. While this is the primary direct reporting relationship for this position, the incumbent will also receive work guidance from The Health Office Director and Deputy Director and a variety of other mission staff (i.e. Program Officer, Controller, and Executive Officer).

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 or Social Sciences.

b. ***Prior Work Experience*:** A minimum of seven years of project management work experience in the field of social protection or public focused children/adolescents/youth in Zimbabwe. Examples include but are not limited to child protection, adolescent reproductive health, HIV/AIDS, gender-based violence, youth development and/or empowerment initiatives.

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, and 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 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 **21-06 Project Management Specialist – Orphans and Vulnerable Children (OVC) (Health Office)** 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