RE-SOLICITATION NUMBER: 72068622R10002
ISSUANCE DATE: July 19, 2022
CLOSING DATE: August 9, 2022, 11:59 pm (GMT)

SUBJECT: Re-Solicitation for a USAID Project Management Specialist (Malaria Data Management) Cooperating Country National Personal Services Contract (CCN/PSC) or local-hire Third Country National Personal Services Contract (TCN/PSC) (Burkina Faso 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 Re-solicitation.

Offers must be in accordance with Attachment 1 of this RE-solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This Re-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,

Steve Cowper
Regional Executive Officer
I. **GENERAL INFORMATION**

1. **RE-SOLICITATION NUMBER:** 72068622R10002

2. **ISSUANCE DATE:** July 19, 2022

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** August 9, 2022, 11:59 pm (GMT)

4. **POINT OF CONTACT:** Recruitment team, email at usaiddakar-hr@usaid.gov

5. **POSITION TITLE:** USAID Project Management Specialist (Malaria Data Management)

6. **MARKET VALUE:** From Step 1: FCFA 21,779,800 to Step 12: FCFA 35,079,016 equivalent to grade FSN-11 (no relocation benefits; see page 8 for benefits). In accordance with AIDAR Appendix J and the Local Compensation Plan of US Embassy/Burkina Faso. Final compensation will be negotiated within the listed market value.

7. **PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds, the need for services and performance. The base period will be for one year, estimated to start o/a November 1, 2022. Based on Agency need, the contracting Officer may exercise an additional option period for four years for the dates estimated as follows:

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Base Period</td>
<td>o/a November 1, 2022 to October 31, 2023</td>
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<tr>
<td>Option Period 1</td>
<td>o/a November 1, 2023 to October 31, 2027</td>
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8. **PLACE OF PERFORMANCE:** US Embassy/USAID compound in Ouagadougou, Burkina Faso, with possible travel as stated in the Statement of Duties.

9. **ELIGIBLE OFFERORS:** USAID policy is that a Cooperating Country National (CCN), meaning an individual who is a cooperating country (Burkina Faso) citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. The establishment of a TCNPSC position must be temporary and must only be used when: a) Qualified CCNs are not available; b) Limitations on Agency and Mission operations do not allow sufficient time to train CCNs; and c) Program efficiencies and policy objectives can only be achieved using TCNPSCs as a substitute for available, eligible, and qualified U.S. Nationals (USNs) or CCNs.

10. **SECURITY LEVEL REQUIREMENT:** Facility Access

11. **STATEMENT OF DUTIES**

**BASIC FUNCTION OF POSITION**

The goal of the President’s Malaria Initiative (PMI) is to reduce malaria-related mortality by fifty percent (50%) across a number of high-burden countries in sub-Saharan Africa, and elsewhere, through rapid scale-up of proven and highly effective malaria prevention and treatment measures. Success requires participating countries, and their partners, to deploy the right resources at the right place and at the right...
time, through more accurate insights from existing data, and accelerating the data-to-action cycle. PMI has launched a new country quarterly reporting process to ensure operational decision-making at the country level is based on timely and granular program-relevant data, through the use of the “PMI MDIVE Platform,” which includes analytic tools to facilitate the use of relevant datasets, including visualizations of epidemiological, supply chain, entomological, demographic, programmatic, and financial data. As such, PMI has required all countries receiving PMI funding to add a Malaria Data Specialist to the Health staff to support surveillance, monitoring and evaluation, the strengthening of malaria-related data systems, and the building of institutional capacity within Ministries of Health and National Malaria Control Programs to improve data quality and use.

The USAID Project Management Specialist (Malaria Data Management) (the “Specialist”) leads the effort to strengthen malaria-related data systems, and efforts to build institutional capacity within the Ministry of Health and National Malaria Control Program. The Specialist provides leadership and guidance to data-related malaria control programs/projects/activities in coordination with USAID, USG, implementing partners (IPs), appropriate host-country ministries and the private sector. The Specialist provides technical advice on data collection, analysis, and use, reflecting best practices designed to improve data quality and use, and ultimately advance malaria prevention, control, and elimination. The Specialist administers and monitors malaria data systems and is responsible for data collection and analysis and provides guidance and leadership in the strategic use of data for informed decision making. In addition, the Specialist serves as a Contracting/Agreement Officer’s Representative (C/AOR) or Activity Manager (AM) for malaria data systems related programs.

MAJOR DUTIES AND RESPONSIBILITIES

A. Performance Management

Leads the development and implementation of strategies to improve malaria data quality and data sharing, while establishing a culture of data-informed resource allocation within the host-country malaria control program in the Ministry of Health (MoH).

Provides technical guidance to the host-country malaria control program, in order to build capacity in the conceptualization, development, design, administration, and monitoring of various information systems necessary for malaria control, including for malaria case management, vector control, and the supply chain of malaria commodities.

Advises the supervisor, Office Chief, Mission Director and Deputy Mission Director, and others on local matters of importance to data quality, use, and transformation efforts, and providing oversight of IP programs.

Provides guidance to other Mission colleagues, USG offices, and with IPs in the areas of data collection and use, and host-country malaria data systems.

Provides technical expertise to other USAID/Mission Health Office staff in their performance monitoring, efforts as they relate to malaria program activities, including reviewing and providing technical feedback on Monitoring and Evaluation (M&E) plans submitted by PMI-funded IPs.

Liaises with PMI backstops, and with Surveillance, Monitoring and Evaluation (SM&E) and Data Integration Teams in USAID/Washington and at CDC/Atlanta, and Mission staff overseeing PMI activities.

Ensures that performance monitoring systems are in place, and that periodic, reliable measures and indicators of portfolio impact are established; and, collects and monitors malaria-program related performance data on an ongoing basis.
Contributes to performance monitoring reviews and reports, PMI reporting requirements, Portfolio Reviews, the annual Performance Plan and Report, as well as other reporting requirements.

Facilitates the negotiation of data-sharing agreements between the Mission and relevant host-government institutions, including the MoH and others.

B. Data Management

Provides technical leadership to all areas of data management, including ensuring appropriate data collection (manual and automated), inventorying, and cataloguing in the PMI data platform, for all malaria-related datasets (e.g., financial, programmatic, epidemiological, entomological, supply chain, demographic).

Designs, facilitates, and promotes efficient means to collect, organize, clean, store, analyze, and share disparate, complex datasets, with attention to security and confidentiality, and with sensitivity to the country context.

Applies sound data science principles and methods to objectively and systematically track changes, and to measure progress towards national targets for malaria control in the host country.

Conducts rigorous analysis of data from a variety of sources to locate implementation obstacles and opportunities, and to employ cutting-edge approaches and tools to generate visualizations.

Facilitates the establishment and institutionalization of data use processes, with a focus on reducing the time in the information-to-decision cycle.

Conducts data quality assessments on key performance indicators included in the Monitoring and Evaluation (M&E) plans for PMI-funded IPs, as required under USAID policy (ADS 200).

Trains and mentors the host-country and Mission colleagues in data analysis and visualization.

C. Program/Project/Activity Management

Serves as a COR/AOR or Activity Manager (AM) for malaria data systems strengthening related projects, with responsibility for 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.

Conduct site visits as required in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency, and judicious use of USG funding.

Supervision Received: The Specialist works under the supervision of the USAID PMI Resident Advisor. The supervisor makes 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 host-country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

Supervision Exercised: Continuing supervision of other Health Office and/or Mission 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 Degree or host-country equivalent in a statistics, mathematics, economics, computer science, epidemiology, health informatics, public health, infectious disease, zoonotic disease, biology or other quantitative discipline.

b. **Prior Work Experience:** A minimum of five (5) years of progressively responsible experience, with a focus on data collection and analysis in the area of malaria-related public health is required. Demonstrated experience in the programming of malaria data-collection and data-quality programs/projects/activities. This experience must demonstrate that the Specialist has strong public health and applied data science skills. The Specialist must have demonstrated technical leadership in data systems as they relate to malaria prevention and control, program management, planning, policy development, and problem-solving skills while working in a sensitive environment.

c. **Post Entry Training:** On-the-job familiarization training in USAID and malaria-data-specific procedures, regulations, and methods, and orientation to working from a donor-Agency perspective, etc., will be provided. Formal COR/AOR certification is required for successful performance and will be provided. Other courses, training to maintain professional capability in the field, and courses offered for professional USAID staff as appropriate; and, courses, seminars, conferences, and other activities in fields related to the function and needed to maintain and update professional qualifications as appropriate, will be provided as they become available, and subject to availability of funds.

d. **Language Proficiency:** Level 3 English and local language proficiency (if appropriate), both oral and written, is required. Language competence may be tested.

e. **Job Knowledge:** The Specialist must have in-depth professional-level knowledge of techniques and approaches for gathering, analyzing, interpreting, and conducting surveillance of data, as well as using this information to drive decision making. The Specialist must have knowledge of development principles, concepts, and practices, especially as they relate to malaria prevention, control, and elimination activities in the host country and/or region, and the problems and policies in the host country from the business, political, civil society, and social perspectives. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the host country; development problems in the health sector in the host country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region. Working knowledge of USG legislation, policy, and practice relating to malaria assistance, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities. The Specialist must have knowledge and understanding of the organization and respective roles of the different levels of the host government, in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation.

f. **Skills and Abilities:** The Specialist must have the ability to facilitate and link culturally appropriate malaria assessments and related issues to other health and related programs, such as food security, water, sanitation, and hygiene; and, be able to use this data for decision making. Ability to provide
technical leadership in malaria data collections; and, apply this ability to programming in the host country and the region. The Specialist must have the ability to issue precise and accurate factual reports using rigorous analytical and interpretive skills. Excellent communication skills both writing and speaking, especially in being able to communicate technical subjects to clients with nontechnical background are required. This role requires the ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures. Excellent computer and software skills including ability to manage large amounts of data in excel, SPSS, STATA, R and/or other analytical databases, and the ability to help others and to learn new programs quickly, is required.

EVALUATION AND SELECTION FACTORS

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.

Selection Process

After the closing date for receipt of applications, applications will be reviewed for basic eligibility (quality check, submitted all required documents, meeting the set requirements, education and experience). Successful Applications will be forwarded to the Technical Evaluation Committee (TEC) for review. The TEC will review and score the application based on the evaluation factors as described below. Successful Offerors at this stage will be invited for an English Proficiency Test and Skills Test. Offerors with the best scores based on their application and skills test will be invited for interview.

Evaluation factors

A. Education (10 points):
A Master’s Degree or host-country equivalent in a statistics, mathematics, economics, computer science, epidemiology, health informatics, public health, infectious disease, zoonotic disease, biology or other quantitative discipline.

B. Relevant Experience (35 points):
- A minimum of five (5) years of progressively responsible experience, with a focus on data collection and analysis.
- Demonstrated, successful experience of providing technical guidance to the host-country health programs, including providing support for capacity building.
- Demonstrated ability to provide technical leadership in data systems as they relate to malaria prevention and control, program management, planning, policy development, and problem-solving skills while working in a sensitive environment.
- Demonstrated, successful experience in program evaluation, performance monitoring, and data quality assessments.
• Demonstrated experience in collecting, managing, analyzing, and using data to inform decision making.
• Demonstrated experience in training and mentoring host-country and other colleagues in data analysis and visualization.

C. Technical skills and job knowledge (35 points):
• Demonstrated expertise in securely processing and managing large, sensitive, complex, and disparate datasets and solving technical and data management challenges in coordination with multiple partners.
• Excellent computer and software skills including ability to manage large amounts of data in excel, SAS, SPSS, STATA, R and/or other analytical databases.
• Experience in using Ministry of Health integrated e-reporting systems such as DHIS-2.
• Experience with data visualization, including geographic mapping and building charts and/or dashboards.
• Ability to work with stakeholders and partners to develop and pilot innovative approaches to data management, analysis and visualization and ensure their adoption and scale-up as necessary.
• Ability to develop users’ guides and train stakeholders and partners on data management tools.
• Ability to negotiate agreements among stakeholders with different priorities and navigate sensitive issues related to data integration, data access and sharing, and data security across multiple data sources.
• Demonstrated skills on data security and integrity and ability to ensure compliance with international best practices.

D. Communication and language proficiency (20 points):
Ability to communicate quickly, clearly, and concisely – orally and in writing – in both English and French, including ability to communicate highly technical information to both subject matter expert and non-expert audiences and prepare reports, activity documentation and briefing papers. Ability to work in a team environment and with a broad range of collaborators. Ability to work in a dynamic and agile environment with changing requirements and priorities.

Total Possible Score: 100 Points

USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN). Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.

References of the finalists will be checked prior to offering the position. Applicant’s references must be able to provide substantive information about past performance and abilities. USAID/Senegal reserves the right to seek references from anyone who may be able to provide information about an Offeror; reference checks are not limited to the names provided. A preponderance of negative references will likely disqualify an Offeror from consideration.

USAID/Senegal reserves the right to select additional Offerors if vacancies become available during future phases of the selection process.
III. SUBMITTING AN OFFERS

To ensure consideration of applications for the intended position, Offers must be received by the closing date and time specified in Section I, item 4 and submitted electronically to: usaiddakar-hr@usaid.gov with the RE-SOLICITATION 72068622R10002 and Position Title in the application submission Subject Line.

Qualified applicants are required to submit:

1. **Signed Cover letter and current résumé/curriculum vitae (CV).** The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria.

2. Applicants are required to provide **no less than five (5) references** who are not family members or relatives. References should include Current or Former Supervisors who can provide information regarding applicant job knowledge and professional work experience. Applicants must provide accurate e-mail addresses for all references.

3. Offeror Information for Personal Services Contracts **form AID 309-2** which can be found on the Internet. Offerors are required to **complete and sign the form**.


5. A copy of ID Card.

Offers must be received by **August 9, 2022** and submitted in usaiddakar-hr@usaid.gov.

To ensure consideration of offers for the intended position, Offerors must prominently reference the re-solicitation number 72068622R10002 in the offer submission and as the subject line in any cover letter. The highest-ranking applicants may be selected for an interview.

**ALL DOCUMENTS MUST BE SUBMITTED IN ENGLISH.**

NOTE: This position requires the submission of complete forms and/or supplemental materials as described above. Failure to provide the required information and/or materials will result in the applicant not being considered for employment.

IV. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete all the pre-award forms and clearances necessary (medical and security).

V. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with Mission policy and Local labor laws in Burkina Faso.

**Benefits:** Annual bonus; Anniversary bonus; and Medical insurance

**Allowances:** Transportation; Meal; Miscellaneous; and Seniority
VI. **TAXES**

In accordance with Mission policy and local labor laws.

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

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


2. **Contract Cover Page form AID 309-1** available at https://www.usaid.gov/forms. Pricing by line item is to be determined upon contract award as described below:


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.

Please note that only shortlisted applicants will be contacted to participate in the oral interview process.