



USAID | **INDIA**
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72038624R10008

ISSUANCE DATE: April 25, 2024

CLOSING DATE/TIME: May 16, 2024 / 23.59 hours Indian Standard Time (IST)

SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC - Local Compensation Plan) – Project Management Specialist (Global Health Security).

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 a contract as described in this solicitation.

Offers must be submitted in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned 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 the Attachment 1.

Sincerely,

R. Christopher Gomes
Contracting Officer

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT
American Embassy
Chanakyapuri
New Delhi 110 021 Tel: 91-11-24198000 Fax: 91-11-24198612
www.usaid.gov/in

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72038624R10008**
- 2. ISSUANCE DATE: April 25, 2024**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: May 16, 2024 / 23.59 hours Indian Standard Time (IST)**
- 4. POINT OF CONTACT:** Ms. Vandana Sharma, Supervisory Human Resources Specialist, e-mail at indiaper@usaid.gov.
- 5. POSITION TITLE:** Project Management Specialist (Global Health Security).
- 6. MARKET VALUE:** INR 2,211,274 to INR 3,397,673 equivalent to FSN-11. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/India. This market value includes Basic Salary, Housing Allowance and Miscellaneous Benefits Allowance. This market value does not include benefits and allowance mentioned under Section VI. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Initially, five years Cooperating Country National Personal Services Contract will be issued, with the possibility of extension depending on the Mission need, satisfactory performance, and funds availability. Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of series of sequential contract; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.
- 8. PLACE OF PERFORMANCE:** USAID/India, U.S. Embassy, New Delhi, India (with possible travel, if applicable, as per the Statement of Duties). The work schedule is 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals - The position is open to Cooperating Country Nationals, which means an individual who is an Indian citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in India.
- 10. SECURITY LEVEL REQUIRED:** Security clearance from the Embassy's Regional Security Office.
- 11. STATEMENT OF DUTIES**

a) General Statement of Purpose of Contract

The Project Management Specialist-Global Health Security (GHS) (the "Specialist") leads efforts to improve and expand Global Health Security and pandemic preparedness,

prevention and response in (INDIA). The GHS Specialist is a technical expert in the area of emerging infectious diseases in the country, with extensive experience working with national stakeholders including government, professional associations, and the private sector. The Specialist 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 including the U.S. Centers for Disease Control and Prevention (CDC), U.S. Department of Defense (DOD), the Department of State, and other USG agencies, as well as other key stakeholders, including the World Health Organization (WHO), the Food and Agriculture Organization (FAO), and the World Organization for Animal Health (OIE). The jobholder provides strategic and technical leadership in the design and implementation of USAID GHS activities. As a senior health advisor for USAID, the Specialist represents USAID and the USG in national and international fora to advise on policies, strategies, and technical issues.

The Specialist will exercise programmatic oversight to manage and coordinate USAID's GHS activities in support of the Government of (INDIA) and their GHS roadmap and to prevent, detect, and respond to existing and emerging pandemic threats. The GHS Specialist will serve as an Agreement/Contracting Officer Representative (AOR/COR) and/or Activity Manager for USAID programs/projects/activities. As an AOR/COR, the Specialist monitors program performance and progress, identifies implementation achievements as well as problems in performance, and initiates appropriate actions in consultation with others, as appropriate.

The Specialist is a key member of the Health Office, Tuberculosis (TB) and Infectious Diseases (ID) Teams. The jobholder reports to the GHS Lead Advisor or the Health Office Director or their designee and has no formal supervisory responsibility.

b) Statement of Duties to be Performed:

1. Program/Project/Activity Management

- a) Lead the design of strategies, project mechanisms and activities for improved preparedness, prevention, detection and response for GHS and emerging infectious diseases. In addition, in close coordination with other Mission offices, support the design and procurement of bilateral mechanisms to support GHS implementation in the cooperating country.
- b) Serve as an AOR/COR and/or Activity Manager for GHS programs for the Mission's GHS and pandemic preparedness activities including: reviewing and approving implementing partners' (IPs) work plans, facilitating IP relationships and coordinating with local stakeholders (other IPs, host government counterparts, other development partners/donors, etc.) maintaining a schedule for and conducting regular site visits to review program implementation and meeting with beneficiaries, and based on the information collected during such visits, adjusting or recommending adjustments to programs/projects/activities as appropriate; overseeing IP compliance with all relevant USAID regulations and procedures, communicating regularly with IPs regarding USAID rules and regulations as well as their obligations to USAID and,

taking a lead role in the preparation of the strategic and operational planning processes such as the USAID Country Development Cooperation Strategy and USAID Operational Plan. Keep his/her supervisor regularly informed of program implementation progress, results, and issues/problems on a timely basis.

- c) Ensure that sub-awards and sub-contracts are given appropriate monitoring and oversight.
- d) Provide regular updates to GHS/Washington, Mission, and Health Office Leadership to maintain leadership level oversight and engagement on GHS program implementation in the cooperating country.

2. Technical Guidance and Program Planning

- a) Provide technical guidance to the Mission, the National Government, and other development partners on infectious disease preparedness, prevention, detection, and response capacities in the cooperating country, including zoonotic diseases, One Health approaches, and GHS.
- b) Provide technical guidance and direction on GHS and pandemic preparedness activities and ensure that activities are appropriately integrated with the Health Office and larger Mission activities. Support the integration of emerging disease and other activities that promote the advancement of GHS implementation in-country.
- c) Lead high-level advocacy and technical dialogue with host government ministries to ensure effective USAID support to the implementation of GHS activities, including advocacy to promote a One Health approach to addressing pandemic threats.
- d) Provide technical support/guidance to the host government during Joint External Evaluations; the outcomes of which will inform an effective roadmap to achieving Global Health Security Agenda (GHSA) targets.
- e) Keep abreast of new developments and emerging issues that affect USAID and GHS via literature review, conference/meeting attendance, as well as participation and facilitation at workshops, and training events. Advise accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID's approaches.
- f) In collaboration with Monitoring, Evaluation and Learning colleagues, contribute to the development of innovative monitoring and evaluation approaches and tools to support measuring the impact and outcomes of GHS and pandemic preparedness activities.
- g) Provide 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.

3. Representation and Coordination

- a) Represent USG and USAID to high level USG diplomats, Senior Government Officials, and other external partners in the cooperating country as appropriate on technical matters regarding emerging infectious diseases - this includes both speaking and written communications.
- b) Develop and maintain relationships with ministries (Ministry of Agriculture, Ministry of Health, Ministry of Wildlife and others) to ensure that assets can be coordinated and work with stakeholder governments to address gaps in National Action plans.
- c) Establish and maintain a coordination network among GHS partners in the country. Such partners include bi-lateral donors, international organizations, national governments and their relevant ministries, private sector, international and local Non-Governmental Organizations (NGOs), etc. and use the coordination network to facilitate USAID GHS implementing partners in successful completion of work plan activities.
- d) During disease outbreak situations, ensure the Mission's GHS Team, and GHS implementing partners are closely coordinated with the GHS interagency response in supporting the host government.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

- c) **Supervisory Relationship:** The Specialist will work under the supervision of the GHS Lead Advisor or the Health Office Director or their designee.
- d) **Supervisory Controls:** The Specialist collaborates with other members in the cooperating country, spanning technical areas such as health systems strengthening, strategic information, monitoring and evaluation, and quality improvement. In carrying out work-related duties and responsibilities, the jobholder is expected to function effectively with minimal supervision. Completion of tasks and assignments are reviewed regularly through required written documents and oral progress reports.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a) **Education:** A Master's degree is required in public health, infectious disease, epidemiology, ecology, veterinary medicine or a related field.
- b) **Prior Work Experience:** At least five (5) years of public health and/or animal health and/or related experience in developing countries including at least two (2) years of experience

working with USG, international public health and/or animal health organizations, such as the WHO, FAO, and OIE is required.

- c) **Language Proficiency:** Level IV (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required.
- d) **Job Knowledge:** Strong technical understanding required of the nature of infectious diseases, including emerging infectious diseases threats. Strong knowledge required of the measures put in place to prevent, detect and rapidly respond to infectious disease threats. Excellent technical knowledge of internationally accepted guidelines, such as WHO International Health Regulations and One Health will be considered an asset. Knowledge of USAID policies, procedures, and reporting requirements is desirable.
- e) **Skills and Abilities:** The jobholder must have excellent interpersonal and teamwork skills in a diverse, multi-cultural environment involving multiple government agencies, implementing partners and other stakeholders whose productive collaboration is essential for program success. This position requires the demonstrated ability to work independently and in a team environment and to effectively communicate highly technical information related to human health, animal health, and the environment to a variety of technical and non-technical audiences. The jobholder must demonstrate the ability to understand the strategic purpose and goals of stakeholders involved in epidemic prevention and control; ability to identify and solve problems, and coordinate and support activities that lead to mutual success across the different sectors. The incumbent should have experience with USAID approved monitoring and evaluation methodologies including frameworks, data quality assurance, analysis reporting and best practices in data dissemination in international/resource poor settings. The incumbent must also have a high degree of judgment, maturity, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results. The incumbent must possess strong communication skills both verbal and written and must have good computer skills in use of Microsoft Office software (i.e. Excel, Word, Power Point) for data analysis and reporting.

III. 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>.

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.

A. SELECTION PROCESS:

Phase-I: Offerors who meet the Education / Experience minimum qualifications will further advance to evaluation phase-II. Offerors who do not meet the Education / Experience minimum qualifications will be eliminated from further evaluation process.

Phase-II: The Applications of those Offerors who meet the Education / Experience minimum requirements will be further evaluated based on the evaluation factors below. The most highly rated Applications will further move to phase-III.

Candidates will be evaluated and ranked on the following criteria to a maximum score of 100 points in Phase II:

- Education (30 points)
- Job Knowledge (40 points)
- Relevant work experience (30 points)

Phase-III: The Offerors determined to be most highly rated in Phase II will be interviewed and asked to complete a written exercise. The interview and written exercise performance will be evaluated based on the evaluation factors given below to determine the most highly rated Offerors.

In Phase III Candidates will be evaluated and ranked on the following criteria to a maximum score of 100 points:

Sr. No	I	II	III	IV
Criteria	Relevant Work Experience	Language Proficiency (written and oral)	Job Knowledge	Skills and Ability
Points	20 points	20 points	30 points	30 points

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit form DS-174 (Application for Employment as a Locally Employed Staff or Family member (attached)). **Please note: Must answer all the questions in DS-174 application form.** You may also click the link below to access the above form: https://www.usaid.gov/sites/default/files/2022-05/Application%20for%20Employment%20-%20Form%20DS-174_0.doc
2. Offerors may attach a covering letter and resume/curriculum vitae to support their application.
3. Submit **electronic copies** of applications to: indiaper@usaid.gov.
4. Applicants must specify the position title in Box No. 1 and solicitation number in Box No. 3 of the Application Form (DS-174). Applications without reference to a specific solicitation number will not be accepted.

5. 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**.
6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

- (i) The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 1. Instructions and forms related to mandatory security clearance.
 2. Instructions and forms related to mandatory pre-employment medical examination and clearance.

Note: The selected candidate must obtain a U.S. Government security and medical clearances (as indicated above). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details on how to obtain Medical clearance and Security Clearance will be provided once a job offer is made and accepted. You must be available to start work within 30 days as soon as valid medical and security clearance are obtained.

VI. BENEFITS AND ALLOWANCES

1. Bonus: 20% of Basic Salary.
2. Provident Fund: 12% of Basic Salary - Under the Provident Fund (PF) scheme, a deduction of 12 percent of basic salary is made from the employee's salary for each pay period. The U.S. Government contributes an equal rate of 12 percent of basic salary.
3. Superannuation Fund: 15% of Basic Salary - The Mission of the United States operates a noncontributory Superannuation Fund (SF). A contribution is made to the employee's credit by the USG for each pay period of creditable service. The vesting period for superannuation is five years.
4. Severance Pay (Gratuity): This is a special lump sum payment made to an employee for loyal service to the Mission. Eligible employees are entitled to 5.75 percent of annual basic salary for each completed year of service with a minimum of five years of service and a maximum payment of 20 months of basic salary. Gratuity payment is calculated on the basis of the employee's basic salary at the time of separation. Severance Pay (Gratuity) would be applicable in accordance with U.S. Mission/India policy.
5. In addition, employees are covered under the Global Medical Coverage (GMC) for Locally Employed Staff, Group Accidental Death Insurance Plan, and optional Group Life Insurance Plan.

VII. TAXES

The Mission does not assume any obligation or responsibility to withhold local income taxes from LE Staff salaries. LE Staff are fully responsible for accurately reporting taxable income to tax authorities and paying income taxes.

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

USAID regulations and policies governing CCN 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/ads/policy/300/aidar>
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.

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: TBD	1	LOT	\$ _TBD_	\$_TBD_ at Award after negotiations with Contractor_

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/resources_standards-of-conduct.
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.

6. FAR Provisions Incorporated by Reference

52.203-7	ANTI-KICKBACK PROCEDURES	June 2020
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	June 2020

52.215-2	AUDIT AND RECORDS—NEGOTIATIONS	June 2020
52.224-1	PRIVACY ACT NOTIFICATION	Apr 1984
52.224-2	PRIVACY ACT	Apr 1984
52.229-8	TAXES—FOREIGN COST-REIMBURSEMENT CONTRACTS	Mar 1990
52.232-17	INTEREST	May 2014
52.232-20	LIMITATION OF COST	Apr 1984
52.232-22	LIMITATION OF FUNDS	Apr 1984
52.232-23	ASSIGNMENT OF CLAIMS	May 2014
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT AND VEGETATION	Apr 1984
52.242-1	NOTICE OF INTENT TO DISALLOW COSTS	Apr 1984
52.246-5	INSPECTION OF SERVICES – COST REIMBURSEMENT	Apr 1984
52.246-25	LIMITATION OF LIABILITY – SERVICES	Feb 1997
52.252-2	CLAUSES INCORPORATED BY REFERENCE	Feb 1998

NOTES:

Probationary Period: This is the initial period of employment with the U.S. Mission during which Locally Employed Staff (including Cooperating Country National) demonstrate their qualifications for continued employment. The probationary period for Mission India is six months. Staff may be separated without notice or with appropriate notice, during or at the end of the probationary period, with or without specific cause.

The internal employees currently serving their probationary period are not eligible to apply. The internal employees who have moved to a new position (any time after completing their initial probationary period) are required to be in their present position for not less than six months before applying for another USG position.

Security Certification: In accordance with ADS 309.3.1.14 b.1), which stated “Prior to award of a PSC, the selected individual must be able to obtain the security clearance or HSPD-12 access required in the solicitation. The Contracting Officer must not contract for personal services with any individual until a temporary or final favorable security clearance or access eligibility determination has been made by the appropriate security office.” Therefore, the offer made to the selected candidate is subject to the security certification granted by the Regional Security Officer

(RSO). The Contracting Officer (CO) expects the selected candidate to join the Mission once a favorable temporary security clearance has been made by the RSO.

Relocation and Housing: Applicants living outside New Delhi / NCR must note that if selected for the position, no resettlement travel or housing benefit/allowance is associated with the position. It would be the candidate's responsibility to make his/her own arrangements to travel to New Delhi in a timely manner for the mandatory pre-employment clearances and subsequently for joining.

Age Requirement: As per the Mission policy, the mandatory retirement age for Cooperating Country National employees is 65 years.

Equal Employment Opportunity: It is the policy of the United States Government to ensure equal employment to all persons without regard to sex (including pregnancy and gender identity), age, race, national origin, color, sexual orientation, disability, genetic information, or religion.

DEIA Statement: USAID/India is committed to a diverse, equitable, inclusive, and accessible workplace where everyone has an opportunity to thrive. For example: disadvantaged, underrepresented, and/or underserved groups, ethnic minorities, Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex Asexual, and more (LGBTQIA+), etc.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.