SOLICITATION NUMBER: 7206732-2022-002  
ISSUANCE DATE: Friday September 2, 2022  
CLOSING DATE/TIME: Monday September 19, 2022  
Local time, Windhoek, Namibia

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC)

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 IX 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 CCNPSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Troy Tillis  
Contracting Officer

John A. Marten

Digitally signed by John A. Marten  
Date: 2022.08.16  
13:25:51 +02'00'
I. GENERAL INFORMATION

1. SOLICITATION NO.: 7206732-2022-002
2. ISSUANCE DATE: Friday September 2, 2022, 2022
3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: Monday September 19, 2022
   At 12:00 midnight, Local Time, Windhoek, Namibia
4. POSITION TITLE: Project Management Specialist – Health
5. MARKET VALUE: N$752,325 - N$1,053,274 pa equivalent to FSN GRADE 12
   Final compensation will be negotiated within the listed market value
6. PERIOD OF PERFORMANCE: Five years renewable contract subject to funds availability and
   need for the position.
7. PLACE OF PERFORMANCE: Windhoek, Namibia
8. SECURITY LEVEL REQUIRED: Facility Access
9. AREA OF CONSIDERATION: Internal Applicants
10. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. STATEMENT OF DUTIES

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

Basic Function of Position:
The USAID Project Management Specialist (Health) fills a key technical and management role. The position
will act as a Deputy and support the USAID Health Office Director or acting Director in managing all aspects
of the Health Office portfolio, provide coverage support for the Director as needed, assist in supporting the
team in preparing HIV and health security deliverables, and serve as the point person for identifying,
tracking, and coordinating emerging risks to the health system (drought, COVID-19, food insecurity). In the
absence of the Health Office Director, the Specialist will provide guidance and mentoring of the entire
Health Office Staff.

Under the leadership of the USAID Project Management Specialist (Health), USAID/PEPFAR will ensure
continued, meaningful engagement with the government of Namibia and other stakeholders throughout the
development and implementation of risk responses to health security threats. The Specialist will help ensure
that the USAID Namibia programs are effectively prepared to respond quickly to emerging risks and that
program activities and resources are used to maximum benefit for the people of Namibia while ensuring
that all other USAID programs are maintained.

Working collaboratively with the USAID/Namibia team and the PEPFAR interagency team, the USAID Project
Management Specialist (Health) will also take the lead (for USAID) in developing funding proposals related
to identified risks to sustaining HIV epidemic control such as drought, food insecurity, and other emerging
health security threats like COVID-19. The USAID Project Management Specialist (Health) will play an
important interagency role in ensuring communication and coordination in identifying, tracking, preventing,
and evaluating health security risks that could jeopardize the gains made toward HIV/AIDS epidemic control.

Major Duties and Responsibilities:
1. Health Security Risk Detection, Planning, and Response - 35%
   a. Supervise the USAID/Namibia process for detecting, planning, coordinating, and managing
      response activities related to health security, such as drought, food insecurities, COVID19,
      and emerging infections to minimize impact on HIV/AIDS programs and services.
   b. Liaise with the Government of Namibia at the national and regional levels, Global Fund,
      UN
      Agencies, and other international donors in detecting, planning, coordinating, and
      responding to health security risks.
c. Track progress on risk responses by reviewing technical documents and reports, completing site visits, conducting site improvement monitoring visits, engaging in one-on-one reporting, and meeting with key government officials.
d. Review health security related work plans and progress reports and utilize data to monitor progress and identify areas for project improvement.
e. Oversee activities in risk planning, management, and response, such as, establishing routine communication, conducting site visits and inspections, maintaining up-to-date information and files on the status of partner activities, resources, and work plans.
f. Provide insight and advice to the Health Office about issues associated with risk planning and response including recommendations about how USAID Namibia may support better coordination of activities within the USG.
g. Provide weekly updates to the Health Office Director and the USAID Team on activities and provide ad hoc reporting to raise and discuss issues as they arise if they have significant implications for the USAID Namibia Program.
h. Provide feedback related to the impact of identified risks on HIV/AIDS programs and activities.

2. Health Office Management and Supervision (25%)
a. Assist the USAID Health Office Director, as needed, to oversee routine USAID tasks and operational and office functions.
b. Supervise and mentor Health Office staff which includes advising on annual work objectives; providing reviews of staff performance; reviewing and revising position descriptions; and developing and managing staff training plans.
c. Ensuring timely responses by the USAID Health Office to the PEPFAR Coordinator, USAID Washington and S/GAC requests for information and inquiries.
d. Supervising the preparation of annual, quarterly, and other special reports, and assisting in the preparation of annual Country Operational Plan and quarterly performance reviews.
e. Ensuring proper management of budgets and finances, which includes financial tracking of activities associated with risk planning, management, and response in collaboration with the Finance and Budget Team; development of budgets for funding proposals and once funding has been awarded, ensuring that obligations, expenditures, and budget pipelines conform to action plans.
f. Support the Health Office in preparing ongoing taskers related to PEPFAR, COVID, other requests from Washington, and support materials (speeches, talking points, and briefing materials) for high level visits.

3. Program Planning and Project Management (25%)
a. Identifying and documenting technically sound, cost-effective, and practical approaches to programming consistent with GRN and S/GAC policies and priorities. This includes assisting in the preparation of design and other pre-obligation documentation; assisting in the preparation of the annual PEPFAR COP; ensuring the integration of gender considerations into activity design; and reviewing and ranking proposals to recommend those worthies of funding.
b. Serving as an activity manager for designated activities awarded under the USAID portfolio. In this context, the Specialist is responsible for all aspects of project management for her/his assigned activities, including technical and financial oversight of contractors and grantees, reviewing reports, documents, and scopes of work. Where appropriate, the Specialist oversees other program activities to ensure their successful implementation.
c. Undertaking regular site visits to implementing partner activities and maintain regular communication with implementing partners to ensure that activity implementation is proceeding and adhering to quality standards in accordance with the approved COP.
d. Assisting implementing partners to troubleshoot implementation problems and bring any major management or politically sensitive issues to the attention of the USAID Health Office Director and USAID Representative.

e. Provide technical assistance for the design, implementation, and evaluation of USAID programs to GRN counterparts, USG staff, implementing partners and other institutions.

f. Carrying out routine monitoring and evaluation of project progress by reviewing technical documents and reports, completing site visits and DQAs, engaging in one-on-one reporting, and meeting with key counterparts and officials.

g. Remaining informed and up to date on technical and management issues affecting the design, implementation, and outcomes of USAID’s HIV and health security portfolios.

4. **Representation and Coordination (15%)**

a. Represent USAID in the interagency space, workshops, campaigns, and evaluations that support and/or involve GRN and/or CSOs including development of proposals pertaining to health security.

b. Participate, as needed, in interagency stakeholder meetings and other relevant platforms, including health security task forces, to ensure the appropriate use of USAID resources and provide visibility for USAID Namibia activities in health security and sustained HIV epidemic control.

c. Coordinate with USAID leadership in Washington and Pretoria on the health security portfolio direction, special initiatives (e.g., drought response, food insecurity, COVID 19); human resources, and office operations.

d. Coordinate with USAID/W and the Development Outreach and Communications Specialist on all HIV and health security related communications, outreach, and public events.

III. **MINIMUM QUALIFICATIONS**

- **Education:** A completed master’s degree in management, social science, public health, or a related field is required.

- **Prior Work Experience:**
  i. Minimum of seven years of progressively responsible public health experience working for a government agency and/or a development organization, and/or implementing partner is required.
  
  ii. Experience spent in a developing country context supporting development programs, preferably in Namibia or a similar developing country is required.
  
  iii. Experience in collaborating with host governments, UN agencies, U.S. government or other donors is required.
  
  iv. At least five years of technical experience providing coordination of complex health and HIV related activities in development organizations or host government structures is required.
  
  v. Experience in program management, i.e., project development, work planning, activity implementation, monitoring, evaluation, and reporting; proposal development; financial management including understanding and tracking of budgets.

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.
- **Language Proficiency:**
  i. Proficient computer skills to manage assigned activities and to achieve performance goals and specific results, both technical and financial; and
  ii. Fluent (level IV) English, both written and oral capability, is required. English-writing ability may be tested.

### IV. POSITION ELEMENTS

- **Job Knowledge:**
  i. Advanced public health knowledge and experience in education, social services, HIV programming and/or health emergency response coordination is required.
  ii. Expert Knowledge of the HIV and health security stakeholder community in Namibia is required.
  iii. Comprehensive knowledge of the Namibian government HIV/AIDS strategic framework, health care and social welfare systems and structures including familiarity with Ministry policies, program priorities and regulations is required.
  iv. Professional-level knowledge of development principles, concepts, and practices, especially as they relate to the devolution of the health sector and the increasing roles and responsibilities of the regional offices in Namibia.
  v. Working knowledge of USG policy and practice relating to development assistance; of Health, HIV-AIDS emergency preparedness programming policies, regulations, procedures, and documentation; and of the objectives, methodology, and status of assigned activities is required.
  vi. Knowledge and understanding of the Knowledge and understanding of the organization and respective roles of the different levels of the GRN, and the role of units within each level is required to support effective communication and to efficiently develop consensus on program/project strategy and implementation plans.

- **Skills and Abilities:**
  i. Demonstrated diplomatic and leadership skills with strong oral and written communication abilities is required.
  ii. Skills in budget planning and tracking, expenditure reporting, and assisting organizations with financial compliance regulations.
  iii. Ability to lead stakeholder meetings and workgroups to develop effective working relationships with national and international partners is required.
  iv. Ability to exercise a high level of independence, ingenuity, and tact in applying guidelines to unique and varied settings, as the work is highly complex.
  v. Ability to influence and persuade others will be required to work collaboratively with organizations engaged in health security and HIV/AIDS activities.
  vi. Skills in project planning, programming, policies, and monitoring; and in developing strategies for implementation are required.
  vii. Ability to rapidly develop funding proposals.
  viii. Ability to analyze, understand and discuss the project cycle is required.
  ix. Ability to work effectively in a collaborative team environment to achieve consensus
  x. Proficient computer skills to manage assigned activities and to achieve performance goals and specific results, both technical and financial.
c. **Post Entry Training:** Familiarization training in USAID-specific procedures, regulations, and methods, and orientation to working from a donor-Agency perspective, etc., will be provided. Other training to maintain professional capability in the field, and other courses offered for professional USAID staff, as appropriate; and courses, seminars, conferences, and other activities in fields related to the sector and needed to maintain and update professional qualifications as they become available will be provided, subject to offerings and the availability of funds.

- **Supervision Received:** The USAID Project Management Specialist (Health) works under the day-to-day supervision of the Health Officer Director. Assignments are made orally and in writing. The Health Office Director and/or the direct supervisor will provide guidance on prioritization of work or quality improvement as needed. The supervisor provides a review of assignments, goals, and objectives to be achieved, and the results expected.

- **Supervision Exercised:** The incumbent will not have a direct supervisory role. During the absence of the Health Office Director, the Specialist will need to assume Acting Health Office Director and provide guidance and mentoring to entire health office staff.

- **Available Guidelines:** Available guidelines include USAID Mission Orders, Mission strategy, and other relevant reports; the Automated Directives System (ADS); and USAID Mandatory and Standard Provisions, the FAR and AIDAR, and other published and unpublished guidelines. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation.

- **Exercise of Judgment:** Experienced judgment is required to analyze, interpret, and adapt prior experience from the occupational field, and to be innovative. A variety of successful and/or unsuccessful precedents exist, but they do not always clearly indicate a course of action. The USAID Project Management Specialist (Health) exercises substantial independent judgment in planning, monitoring, and evaluating program activities, reporting, and other assignments. The work involves many different, complex, and interrelated processes. The political environment requires a high degree of sensitivity and diplomacy in establishing dialogue and developing interventions to encourage improved health security and HIV/AIDS programs. The Specialist will require a depth of expertise that will allow her/him to provide leadership in HIV/AIDS and health security issues and programs. The position requires managing for results within USAID in collaboration with the GRN, CBOs/NGOs, faith-based organizations (FBOs), private voluntary organizations (PVOs), and international donor organizations. The Deputy position requires a high level of diplomacy and excellent communication skills in exercising judgement.

- **Authority to Make Commitments:** The USAID Project Management Specialist (Health) retains the authority given to activity managers within USAID and may make administrative arrangements consistent with ADS guidance and Mission policy. Commitments to final policy and funding will require the co-signature of the Health Office Director.

- **Nature, Level, and Purpose of Contacts:** The position maintains a full range of contacts within USAID and the USG; with GRN, regional, and local governmental organizations; and civil society; and maintains contact with organizations implementing USAID-funded programs/projects/activities. Routine transfer of technical information, providing direction to other senior level advisors, as well as junior level staff in Windhoek, Washington, and Pretoria the Specialist will develop, foster, and maintain relationships with the donor community, civil society, and UN Agencies. Within the Embassy, contacts include up to the Ambassador level. Within the USAID/ Office they include up to the USAID Representative level and within the Health Office, contacts are with all USAID staff. Host-government, regional, local, and other contacts vary widely with the type of activity being implemented and may be at any level. Frequent and substantive personal contacts with senior level officials of the regional and local governments, with civil society, other donors, and the private sector are for the purpose of engaging the planning, management, and response to health risk events, such as COVID-19, drought, and food insecurity. Contacts may also be made to explain and defend USAID policies, objectives, and procedures; and to transmit and interpret GRN counterpart, civil society and private-sector opinions and concerns to senior USAID officials.

- **Time Expected to Reach Full Performance Level:** One year.
V. 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 following factors, and points for each, will be the basis for the evaluation of applications meeting the required minimum qualifications. All applications will be evaluated based on the documentation submitted with the application. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation.

1. Education (10 Points)
2. Work Experience (35 points)
3. Job Knowledge (30 points)
4. Skills and Abilities (25 points)

How the Selection will be made:

The successful candidate will be selected based upon the following:

- A preliminary review of the applicant's submitted package (which includes the cover letter and CV) to establish that minimum educational, work experience and English writing fluency requirements are met;
- Assessments to include English writing skills, and Microsoft Office proficiency that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate;
- A personal face to face interview or virtual interview; and
- Reference checks.

USAID/Namibia’s Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements before forwarding the rest to the Technical Office or Technical Evaluation Committee (TEC) for further review and assessment.

The TEC will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and/or possibly interviews. Based on the results of the tests an applicant may be dropped from the interview list.

Following the interview (Step 3), during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. The TEC Chairperson will conduct and document reference checks (Step 4) and advise the TEC members of the results of these checks. Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package. References will only be solicited for those interviewed applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on candidate ranking, prepare a selection memo for the review and approval of the Contracting Officer, after which an offer of
employment will be made to the successful candidate. Unsuccessful candidates who were interviewed will be contacted and advised of their non-selection. As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/Namibia.

**Submitting an Offer:**

- All interested and eligible candidates should visit [https://na.usembassy.gov/embassy/jobs/](https://na.usembassy.gov/embassy/jobs/) to apply.
- Kindly note that when you apply via cellphone you are not able to complete the required questionnaire. And if you do not complete the required questionnaire for the position, you will automatically be eliminated from further review.
- For an application to be considered complete, please include a high-quality cover letter, explaining why you are qualified for the position and a CV of no more than 4 pages. Failure to comply with these instructions may result in your application being considered “non-responsive” and eliminated from further consideration. Send your application to windhoekhr@usaid.gov by **12:00 midnight (local Windhoek time), Monday September 19, 2022.** Only short-listed candidates will be contacted.
- Offers must be received by the closing date and time specified in Section I.
- To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
- The U.S. Mission in Namibia provides opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations.
- **Only short-listed candidates will be contacted.** Applicants who do not follow the application instructions may be dropped from further consideration.

**Points of Contact:**

- Leah Z White, Telephone: (+264) 61 273-729

**Applicability:**

This position is open to Namibian citizens and Namibian permanent resident permit holders. USAID Southern Africa management will consider nepotism/conflict of interest, budget, need for continuity, and residency status in determining successful applications. Current USG employees on probationary status (i.e., within their first year of employment) are not eligible to apply.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**References:**

Three (3) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation of the application.
VI. COMPENSATION  
This position will be compensated in accordance with the U.S. Mission for Namibia’s Local Compensation Plan (LCP). The successful candidate’s salary level will be based on prior job-related experience and salary history.

VII. REQUIRED FORMS FOR CCNPSC HIRES  
Once the Contracting Officer 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 forms.

VIII. BENEFITS  
The plan includes basic salary, miscellaneous allowance, pension fund and medical aid subsidy.

IX. TAXES  
Every CCNPSC staff member in the Mission regardless of agency affiliation is required as a condition of employment, to pay their taxes to the Namibian Government.

X. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO CNPSCs  
USAID regulations and policies governing CCNPSC awards are available at these sources:


2. **Contract Cover Page form AID 309-1** available at [https://www.usaid.gov/forms](https://www.usaid.gov/forms) will be used for this contract.


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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations).