



# USAID | MOZAMBIQUE

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72065622R00009

ISSUANCE DATE: July 5, 2022

CLOSING DATE AND TIME: July 26, 2022, 17:30 Maputo Time, Mozambique

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC) – Development Assistance Specialist (Supply Systems Strengthening Specialist)

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 offer.

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

Sincerely,

Audrea Hardy  
Deputy Executive Officer/Contracting Officer

**ATTACHMENT 1****I. GENERAL INFORMATION**

1. SOLICITATION NO.: 72065622R00009
2. ISSUANCE DATE: July 5, 2022
3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: July 26, 2022, 17:30 Maputo Time, Mozambique
4. POINT OF CONTACT: USAID HR, email at [mzrecruiter1@usaid.gov](mailto:mzrecruiter1@usaid.gov)
5. POSITION TITLE: Development Assistance Specialist (Supply Systems Strengthening Specialist)
6. MARKET VALUE: \$81,216.00 - \$105,579.00 equivalent to GS-13  
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: The base period will be 2 years, estimated to start o/a November 2022. Based on Agency need, the Contracting Officer may exercise additional option periods for the dates estimated as follows:

Base Period:	o/a 11/2022-11/2024
Option Period 1:	o/a 11/2024-11/2025
Option Period 2:	o/a 11/2025-11/2026
Option Period 3:	o/a 11/2026-11/2027

8. PLACE OF PERFORMANCE: Maputo, Mozambique, with possible travel as stated in the Statement of Duties.
9. ELIGIBLE OFFERORS: U.S. Citizens
10. SECURITY LEVEL REQUIRED: USG Secret Clearance
11. STATEMENT OF DUTIES

**A. OVERVIEW OF THE PROGRAM AND ROLE OF THE POSITION:**

The USAID/Mozambique Integrated Health Office (IHO) provides leadership and technical assistance to the Government of the Republic of Mozambique's Ministry of Health (MoH) in the areas of Maternal and Child Health (MCH), Family Planning, HIV/AIDS, Malaria, Tuberculosis (TB), and other Neglected Tropical Diseases, as well as significant support to strengthening host-country health systems and enhancing private sector engagement in health. Supply chain management, pharmaceutical commodity security, and infrastructure are key components of the IHO's health systems strengthening (HSS) portfolio with significant contributions in commodity procurement

and technical assistance to the MoH and in particular its Central Medical Stores - *Central de Medicamentos e Artigos Médicos* (CMAM) to improve warehousing, distribution, planning and supply chain management. Commodities procured and distributed include contraceptives, condoms, Anti-Retrovirals (ARVs), HIV and malaria test kits, TB and anti-malaria drugs, laboratory reagents and supplies, vaccine supplies and equipment, and MCH and other commodities required for HIV/AIDS and health program implementation.

The MoH's supply chain system has experienced a number of challenges, including shortages of qualified personnel, insufficient state and donor financing, and limited coordination between its departments and donors. Over the last several years, this has led to stock-outs of essential and vital medicines, loss of valuable health supplies through expiration or other means, and reduced access to health supplies for the Mozambican population. Supply chain challenges hamper the MoH's efforts to achieve its health sector goals and the success of United States Government (USG) health assistance to Mozambique through its interagency team comprised of USAID, the Centers for Disease Control and Prevention (CDC), the Department of State, the Department of Defense, and the Peace Corps.

The Mozambican Minister of Health and Ministry of Health senior management have prioritized improving supply-chain performance and ensuring the appropriate policies, systems, and capacities are in place for effective supply-chain governance, performance, and transparency. The Pharmaceutical Logistics Strategic Plan (PELF) provides future directions for the health supply chain. The PELF specifies reforms that include greater CMAM financial and administrative autonomy, supply chain unification under CMAM authority, reduction in the number of supply chain levels, increased use of private sector services, and workforce development.

## **B. BASIC FUNCTION OF THE POSITION**

Reporting to the Senior Health Commodities Advisor, the Supply Systems Strengthening Specialist will be a member of USAID/Mozambique's IHO and HSS team. The Specialist's primary responsibilities focus on providing technical, program, and project management support, specifically related to health commodity security, supply chain management, logistics, procurement, infrastructure and private sector engagement. The Specialist will also support strategic planning, development, and implementation of new programs and projects, as well as monitoring and evaluation of existing activities, and implementing partners.

The Specialist will work across the USAID/Mozambique mission, the USG interagency team, IHO, and MoH departments, including CMAM, and Provincial Directorates of Public Health - *Direcção Provincial de Saúde* (DPSS).

### **C. MAJOR DUTIES AND RESPONSIBILITIES**

As part of the HSS team, the Specialist will provide strategic, technical, analytical, and management support to sustainably strengthen host country public and private health supply chains.

The Specialist is responsible for a wide range of program and project management activities related to commodity procurement and supply chain systems strengthening technical assistance, private sector engagement, infrastructure, including project planning and design, communications, strategy and new program development and implementation, donor coordination, and monitoring and evaluation of commodity security and systems and implementing partners. The Specialist will also assist in providing information and inputs for USAID processes and reports, as well as in support of USG and other program requirements, including the United States President's Emergency Response for AIDS Relief (PEPFAR), the President's Malaria Initiative (PMI), and direct government assistance agreements. The Specialist will support completion of PEPFAR Country Operational Plans and other similar program deliverables related to supply chain and commodities. The Specialist will lead initiatives to achieve greater engagement with the private sector and greater use of private sector services as envisioned in the PELF and in USAID's new Private Sector Engagement (PSE) strategy.

The Specialist may be required to serve as the Contracting Officer's Representative (COR), Agreement Officer's Representative (AOR), Activity Manager, and/or Government Agreement Technical Representative. In this capacity, the Specialist will ensure: suitable monitoring and reporting systems are in place; provide technical input in Performance Monitoring Plan (PMP) development; review, approve, and ensure Implementing Partner annual work plan and budget compliance; conduct site visits to monitor activities and verify asset use; guide adherence to USAID and USG policies and procedures; review all written reports submitted by implementing partners and furnish feedback; maintain program files; and other duties and responsibilities as outlined in USAID and relevant USG, PEPFAR and PMI rules, regulations, policies and other forms of appropriate guidance.

The Specialist will collaborate with CMAM and participate with other USG agencies, donors, private sector and professionals in improving commodity security through working across IHO, other USAID offices, USG interagency, and MoH Technical Working Groups (TWGs). As a focal point and liaison between key stakeholders, the Specialist will also manage IHO supply chain team communications to the interagency and external partners, through creation and distribution of a monthly newsletter and frequent stakeholder meetings to review data and manage activities. These duties will also require close and ongoing coordination with managers of related activities in other USG agencies, such as CDC, and other donor partners.

The Specialist will coordinate supply chain, logistics, and commodity management of laboratory related activities between USAID and the CDC, managing resolution of

related stock and funding issues.

The Specialist will coordinate closely with the mission infrastructure specialist to support planning, procurement and implementation of infrastructure projects to ensure HSS PAD and strategic objectives are achieved. To a lesser extent, this may include engagement on equipment and supplies for COVID.

In collaboration with provincial authorities and CMAM, the Specialist will assist in the management of support to provinces, districts, and health facilities through site visits and coordination with implementing partners and provincial advisors. The Specialist will also provide support to CMAM in supply chain strategy implementation, annual plan development, donor coordination, and design and monitoring of new projects. As needed, the Specialist will engage on COVID supply chain matters, which may include quantification, import, warehousing, distribution to province and districts.

The Specialist will also lead IHO's PSE efforts on PSE including coordinating with mission and IHO management and technical staff to identify project specific needs and/or opportunities where PSE could be leveraged to address development problems and support Mozambique's localization agenda. The specialist will work closely with the Office of Economic Growth to expand IHO's private sector portfolio and help promote USAID's PSE strategy within IHO. Advancing IHO's institutionalization of the PSE Policy through the development of guidance documents, resources, and tools for IHO staff as well as assessment of technical content for work plans, grant applications and proposals will be needed to ensure integration of PSE across all IHO divisions.

Maintaining or expanding ongoing private partnerships and developing relationships with private businesses, corporations, foundations, incubators and technology drivers, and other non-traditional development organizations through formal and informal outreach, personal contacts, and networking will be necessary. Based on knowledge of the landscape, advise IHO and mission management on opportunities for USAID engagement to drive IHO strategy and policy for PSE in Mozambique.

The Specialist may also be required to work on other job-related activities as deemed necessary. The nature of this position may require travel to other regions of the country.

#### **D. POSITION ELEMENTS**

- a. **Supervision Received:** The incumbent will report to the Senior Health Commodities Advisor, the Supply Systems Strengthening Specialist. S/he is expected to demonstrate a high level of independence, professionalism, judgment, and responsibility.
- b. **Supervision Exercised:** This position will not supervise other staff.
- c. **Available Guidelines:** Available guidelines establish a broad pattern of operations that requires frequent need to exercise judgment and interpretation and provides an opportunity for initiative and innovation. Relevant guidelines include the USAID

Automated Directives System (ADS), PEPFAR guidelines, Country Operational Plans, Mission Orders, and other directives.

d. **Exercise of Judgment:** A high degree of judgment will be required to provide guidance and assistance to a wide variety of professionals in PEPFAR Mozambique and the USAID mission. As a highly qualified professional, substantial reliance will be placed on the incumbent to independently plan, prioritize, and carry out specific activities to fulfill major duties and responsibilities. The incumbent will be expected to resolve problems that arise by determining the approaches to be taken and methodologies to be used; making independent judgments that can be defended, as necessary.

e. **Authority to Make Commitments:** As a personal services contractor, the incumbent cannot make financial commitments on behalf of the U.S. Government. The incumbent exercises the authority given to activity managers and Contracting Officer Representatives/Agreement Officer Representatives (CORs/AORs) and may make administrative arrangements consistent with ADS guidance and Mission and IHO policy. The Specialist takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and superiors are informed of activity and project status. Within the scope of the authority delegated, the Specialist may indicate to ranking counterparts and implementing partner colleagues that they will make a recommendation to USAID on a specific activity, issue, or problem.

f. **Post Entry Training:** The Specialist will be expected to quickly obtain a clear understanding of USG and USAID policies, procedures, and regulations, including the Automated Directives System, Mission Orders, and PMI, PEPFAR, and other USAID health program and Mission planning and reporting databases. The incumbent will complete applicable USAID, PEPFAR, COR/AOR and/or other technical trainings as required to fulfill the duties of the position.

g. **Support Items:** The incumbent will be provided with office space, equipment, and supplies.

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

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

**A. EDUCATION:** A Masters Degree, or higher, in Business Administration, Operations, Logistics, Pharmacy, Project Management, Public Health, Industrial Engineering or other related area, is required.

**B. PRIOR WORK EXPERIENCE:** Minimum four (4) years experience in supply chain management, logistics, or other related area is required, preferably with a focus on health programs in developing countries and in an international or resource-challenged

setting. Experience working with Ministries of Health in a developing country is required.

**C. JOB KNOWLEDGE:** In-depth professional-level knowledge of supply chain management, logistics, and commodity security principles, concepts, and practices, especially as they relate to activities in developing countries, resource challenged settings, and/or complex environments. Knowledge and understanding of supply chain sector development problems, including resources and constraints. Knowledge and understanding of the economic, political, social, and cultural characteristics of Mozambique and the region. Knowledge of, or the potential to quickly acquire knowledge of USAID, Mozambican, USG, and other major donor legislation, policies, regulations, and practices.

**D. LANGUAGE PROFICIENCY:** Fluency in English speaking, reading and writing. Romance language working proficiency is required.

**E. SKILLS AND ABILITIES:** Strong writing, communication, organizational, and IT (proficiency in office programs and data base managers – e.g. Microsoft Office) skills are required. Proven ability to communicate quickly, succinctly, and tactfully in both speech and writing; ability to facilitate meetings and to make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context, along with the ability to produce concise, clear reports.

### 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 following evaluation factors are established:

Job Knowledge	30 points
Skills and Abilities:	30 points
Prior Work Experience:	25 points
Education:	10 points
Language Proficiency:	5 points
Maximum Points:	100 points

Per this scoring, job knowledge and skills and abilities are the most important factors, followed by prior work experience, education, and language proficiency.

Applications will initially be screened for conformity with minimum requirements and a short list of applicants will be developed for further consideration.

USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

After the closing date for receipt of applications, a selection committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from offerors who do not meet the required selection criteria will not be scored. Only shortlisted offerors will be invited for an oral interview and may also be required to complete a written test as part of the interview process. No response will be sent to unsuccessful applicants.

Professional references will be conducted for the top ranked offeror and will be utilized to supplement the selection committee's recommendation to the Contracting Officer to offer the position to the top ranked offeror. The Offeror's references must be able to provide substantive information about his/her past performance and abilities. USAID/Mozambique reserves the right to solicit references from other sources as deemed appropriate for relevant information concerning performance and may consider such information in its evaluation.

The selection committee will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on professional references, academic credentials and interview performance.

#### **IV. SUBMITTING AN OFFER**

1. Eligible offerors are required to complete and submit the offer form AID 309-2, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
2. 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 ([mzrecruiter1@usaid.gov](mailto:mzrecruiter1@usaid.gov)). Please note that attachments to e-mail applications in zip format cannot be received to this mailbox. Please make sure that you do not send any attachments in zip format.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. Offerors are required to submit a signed and dated Cover letter with current résumé/curriculum vitae (CV), specifically addressing how the offeror meets the selection criteria stated above.



5. Offerors must provide a minimum of three (3) references who are not family members or relatives. References should be from direct supervisors to professional mentors or peers, who can provide information regarding the offeror's job knowledge and professional work experience. Offerors must provide e-mail addresses and/or working telephone numbers for all references.

USAID will not pay for any expenses associated with the interviews.

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

## **VI. BENEFITS AND ALLOWANCES**

**(If Applicable):** As a matter of policy, and as appropriate, an offshore USPSC is normally authorized the following benefits and allowances.

### **A. BENEFITS:**

- a. Employer's FICA Contribution
- b. Contribution toward Health & Life Insurance
- c. Pay Comparability Adjustment
- d. Annual Increase (pending a satisfactory performance evaluation)
- e. Eligibility for Worker's Compensation
- f. Annual and Sick Leave

### **B. ALLOWANCES:**

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101), available at [https://aoprals.state.gov/content.asp?content\\_id=282&menu\\_id=101](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101).

- a. Temporary Quarter Subsistence Allowance (Section 120)
- b. Living Quarters Allowance (Section 130)
- c. Cost-of-Living Allowance (Chapter 210)
- d. Post Allowance (Section 220)
- e. Separate Maintenance Allowance (Section 260)
- f. Education Allowance (Section 270)
- g. Education Travel (Section 280)

- h. Post Differential (Chapter 500)
- i. Payments during Evacuation/Authorized Departure (Section 600).

3. Other Benefits (vary by hiring category): Additional benefits are available for individuals hired from outside Maputo in accordance with the applicable AIDAR, Federal Travel Regulations and Standardized Regulations, e.g., international airfare from place of residence, international shipment of personal effects, unaccompanied baggage allowance, POV Shipment, Repatriation Travel, furnished housing and educational allowances for dependent children.

## VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare, and applicable State income taxes.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/sites/default/files/documents/aidar.pdf>.
2. PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

Subpart 52.2—Text of Provisions and Clauses

52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.

ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)

(a) Definition. As used in this clause -

United States or its outlying areas means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and

(5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) Authority. This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) Personal Services Contracts with individuals. As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

3. **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:

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES DESCRIPTION (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC - Product Service Code: R497 - Accounting Info: -	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC - Product Service Code: R497	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_

	- Accounting Info: -				
2001	<b>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] Accounting Info: -	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_
3001	<b>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: -	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_

4. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
5. 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>
6. 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](mailto:PSCOmbudsman@usaid.gov).

Contract for a USPSC hired under this solicitation will be in accordance with applicable AIDAR Appendix D contract clauses.

**[END OF SOLICITATION]**