



# USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:**72062422R00009

**ISSUANCE DATE:** June 22, 2022

**CLOSING DATE/TIME:** July 29, 2022/23:59 GMT

**SUBJECT: Solicitation for Offshore Hire U.S. Personal Services Contractor as Supply Chain Governance Advisor, USAID/Cameroon**

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 any offer.

**All offers must be submitted to the Point of Contact via email: [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov)**

**Only shortlisted offerors will be contacted.**

Any questions must be directed in writing to Patience Charway at [pcharway@usaid.gov](mailto:pcharway@usaid.gov) or Yusif Ibrahim at [yibrahim@usaid.gov](mailto:yibrahim@usaid.gov) with a copy to James Berscheit at [jberscheit@usaid.gov](mailto:jberscheit@usaid.gov)

Sincerely,

James Berscheit  
Contracting Officer  
Regional Executive Office  
USAID/West Africa

**I. GENERAL INFORMATION**

1. SOLICITATION NO.: **72062422R00009**
2. ISSUANCE DATE: **June 22, 2022**
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **July 29, 2022, 23:59GMT**
4. POINT OF CONTACT: **USAID/West Africa, Accra**; e-mail at [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov)
5. POSITION TITLE: **Supply Chain Governance Advisor**
6. MARKET VALUE: **\$81,216- \$105,579** equivalent to **GS-13**  
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: **Two (2) years**, estimated to start o/a September 2022 with an option of three (3) one-year extensions for a maximum of five (5) years. Exercise of options will depend on continuing need of services, availability of funds, successful performance, and requisite approvals.

Based on Agency need, the Contracting Officer may exercise the additional **option periods** for up to three (3) years for the dates estimated as follows:

<b>Base Period:</b>	o/a 09/2022 to 09/2024
<b>Option Period 1:</b>	o/a 09/2024 to 09/2025
<b>Option Period 2:</b>	o/a 09/2025 to 09/2026
<b>Option Period 3:</b>	o/a 09/2026 to 09/2027

8. PLACE OF PERFORMANCE: **USAID/Cameroon, Yaoundé**
9. ELIGIBLE OFFERORS: **Open to U.S. Citizens (including lawful Permanent legal residents) or Third Country Nationals.**

**Hiring Preference:**

In order of preference, U.S. Citizens (including Permanent legal residents) offers will be evaluated first and only when it is determined that there is no qualified U.S. Citizens (including Permanent legal residents) that offers from Third Country Nationals (TCN) will be considered. *References 309.3.1.10 and 309.3.1.4.*

**10. SECURITY LEVEL REQUIRED:** Selected applicant must obtain **Facility Access clearance**

## **11. STATEMENT OF DUTIES**

### **1. BACKGROUND:**

USAID upgraded its presence in Cameroon to a Limited Presence Country in 2020. Through the U.S. President's Emergency Plan for AIDS Relief (PEPFAR), USAID works alongside the U.S. Centers for Disease Control and Prevention, Department of Defense, and Peace Corps to reduce new HIV/AIDS infections and provide treatment to people living with HIV.

Cameroon is a focus country under the President's Malaria Initiative (PMI). USAID interventions center around strengthening health facility service delivery, implementation of seasonal malaria chemoprophylaxis campaigns, routine mosquito net distribution, support for training, strengthening pharmaceutical management, supply chain and procurement of Insecticide Treated Nets, Rapid Diagnostic Tests, antimalarials, and treatments.

Cameroon is also a U.S. Global Health Security Agenda (GHSA) Intensive Support country and has received funding to build its capacity to prevent, detect, and respond to infectious disease threats across animal and human health, including responding to the COVID-19 pandemic.

Finally, USAID implements limited activities to increase access to and use of quality family planning services, improve maternal health, reduce infant mortality, and supports the Cameroonian government to control and eliminate neglected tropical diseases.

#### Overview of USAID health activities in Cameroon

**HIV/AIDS:** Through PEPFAR, USAID Cameroon supports community-based HIV prevention and mitigation across the HIV continuum. USAID focuses these efforts on key and priority populations, those most vulnerable to acquiring HIV and most likely to face stigma and discrimination. Key areas of focus for HIV programming include:

**Key Populations:** USAID Cameroon focuses primarily on community-based programming including outreach, prevention, testing and linkage to treatment for key populations (female sex workers and men who have sex with men), clients of female sex workers, and children of female sex workers.

**Orphans and Vulnerable Children (OVC):** USAID Cameroon's programming provides a robust community platform to respond to the socio-economic, health, educational, legal, and psychosocial needs of children and families infected and affected by HIV. Interventions range from educational support and economic skills building to psychosocial programs and referrals to clinical services.

**Malaria:** Cameroon was selected as a new President's Malaria Initiative (PMI) focus country in FY 2017 and now represents USAID's largest health investment with an annual budget of \$22 million. Operations began in June-July of 2018 and focus on the North and Far North regions where malaria related morbidity and mortality are highest. Key activities include routine distribution of insecticide-treated nets, improved entomological monitoring and resistance management, improved case management in health facilities and at the community level, strengthening programs to prevent malaria in pregnancy and build the capacity of the NMCP to manage the malaria control program, and our flagship activity, seasonal chemoprophylaxis for children under

five.

**Supply Chain:** Leveraging both PEPFAR and PMI funds, USAID implements an integrated approach to strengthening supply chain systems in Cameroon. Activities in Cameroon currently focus on two issues: (1) building supply chain management capacity at the central, regional, district, and health facility level; and (2) closely monitoring stock-levels of key HIV, malaria, family planning, and other commodities, to assure continuous service delivery for current and future patients. Additionally, through PMI, USAID directly procures approximately \$5 million worth of insecticide-treated mosquito nets, malaria rapid diagnostic tests, and drugs for both prophylaxis and treatment of malaria. Procurement of PEPFAR commodities is more limited (under \$1 million) focusing on ensuring buffer stocks of viral load reagents, test kits, and ARVs.

**Health Financing:** USAID Cameroon is supporting the Government of Cameroon to design and implement its Universal Health Coverage (UHC) plan and sustainable health financing strategy. The goal is to provide access to quality primary health care services to all Cameroonians through sliding-scale contributions to a national system rather than the current fee-for-service approach. In collaboration with other donors such as the World Bank, International Labor Organization, and bilateral partners, USAID is providing targeted technical assistance to the Ministry of Health in the design and implementation of the UHC system.

**Family Planning:** While USAID/Cameroon does not receive any direct funding for family planning (FP), the office leverages USAID centrally funded activities in this area.

## **2. MAJOR ROLES AND RESPONSIBILITIES:**

### **Technical Leadership and Expertise (40%)**

- Principal U.S. Government advisor on all issues related to policy, supply and distribution of health sector commodities.
- Develop drug supply and distribution policy for USAID's Cameroon field office and as needed, coordinate or advise on drug supply and distribution policy across U.S. Government health programs in Cameroon.
- Serve as senior technical advisor to Cameroon's PEPFAR and PMI programs, guiding the development and/or implementation of coordinated strategy for strengthening Cameroon's supply chain and logistics system.
- Participate in technical coordination meetings/groups on matters related to supply chain and logistics in the health sector. S/he develops strategic partnerships with other donors and partners to forge coordinated approaches to strengthen the public pharmaceutical sector.
- Provide technical assistance to Global Fund Principal Recipients (PRs) on procurement and supply chain management. This includes supporting efforts to address bottlenecks, and help build technical and managerial capacity.
- Prepare and present technical reports, budget/financial analyses, quantification/forecasts, and other briefs as needed for program management and stakeholder consultations.

### **Program Management (50%)**

- Manage and coordinate quantification and procurement of USAID-purchased (and as appropriate assisting other U.S. Government agencies) health commodities. Commodities procured and distributed under these activities currently include insecticide-treated mosquito nets, malaria diagnostics, anti-malarial drugs for both treatment and prophylaxis, and limited quantities of ARVs, HIV rapid tests and viral load reagents, condoms and lubricants, and other contraceptives. As needed, the incumbent may also assist CDC in procurement of laboratory reagents and supplies, etc. Essentially, s/he will ensure that all procurement activities are implemented in compliance with relevant U.S. Government (particularly USAID, PEPFAR and PMI) procedures and guidelines. S/he will also be expected to monitor specific risks associated with in-country storage and distribution of USAID purchased commodities, including developing strategies to improve quality assurance and mitigate procurement and supply chain management challenges.
- Through delegation from the Contracting Office, the incumbent will serve as Agreement Officer/Contracting Officer Representative (AOR/COR) or activity manager for bilateral or centrally funded procurement and technical assistance mechanisms. S/he will manage one or more awards ranging in size and scope with a minimum budget of \$2-5 million per annum (excluding commodities). Key responsibilities include: technical input for the development of performance monitoring plans, annual work plans, and budgets; conducting and documenting site visits; monitoring contract and award management compliance; etc.
- Provide recommendations on program direction including participating in technical design of new projects (preparation of project appraisal document, etc.) focused on technical assistance to the national drug supply and distribution program and procurement of health commodities that support USAID-funded programs.
- Other duties as assigned may include organizing and participating in field visits by external parties that highlight U.S. Government supply chain strengthening activities.

### **Other Management Duties (10%)**

- This includes providing technical and management contributions to program design; budget allocations; strategic planning documents and reporting mechanisms; and others in line with USAID and or U.S. Government policy and needs. The incumbent is also expected to coordinate closely with USAID/West Africa staff as needed.
- Assist USAID/Cameroon Health Office Director in responding to information requests from U.S. Embassy and USAID/West Africa's Front Office on broader development topics.
- As designated, represent the U.S. Government at high-level meetings/discussions related to development aid.

### **3. POSITION ELEMENTS:**

#### **Supervision Received**

S/he works under the general supervision of the USAID/Cameroon Health Office Director, who will approve annual work objectives. The incumbent will receive minimal oversight in carrying out his/her daily tasks and achieving longer-term work objectives. Performance is evaluated annually based on accomplishments.

#### **Supervision Exercised**

Supervisory responsibilities are not immediately expected. However, this may change at the discretion of the USAID/Cameroon Health Office Director – including, for example, the hiring of additional supply chain staff.

#### **Post-entry training**

On-the-job training will be provided relating to USAID-specific procedures, regulations, and methods; supply chain and logistics policies, procedures, and regulations; Automated Directives System (ADS), Mission Orders, and all planning and reporting databases. Formal AOR/COR certification courses will be provided, and program/project management and other appropriate training courses will be offered, subject to course offerings and the availability of funds.

#### **Authority to Make Commitments**

The incumbent shall not make any unauthorized commitments on behalf of the U.S. Government. However, s/he exercises the authority given to activity managers and AOR/CORs, and may make administrative arrangements consistent with ADS guidance and Mission policy. The incumbent takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the Senior Health Advisor informed of activity and project status. Within the scope of the authority delegated, the incumbent may indicate to ranking counterparts and implementing partners that they will make a recommendation to USAID on a specific activity issue or problem. The incumbent may negotiate ad referendum for the USAID/Cameroon Health Office Director.

#### **Time Required to Perform Full Range of Duties**

The incumbent must be able to perform the full range of duties upon arrival at Post. It is reasonable to assume the incumbent might not have a working knowledge of USAID's activity management and administrative procedures (*e.g.*, AOR/COR functions). But it is expected these proficiencies will be acquired within the first six (6) months on the job.

#### **4. MINIMUM QUALIFICATIONS REQUIRED:**

##### **Education:**

Minimum of a Master's degree in public health, pharmacy, logistics and supply chain management, business administration with health-related qualifications), or a closely related field from a recognized institution.

##### **Work Experience:**

At least five (5) years of professional experience, which includes international experience in pharmaceutical supply chain management or operations; Minimum two (2) years procurement experience with central medical stores or comparable institutions in Sub-Saharan Africa is required.

##### **Language Proficiency:**

Fluency (Level IV) in English Language and Working knowledge (Level III) in French is required.

#### **5. EVALUATION FACTOR/SELECTION CRITERIA:**

The following factors 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. The highest-ranking applicants may be selected for an interview, but an interview is not always necessary.

##### **Work Experience and Knowledge (40 points):**

At least five (5) years of professional experience, which includes international experience in pharmaceutical supply chain management or operations; Minimum two (2) years procurement experience with central medical stores or comparable institutions in Sub-Saharan Africa is required. Direct experience managing USAID/similar international organization-purchased public health commodities is required. Experience in identifying and managing implementation of innovative solutions for logistics management information systems (LMIS) is required. Experience or knowledge on managing public health commodities for the Global Fund would be an added asset.

##### **Skills and Abilities (40 points):**

Thorough knowledge of procurement and supply managing including quantification, management of bidding process, contract management, quality monitoring, warehousing, distribution, information management, district capacity-building, etc.; (2) Significant knowledge of program management strategies and monitoring and evaluation methods; (3) Strong negotiation skills including ability to navigate and manage politically sensitive issues related to procurement and supply management; (4) Ability to work effectively with a broad range of stakeholders (GRC and donor counterparts, U.S. Government personnel and implementing partners, etc.) in a culturally sensitive manner; (5) Excellent organizational skills in order to multitask and stay organized in a complex, frequently changing environment.

##### **Communication Skills (20):**

Must be fluent in English (Level IV) with the ability to draft and read complex technical documents. Working knowledge of French (Level III), which includes ability to understand and conduct technical discussions.

**Total: 100 points**

**OTHER SIGNIFICANT FACTORS:**

**Guidance**

The incumbent must become familiar with USAID assistance management regulations. S/he will need to apply these regulations and understand when guidance or approval should be requested from the Regional Acquisition and Assistance Office. While some of the knowledge, methods, and techniques from the health technical field are established and commonly accepted, other guidance may be vague, controversial, conflicting, or absent, especially with respect to management of HIV programs. Where there is no guidance available, the incumbent is required to interpret and make decisions based on sound judgment and strong decision making, as well as effective interpretation of any guidance that is available. While the USAID/Cameroon Health Office Director and/or Regional Health Office Director may provide some input, the incumbent is expected to apply guidelines and act independently. Some situations will require interpretation and deviation from existing guides.

**Complexity**

The incumbent must be able to assume a wide range of various strategic, programmatic and project management tasks and be able to independently identify the appropriate action needed. The incumbent may be required to take a leadership role in various situations. Clear guidance is not always available; the person in this role is expected to demonstrate sound judgment and seek guidance where appropriate.

**Scope and Effect**

The Supply Chain Governance Advisor will provide managerial, technical, and policy oversight and/or advice, contributing towards efficient supply chain systems. S/he will work closely with the USAID/Cameroon Health Office Director and other members of the interagency PEPFAR team to assess policy, institutional and other barriers to an effective commodity supply, and identify and advocate for innovations, best practices, reforms, and training to remedy problems found. Successful work will have a significant impact on USG, host country, and donor health objectives.

**Contacts**

The incumbent will maintain contacts and work with USG staff in Cameroon, and will interact with the USAID/Washington Global Health Bureau's Office of HIV/AIDS, PMI, USAID/West Africa, and the Office of the Global AIDS Coordinator (OGAC) regarding policy and procedural guidance and to obtain information relative to programs and activities. Other contacts will include counterparts within the GRC and donor community. As deputy team leader, the incumbent may be required to meet with the U.S. Ambassador to Cameroon, Deputy Chief of Mission, and other senior officials within GRC and donor community.



#### **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**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. A Cover Letter of not more than three (3) pages describing how the incumbent’s skills and experience fit the requirements of the position.
5. A current CV/resume. The CV/resume must contain sufficient relevant information to evaluate the Offers in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
6. Applicants also must address the above **Section III: Evaluation and Selection Factors**, in a Summary Statement to be included in the Offers. This Summary Statement, limited to two (2) pages, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The Summary Statement must include the name of the applicant and the announcement number at the top of each page.
7. Applicants must provide a minimum of three (3) and a maximum of five (5) references within the last five years from the applicant’s professional life, namely individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant’s work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
8. Copies of diplomas, certificates or relevant degrees may be included to corroborate the CV/resume.
9. Applicants must provide their full mailing address with telephone, facsimile numbers (if available) and email address and should retain for their records copies of all enclosures that accompany their submission.

#### **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:

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Offeror Information for Personal Services Contracts with Individuals (AID 309-2);
2. Contractor Physical Examination (AID Form 1420-62); \*
3. Questionnaire for Sensitive Positions (for National Security) (SF-86); \* or
4. Questionnaire for Non-Sensitive Positions (SF-85); \*
5. Finger Print Card (FD-258). \*

\* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

## **VI. BENEFITS**

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits:

### **1. 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

\*Note: A US citizen's salary will be subject to employee's FICA and Medicare contribution.

## **VII. TAXES**

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

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES**

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

- a. **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/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).
- b. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:
- c. **ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR22-01c)**

(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)

ITEM NO	SUPPLIES/SERVICES (DESCRIPTION)	QTY	UNIT	UNIT PRICE	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	2	LOT	\$ TBD	\$TBD at Award after negotiations
1001	<b>Option 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations
2001	<b>Option 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations
3001	<b>Option 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC - Product Service Code: <i>R497</i> Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations

- d. 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>.
- e. **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> .
- f. 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/workusaid/personal-service-contracts-ombudsman>

[END OF SOLICITATION]