



SOLICITATION NUMBER: USAID 72043923R10001

ISSUANCE DATE: December 15, 2022
CLOSING DATE/TIME: January 13, 2023/11:59PM
Lao PDR local time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) – Development Assistance Specialist (Infections Disease and Disabilities Advisor), FSN-11

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.

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 attached information.

Sincerely,

Stephanie E. Iceland-Leitzel
Digitally signed by Stephanie
Elise Iceland-Leitzel
Date: 2022.11.15 09:25:55
+07'00'

Stephanie Iceland-Leitzel
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72043923R10001**
- 2. ISSUANCE DATE: December 15, 2022**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: January 13, 2023/11:59PM**
Vientiane, Lao People's Democratic Republic (PDR) local time
- 4. POINT OF CONTACT: Human Resources Office, e-mail VientianeHRHiring@state.gov**
- 5. POSITION TITLE: Development Assistance Specialist**
- 6. MARKET VALUE: US\$ 29,831 – 46,235** per annum equivalent to **FSN-11** in accordance with **AIDAR Appendix J** and the Local Compensation Plan (LCP) of USAID/Laos. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE: Five (5) years** initial contract. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to continued need of the position and availability of funds.
- 8. PLACE OF PERFORMANCE: U.S. Agency for International Development/Laos (USAID/Laos), Vientiane, Lao PDR** with possible travel as stated in the Statement of Work.
- 9. ELIGIBLE OFFERORS: This position is open to Cooperating Country National (CCN). Lao citizens or other country citizens lawfully admitted for permanent Laos residence are eligible to apply. Please note that USAID is not able to sponsor candidates for a Laos residency permit.**
- 10. SECURITY LEVEL REQUIRED: The successful candidate shall be required to obtain a Security Certification for Employment from Regional Security Office.**

11. STATEMENT OF DUTIES**11.1. General Statement of Purpose of the Contract**

The Infectious Disease and Disabilities Advisor (IDD Advisor) serves as the USAID/Laos Health and Governance Office's Medical Expert on a range of complex infectious, vector-borne, and zoonotic diseases, both present or emerging in Laos, including Malaria, African Swine Fever, Zika, and Human and Avian Influenza. S/he also provides clinical guidance regarding aspects of the HIV/AIDS and COVID-19 portfolios and leads the Mission's disabilities programming. The IDD Advisor is a Lao Infectious Disease Expert who advises the U.S. Government and the Government of Laos (GoL) on its strategic plans for across infectious disease programs. S/he leads USAID/Laos dialogue with the GoL central and

provincial levels regarding strategic planning, implementation monitoring, evaluation, and data quality assessments for USAID/Laos disability programming, the U.S. President's Malaria Initiative (PMI) regional programs in Laos, and the Global Health Security Agenda (GHSA).

The IDD Advisor also serves as the Disabilities, Mental Health, and Rehabilitation Advisor on issues and services affecting the health status of Lao vulnerable populations. S/he liaises with vulnerable populations specialists in USAID/Washington's Humanitarian Assistance and the Development, Democracy, and Innovation Bureaus. The IDD Advisor serves as the Program Manager and/or Activity Manager for several awards and assists in developing, reviewing, and approving country-specific work plans, data, and reports related to the IDD portfolio. S/he also sets the agenda for the programs, designs, and drafts scopes of work for contractors and/or specialized research, tracks program results, and leads sector reporting back to headquarters. The IDD Advisor leads management of a seven-year Disabilities and Vulnerable Populations award to strengthen the policy framework, economic opportunities, and rehabilitation services for people with disabilities, including victims of war and violence. S/he also represents USAID and/or the U.S. Government at national meetings convened by the GoL, as well as regional and international meetings related to Malaria, Global Health Security, Disabilities, and related technical areas.

11.2. Statement of Duties to be Performed

A. NATIONAL TECHNICAL LEADERSHIP AND ADVISORY SERVICES (40%)

As the sole Medical Expert on pandemic preparedness and infectious diseases for USAID/Laos, the Infectious Disease and Disabilities (IDD) Advisor guides the entire Mission and U.S. Embassy Country Team on all infectious disease related elements. Although the IDD Advisor's areas of direct responsibility are Malaria, Global Health Security, and Disabilities, s/he also;

- Provides clinical advice and technical assistance for the Agency's HIV/AIDS and COVID-19 programs. The IDD Advisor provides sound, expert advice to senior USAID leadership, across the U.S. Government, and to GoL and development counterparts on Disabilities, Malaria, and other Emerging Pandemic Threats capable of significant disease transmission.
- Advises the Government of Laos on pandemic threat prevention, response, and recovery plans and represents the U.S. Government in fora to forecast and mitigate the potential economic and humanitarian consequences associated with these diseases. These advisory services vary according to the disease, mode of transmission, the scale of USAID financial support, and status of existing GoL policies and programs.
- The IDD Advisor is the resident subject matter expert (SME) on scaling-up comprehensive services for people with disabilities, the control and elimination of Malaria

in targeted regions of the country, and the surveillance of other pandemic threats as they emerge. The Advisor:

- Supports international teams of experts to assess pandemic threats.
- Designs new programs for multi-donor and GoL financing.
- Advises the non-profit and business communities on mitigation and control measures.
- Advises on the scale-up of pilot Malaria surveillance and elimination interventions.
- Leads data analysis, communicating results, and contributing to strategies for future USAID/Laos contributions to the Health and Governance Sectors.
- Serves as the resident expert on stigma and discrimination for people with disabilities.
- Leads, in consultation with the Office Director, USAID's participation in operational planning and budgeting exercises, headquarters technical consultations, and data review meetings for Malaria, Global Health Security, and Disabilities.

B. REPRESENTATION AND COORDINATION

(30%)

As the only Clinician and Infectious Disease Specialist for USAID/Laos, the IDD Advisor performs several high-visibility representation functions.

- Liaises directly with Malaria and Global Health Security Specialists (including Zoonotic Disease Specialists) in the Bureau for Global Health in Washington, D.C., and in the Regional Development Mission for Asia's (RDMA) Office of Public Health in Bangkok, Thailand.
- Assists in the design, management, and coordination of related RDMA infectious disease program activities in Laos.
- Coordinates closely with RDMA's General Development Office Engineers to ensure that Laos' disability programming adheres to U.S. Government construction and environmental regulations.
- In partnership with the Regional Office of Public Health in Bangkok, the IDD Advisor tracks and reports on Antimicrobial Resistance (AMR) and coordinates USAID/Laos' response to identified issues, including, for example, improving the quality of safe, effective, life-saving Malaria treatment regimens.
- Coordinates with State Department personnel on War Legacy-related issues, such as Unexploded Ordnance clearance.
- Provides technical assistance and clinical guidance for USAID's infectious disease and disabilities programs in Laos, and represents USAID at technical, policy, and strategic planning meetings.
- Coordinates with other donor/international/multinational agencies on implementation, strategy, and policy issues for the IDD portfolio, including drafting and presenting briefing materials, protocols, reports, and other correspondence related to USAID activities to international and domestic audiences. Such organizations include, for example, the World Health Organization, the United Nations Food and Agricultural Organization, the Global Fund to Fight AIDS, Tuberculosis, and Malaria, the World Bank,

the United Nations Children's Fund, the Japan International Development Agency, the Korean International Development Agency, U.S. Pacific Command within the Department of Defense, the U.S. CDC, and the Bill and Melinda Gates Foundation.

- Represents the U.S. Government on the Global Fund Country Coordinating Mechanism (CCM), providing technical assistance on Malaria-related matters, and on occasion, for HIV/AIDS as well.
- Prepares, as needed, briefings for Congressional and executive level delegations, and other high-level visitors on matters within their technical expertise. S/he is expected to participate in structuring these visits and serves as a SME key interlocutor on matters of Malaria, Global Health Security, and Disabilities. The IDD Advisor may serve as Control Officer for such visits.

C. PROCUREMENT DESIGN, PLANNING, AND PORTFOLIO MANAGEMENT (30%)

- Develops Statement of Work and leads development of disability programs, including evaluations and management reviews, in order to monitor program progress and measure results.
- Engages heavily in the design and launch of all regional technical assistance programs specifically aimed at supporting the Global Health Security and Malaria control and elimination interventions in Laos.
- Serves as the Contracting/Agreement Officer's Representative (COR/AOR), Alternate COR/AOR and/or Activity Manager for USAID-supported cooperative agreements, contracts, and grants. S/he ensures that implementing partners develop program monitoring and evaluation plans and report in a timely manner on their activities. S/he provides guides partner work plan development and reviews and approves.
- Performs site visits to gather information on implementation progress and assess data quality. As an Infectious Disease regional expert, the IDD Advisor assesses progress and barriers to achievements, provides recommendations on changes to improve performance, and guides implementing partners toward improved performance. Manages evaluations, analyses, and other strategic information actions.
- Reviews and signs voucher based on close monitoring of progress on partners' performance against work plan, results, and deliverables. Conducts quarterly accrual exercise and reporting.
- Serve as focal point for program/performance evaluations and audits.
- Ensures timely contract/grant close-out actions occur.
- Prepares oral and written reports on the progress of assigned program activities for the Mission, USAID headquarters, and the interagency Malaria and GHSA teams. Reporting responsibilities for awards directly managed are monthly, quarterly, and annually. Performs the role of Requestor in the Global Acquisition and Assistance System (GLAAS).
- Works with the Office Director to provide management support to the health portfolio and communicates regularly with the USAID/RDMA Office of Public Health and the Laos Country Representative to provide timely information on program implementation progress, results, and related issues.

- Provides clinical and technical guidance across the USAID/Laos health portfolio, specifically for Malaria, Global Health Security, and Disabilities, but also, as needed, for other health-related programming advice in Maternal and Child Health, Nutrition, HIV/AIDS, and Water, Sanitation, and Hygiene.
- Coordinates with relevant staff in the oversight of automated systems for tracking budgetary processes, such as, Mission Resource Requests, Country Budget Justifications, Congressional Notices, Global Health Security Plans, Malaria Operational Plan, and Performance Plan and Reports.
- Provides clinical and technical guidance and leadership collaborating with GoL, U.S. Government, and health technical working groups, stakeholders, and donor partners.
- Tracks partner performance data from other health programs and donor agencies in order to inform USAID strategic directions and incorporate Agency perspectives. Provides updated information to the Laos Country Representative and Office Director as needed and relevant.

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.

11.3. Supervisory Relationship

The position reports to the USAID Laos Health and Governance Office Director or his/her designee.

11.4. Supervisory Controls

The supervision of other USAID staff is not contemplated.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** Master's degree in Public Health, or related areas such as epidemiology, strategic information, public health administration, health promotion, community health or community medicine is required.
2. **Experience:** A minimum of five (5) years of progressively responsible experience in developing, managing, implementing, directing, or evaluating public health infectious disease prevention and control programs and/or disability and rehabilitation interventions for vulnerable populations in Laos and/or Southeast Asia with a government agency or other international, local or donor organization or implementing partner is required. Expertise in the management of an infectious disease program with a multilateral health donor is required.
3. **Language:** Level IV, fluent in speaking, reading, and writing in English and Lao are required. (USAID-administered English Level IV is required)

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer (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>.

Application Rating System

The application rating system factors are used to determine the competitive ranking of qualified offerors in comparison to other offerors. Offerors must demonstrate the rating factors outlined below within their application and/or resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

- 1. Experience (20 points):** Additional points will be given for relevant experience above the minimum requirement which may include direct experience above five years and with a bilateral donor managing both public health infectious disease and disability programs. Additional points will also be given for medical or clinical experience.
- 2. Knowledge (40 points):**
 - Demonstrates an in-depth knowledge of overarching development objectives in Laos for disease prevention and control and pandemic preparedness measures, and the rights and conditions of Laos' diverse people with disabilities, including the victims of unexploded ordinances.
 - Demonstrates a knowledge of the organization of community-based services for people with disabilities by Civil Society Organizations in Laos and other countries in the SE Asia Region.
 - Demonstrates a deep and expansive general knowledge of the concepts, principles, techniques, and practices of development programming and project assistance.
 - Demonstrates a knowledge of Lao Government policy with understanding of related economic, political, social, and cultural issues in development and pandemic threat response and recovery.
 - Demonstrates a contextual understanding of the Lao public health system as it pertains to health service delivery, public health programming, health policy, and key stakeholders.
 - Demonstrate an ability to keep abreast of evolving guidelines and policies which affect overall health development and system strengthening outcomes within the Lao context.
- 3. Skills and Abilities (40 points):**
 - Demonstrates an ability to analyze complex, novel, and/or sensitive programs and situations and apply a complex body of knowledge, laws, and precedents to make decisions and recommendations.
 - Demonstrates an ability to deal with high-level officials and other representatives in providing technical advice, negotiating agreements, and explaining complex regulations and laws.

- Demonstrates a high degree of judgment and independence to initiate tasks and deliver completed work products according to Mission and Agency Global Health deadlines that are set at headquarters.
- Demonstrates an ability to organize and present technical information in concise written and oral form, particularly for both health and non-health audiences.
- Demonstrates strong quantitative and qualitative analytical skills through obtaining, analyzing, and evaluating a variety of data.
- Demonstrates strong program management skills with supporting skills in communication, negotiation, and representation.
- Demonstrates an ability to work autonomously, prioritize workload, assume responsibility for work, and produce high quality work under pressure with a positive attitude, as part of an in-country or regional team.
- Demonstrates strong interpersonal skills, sound leadership and people management skills in a multicultural environment.
- Demonstrates fluent level oral and written communication skills in English and in Lao.
- Demonstrates an excellent computer literacy, including knowledge of Microsoft software products with strong Excel skills.
- Demonstrates an ability to lead and contribute to strategic planning, budget formulation, monitoring, evaluation, and policy dialogue.
- Demonstrates an ability to provide public health technical leadership, results-oriented analyses, advocacy, and constant and clear communication with Lao government officials from the Ministry of Health and other appropriate Ministries, Non-Governmental Organizations (NGOs), and other donor entities.
- Demonstrates an ability to contribute to national and sub-national level health sector development, priority setting, and donor coordination.

Total Application Rating: 100

Recruitment Test: 100

Interview Performance: 100

Total Possible Points: 300

SELECTION PROCESS:

To be considered for candidacy, offerors must address each criterion in their application as to how they meet the minimum qualifications required for the position mentioned in **Section II, Item 1-2**. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the offeror to provide all pertinent information.

Applications will be initially screened and scored in accordance with evaluation factors and points mentioned in Section III, item 1-3. Offerors in a competitive range will be given an English test.

Offerors with passing marks from USAID-administered English level IV mentioned in Section II item 3, and recruitment test will be invited for an interview. The recruitment test and the interview will be structured around the evaluation factors mentioned above. The successful offeror will be selected based on a review of his/her qualifications, work experience,

knowledge, skills and abilities; a written test; an interview; and the results of reference checks. References may be obtained independently from other sources in addition to the ones provided by an offeror.

Only offerors within a competitive range will be contacted. No response will be sent to unsuccessful offerors.

PRESENTING AN OFFER

Interested offerors must submit the following:

1. Interested and eligible offerors are required to **complete the Electronic Recruitment Application (ERA) on-line application system** and submit any applicable required documents by 11:59 p.m. Lao PDR Time on January 13, 2023.
2. Required Documents:
 - A resume (without photo).
 - A copy of Lao ID card or valid Laos Residency Permit to verify eligibility to work in Lao PDR. Please note that USAID is not able to sponsor candidates for the permit.
 - A copy of Transcript.
 - A certified copy for name change (if any).
3. Application 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, item 12**.

By submitting application materials, you certify that all of the information on and attached to the application is true. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position or being terminated after award.

IV. LIST OF REQUIRED FORMS FOR PSC HIRES

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 - **Medical Clearance:** Prior to signing a contract, the selected individual will be required to obtain a medical clearance.
 - **Security Clearance:** Prior to signing a contract, the selected individual will be required to obtain a Security Certification. Temporary clearances may be requested while a personal background investigation is conducted.
2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

V. BENEFITS/ALLOWANCES

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

1. Annual bonus
2. Annual leave plan
3. Health benefit plan
4. Severance pay plan
5. Retirement plan
6. Premium compensation – Overtime and Holiday pay

VI. TAXES

The U.S. Mission does not make deductions for income tax to local governments. The U.S. Mission expects its employees to fulfill their fiscal obligations required under their country's laws, including paying income taxes. Paying these taxes is a matter strictly between the employees and the Lao PDR government.

Employees holding American citizenship or Permanent Resident Alien (Green Card holder) status must report to HR at first hire or when there is a change in nationality status. A copy of the Social Security or resident alien card must be submitted to HR together with completed W-4 Form to initiate U.S. Federal tax/FICA withholding.

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

USAID regulations and policies governing CCN PSC 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/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
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/OGE%20Regulations>

1. 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.

EQUAL EMPLOYMENT OPPORTUNITY: USAID/LCO provides equal opportunity in employment to all qualified candidates without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

END OF SOLICITATION