

RFP No. 486-10-036
ISSUANCE DATE: September 07, 2010
CLOSING DATE: October 07, 2010
4:00 p.m. Bangkok Time

SUBJECT: Solicitation for Personal Services Contractor (PSC) – Regional Malaria Advisor, USAID/Regional Development Mission for Asia, Bangkok, Thailand

To All Interested Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking proposals (Standard Form 171's or 612's) from U.S. citizens interested in providing the PSC services described in the attached.

Submissions shall be in accordance with the attached information and delivered to the undersigned in Bangkok, Thailand at the place and by the time specified. Email submissions shall be sent to Praveena Virasingh, Acquisition Specialist, email: pvirasingh@usaid.gov. Applications, which shall include salary history for the prior three years and the names and contact points (telephone/fax numbers, email addresses) for at least two references with knowledge of the applicant's prior work skills) may be faxed, mailed, emailed, or hand-carried to the undersigned. To ensure delivery by the due date, it is recommended that applications be sent in as email attachments or by fax if possible. If an applicant does not have ready access to a Form 171 or 612, the same information may be initially submitted in resume form so long as the items stated above are provided. Late applications may be considered in USAID's sole discretion. The award of a contract hereunder is subject to the availability of funds.

Any questions regarding this position should be directed to Praveena Virasingh, Acquisition Specialist, email: pvirasingh@usaid.gov and Craig Riegler, Regional Contracting Officer, email: criegler@usaid.gov.

Applicants should retain for their record copies of all enclosures which accompany their applications.

Sincerely,
/s/
Craig Riegler
Regional Contracting Officer
USAID, RDM/A, Bangkok

Mailing Address:
USAID Box 47
APO AP 96546, USA
or

USAID/RDMA/Regional Office of Procurement
Athenee Tower, 25th floor, 63 Wireless Road
Bangkok 10330, Thailand

Attachment 1

Solicitation No. 486-10-036 for U.S. Citizens Personal Services Contractor, Regional Malaria Advisor, USAID/RDMA, Bangkok, Thailand

1. **SOLICITATION NUMBER:** 486-10-036
2. **ISSUANCE DATE:** September 07, 2010
3. **CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS:** October 07, 2010 at 4:00 p.m., Bangkok time
4. **POSITION TITLE:** Regional Malaria Advisor
5. **MARKET VALUE OF POSITION (Base Pay):** GS-15 (ranging from \$99,628 to \$129,517). Salary to be paid within this grade will depend on experience, qualifications, and salary history. The standard compensation package also includes a contribution for life and health insurance and a contribution to FICA. If the selected candidate qualifies as an off-shore hire under USAID regulations, the employee will additionally receive post differential approved for Bangkok, Thailand (currently set at the rate 10% of base pay), housing, international travel, shipment benefits, and other applicable allowances.
6. **PERIOD OF PERFORMANCE:** To start o/a December 2010 for a period of two years with the possibility of extensions. Extensions will depend on the need for continuation of such services, availability of funds, satisfactory performance, and the needs of the USAID/RDMA Mission.
7. **PLACE OF PERFORMANCE:** Bangkok, Thailand
8. **JOB DESCRIPTION:**

A. Position Title: Regional Malaria Advisor

B. Organizational location of the position: Office of Public Health, USAID/Regional Development Mission Asia, Bangkok, Thailand

C. Supervision:

The Regional Malaria Advisor is directly supervised by the Director, Office of Public Health (OPH), at USAID/RDMA.

D. Introduction and Background:

The Asia-Pacific region is home to approximately 60% of the world's population and bears a heavy disease burden of malaria, tuberculosis (TB), dengue fever, emerging animal-to-human diseases, and HIV/AIDS. Drug resistance is of growing concern in part due to the amount of low-quality and counterfeit drugs both produced and distributed in the region. Of particular concern is the spread of drug resistant malaria within the Mekong region particularly on the border areas between China, Burma, Thailand and Cambodia indicating inefficacy of artemisinin – currently, the preferred drug of choice around the world.

The US Agency for International Development (USAID) Regional Development Mission Asia (RDMA) manages regional initiatives in Asia and assists neighboring countries in developing high-impact programs and strengthening human capacity. RDMA's Office of Public Health (OPH) has the responsibility for designing, managing, and overseeing infectious disease programs (e.g. HIV/AIDS, avian influenza, tuberculosis, malaria, other public health threats and emerging infections) throughout the Mekong Region and other parts of Asia and the Pacific. The primary focus for OPH is the Greater Mekong Sub-region - Burma, Cambodia, China, Laos, Thailand and Vietnam. Currently, OPH has 19 positions, specifically 16 technical officers and 3 administrative staff including a sub-unit based at the US Embassy in Beijing China.

Through RDMA's assistance, innovative technical public health models and approaches are developed, documented and evaluated for replication by governments and other donors. RDMA staff and partners work especially closely with the Global Fund to Fight AIDS, TB and Malaria (GFATM – the Global Fund) to leverage resources to scale up the models and ensure quality assurance and containment strategies. Particular attention is given to cross border cooperation on surveillance, strengthening health systems and drug quality improvement. In addition, RDMA provides technical assistance to strengthen national and regional institutions and networks such as ASEAN and to enhance the capacity of member country governments and civil society, fostering increased political will and commitment to limit the spread of infectious diseases.

RDMA/OPH funds the World Health Organization's (WHO) six-country Mekong Malaria Program to contain and eventually eliminate drug resistant malaria in the subregion. A significant part of the program involves the use of strategic information, including monitoring drug quality and resistance and creating a common monitoring and evaluation framework to track the disease and containment efforts across the region. OPH's programs assist community mobilization for containment and elimination, and facilitate transnational collaboration among GMS countries. Program activities include enabling appropriate practices and behaviors for prevention of drug resistance malaria including compliance with treatment. Through WHO, RDMA also provides support for the Asian Collaborative Training Network for Malaria that works beyond the six-country Mekong sub region to include Bangladesh, Malaysia, Indonesia, Timor Leste and the Philippines. Artemisinin-resistant falciparum malaria, first detected in Western Cambodia, is now a regional concern that threatens global malaria efforts. With more than half of the malaria burden in GMS located in Burma, emerging drug resistance is a clear and present threat to the region and beyond.

RDMA also implements regional programs on HIV/AIDS, tuberculosis, avian influenza and other public health threats such as dengue fever. There is a critical need for a senior expert on malaria prevention and control for the Mission to provide technical, management, and policy advisory services to RDMA and to the countries in the region.

The incumbent will serve as the senior advisor on trends and developments around malaria to RDMA and other USAID Missions and US Embassies in the region and assist with identifying opportunities for support and coordination. As and when required, the expert would also be called up to provide technical oversight on other RDMA infectious / vector borne diseases programs such as dengue and other public health threats.

E. Services Required:

1. Basic Functions of the Position

The incumbent will provide expert level technical, management, and policy advisory services to the Office of Public Health on epidemiological analysis, prevention, and treatment of malaria. Particularly, s/he will guide the design and evaluation of strategies for containment and elimination of drug-resistant malaria. S/he will work with USAID's missions, infectious disease experts in Washington, implementing partners, and other donors to develop programs and leverage resources to address the critical needs for malaria control in the region. S/he is expected to mentor and supervise US and FSN personnel within OPH. The incumbent will lead the team responsible for malaria and dengue programs. S/he will supervise one senior Foreign Service National (FSN) technical expert / program manager and will also indirectly supervise 1-2 program management assistant(s).

2. Roles and Responsibilities

The incumbent must effectively perform duties and responsibilities within the following areas: problem analysis, strategic planning, and budgeting, program design and activity management, networking and partnering with donors, foundations, and NGOs, technical assistance to countries, Embassy and host country relations, program monitoring/evaluation and identification/resolution of issues affecting overall program performance, and reporting and communications. The Regional Malaria Advisor shall oversee the planning, implementing, and monitoring of USAID malaria program activities in the Greater Mekong Sub-region. S/he shall liaise with US Centres for Disease Control, the Global Fund and the World Health Organization and will regularly consult key personnel in USAID/Washington working for the Presidential Malaria Initiative (PMI). S/he will represent USAID to national malaria control programs in the region and contribute to developing investments to build capacity within national programs and Ministries of Health and health related sectors. In addition, the Regional Malaria Advisor shall represent USAID and the USG on various national and international technical and policy forums.

In consultation with the Director, Office of Public Health, RDMA, the Regional Malaria Advisor will take the lead for the following responsibilities:

- Develop and implement RDMA malaria program strategy in line with USAID objectives and goals. The strategy will include elements such as strengthening program management (including management of personnel in the field, supportive supervision and community mobilization); improving drug management systems; combating drug counterfeiting; changing behaviors, strengthening laboratory networks, policy advocacy and development of innovative models for containment and elimination of drug-resistance malaria;
- Provide planning, programming and budgetary advisory support for malaria, dengue and other infectious diseases to RDMA/OPH, US Embassies, USAID missions in the Asia and Pacific region, and implementing partners (in consultation with relevant USAID technical staff in

- Establish and maintain collaborative working relationships with US Centers for Disease Control, and other US Government agencies such as State Department, WHO, GFATM, Roll Back Malaria, Asia-Pacific Dengue Partnership and other development agencies active in the region;
- Keep abreast of the state-of-the-art methods in research, integrated disease surveillance and response, epidemiological analyses, prevention, diagnosis and treatment, as well as socio-economic developments in the region, host country policies and programs, and overall donor assistance to the region;
- Identify opportunities, propose program activities which are of regional interest and complementary to on-going country and regional efforts and leverage additional funding from USG and private sector sources.
- Work closely with the other health programs at RDMA and USAID/Washington to develop strong linkages between the infectious diseases and other health-related efforts. As relevant, ensure that malaria activities are integrated into overall USAID/RDMA-supported health programs, and coordinate these activities with other donors and the Ministries of Health to avoid duplication and programming gaps;
- Provide technical and managerial oversight to all implementers to ensure the quality of interventions and that programmatic targets are met including guidance on program monitoring and evaluation;
- Assure that all USAID legal and reporting requirements for the program are met, and assist implementing agencies in setting up reporting and tracking systems to provide correct and complete information in an efficient and timely manner;
- Represent RDMA and/or USAID/Washington at selected international and regional meetings on malaria and other infectious disease topics.

The position will require approximately 30-35% travel outside Thailand, mainly within the Mekong Region.

3. Qualifications

- Advanced degree required, with a specialization in one of the following areas and knowledge of the others: medicine, veterinary science, public health, epidemiology, or a related field. The incumbent should possess technical expertise in the area of malaria treatment, prevention and control and possess an understanding of the social, economic and cultural determinants and implications of the epidemic the GMS countries, as well as have the experience and skills

- Ten years of professional experience managing and implementing public health programs in developing countries, at least five years' experience in infectious diseases, preferably in Asia;
- Demonstrated ability to work collaboratively and effectively with multiple partners, including developing country program managers and policy makers, NGOs and other implementing partners, other donors, and international and regional health institutions;
- An understanding of infectious disease epidemiology and programs in Asia and in mobile populations and cross-border settings is desirable;
- Strong interpersonal skills and proven ability to work effectively in a multi-cultural setting and as part of a multi-national and multi-disciplinary team;
- Strong supervisory skills particularly in coaching and mentoring both FSN and US personnel, outstanding teambuilding capability;
- Substantive experience in briefing and advising Front Offices and section heads at US Embassies, USAID Missions, Ministries of Health, national programs, NGOs and private sector;
- Experience with policy advocacy and institutional development within public and/or private sector organizational context;
- Working knowledge of USAID operations, rules, regulations, procedures and policies required; previous working experience with USAID is desirable;
- Ability to work independently;
- Must be able to undertake field travel;
- Must be a U. S. citizen and requires security clearance.

4. Post Entry Training

The incumbent will possess professional level technical training and skills required to perform the duties/responsibilities required of the position. Post entry training will be focused primarily on the Agency's established policies, procedures and regulations that govern: 1) USAID-specific Contracting Office Technical Representative (COTR) responsibilities/duties; 2) USAID-specific activity management and procurement systems; and 3) USAID-sponsored training in Programming Foreign Assistance and Project Design and Activity Management. In addition, the incumbent will be required to work within the existing USAID/RDMA team management office structure. Organized formal training (both internal & external) determined to be in direct support of regional activities may be provided from time to time depending on the availability of program funds.

5. Language Proficiency

Level V, strong written and oral proficiency in English is required; a working knowledge of one of the languages in the region is desirable. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. Incumbent must be able to communicate effectively and accurately with: 1) all categories of Mission and Embassy employees; 2) host government officials at the Minister levels and lower; 3) business and community leaders at senior level; 4) numerous international and local health organizations, donors,

UN and other international organizations and other embassies; 5) the USAID-Washington based Global Health and Asia Bureaus and the equivalent units in the State Department; and 6) the general public. The incumbent is required to be able to prepare briefing documents (when required), including participation in the drafting of annual Technical, Programmatic and Fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in English in a professional and competent manner requiring little or no editorial changes.

6. Knowledge

A comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions is required. Practical knowledge of health services and the international/national/local infectious diseases response is required. Substantial reliance is placed on the incumbent's professional acumen and judgment where her/his advice is sought on important and at times on extremely sensitive matters; in functional programs that involve comprehensive program planning which s/he actively participates in the planning process and which may require quick and decisive actions or decisions.

7. Skills and Abilities

The incumbent is required to be able to: 1) plan, develop, manage and evaluate important and complex programs independently; 2) organize and present technical information in concise written and oral form, particularly for non-health audiences; 3) demonstrate strong quantitative and analytical skills through obtaining, analyzing, and evaluating a variety of data; 4) furnish information and provide advice in assigned areas objectively; 5) follow oral instructions, and organize, prioritize and follow through on all assignments with minimal oversight; 6) focus on details; and 7) demonstrate proficiency in word processing, spreadsheets, databases and other computer applications e.g. Microsoft Office Excel, ACCESS, OUTLOOK, PowerPoint, etc.). The incumbent must also have the ability to establish and maintain contacts at all levels of the host governments (i.e., from the community level to the ministerial levels) and with stakeholders in the non-governmental arena in order to explain USAID infectious diseases and animal health-specific project/program policies, objectives and procedures. Likewise, the incumbent must be able to transmit and interpret host country government and non-governmental sector program-related concerns to senior USAID officials, Mission Management and U.S Embassy Officials including U.S. Ambassadors. The incumbent must also have demonstrated potential to acquire knowledge of U.S. Government legislation relating to infectious disease and animal health development assistance; USAID programming policies, regulations, procedures, and documentation; and a thorough understanding of the objectives, methodology, and status of the USAID's overall Assistance Objectives and health program goals.

The incumbent must have excellent interpersonal skills and demonstrate the commitment required to manage a very complex and demanding program that is also very visible and vital to U.S. interests. Availability for extensive travel in the region is required.

8. Physical Condition

The successful candidate will be required to pass a physical certification exam, paid for by the U.S. Government. USAID prohibits discrimination in hiring and employment on the basis of physical or mental impairment. USAID promotes, with reasonable accommodation, the full realization of equal employment opportunities for the disabled in recruitment, promotion, assignment, and training.

F Position Elements

1 Supervision Received

Formal supervision and evaluation will be by the Director, of the Office of Public Health, USAID/RDMA, who advises on general responsibilities to meet Mission strategic objectives and goals. The position also requires a proactive role in coordinating and collaborating with other USG agencies in Asia in program implementation. In collaboration with the incumbent, the immediate supervisor will: 1) establish annual work objectives and performance measures; 2) review work outputs and accomplishments to ensure compliance with Agency policies, and implementation of best practices; 3) provide regular feedback to incumbent throughout the Performance Evaluation Period; 4) prepare the annual Evaluation Report as/when required; and 5) obtain input from the appropriate peers, counterparts and team members. The Advisor is expected to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance. The incumbent must be proactive as well as self-motivated and self-directed.

2 Available Guidelines

The incumbent is required to quickly understand Mission and Agency-specific policies and procedures which govern project design and activity management in addition to the USAID/RDMA's established administrative operating procedures, policies and formats. When provided, guidance from the supervisor is primarily with regard to policy, priorities, results to be achieved, basic approaches to be followed, and in the case of assembling report, the nature and basic content of reports are provided. Oral guidance from the immediate supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall infectious disease and animal health activities within the region, including but not limited to the Agency's Automated Directives System (ADS), General Notices/Mission Orders/Mission Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents.

3 Exercise of Judgment

In instances not clearly covered by written guidelines, the incumbent will use her/his own professional, well-informed judgment with full knowledge and understanding of nature and goals of the position and of the strategic objective results framework. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with USAID/RDMA personnel as well as representatives from other donor organizations to resolve technical, administrative, managerial and/or policy problems that arise

during the course of work for which there is often no clear or immediate solution and or precedence. In addition, considerable judgment is required in working effectively with officials of the Ministries of Health, other Ministries and the private sector, in overseeing contractor activities and in coordinating multi-sectoral efforts in support of USAID/RDMA's development objectives, and in collecting, analyzing and reporting on progress of activities and recommending project actions. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.

4 Authority to Make Commitments

The incumbent will have no independent authority to make resource commitments or commit the U.S. Government (USG, the USAID/RDMA Mission, or the USAID/RDMA Program Office) funds on behalf of the U.S. Government or the USAID RDMA, Thailand; or the RDMA Office of Public Health. With concurrence from the Director of the Public Health Office, s/he will have authority to represent USAID in the articulation and negotiation of infectious disease program objectives.

5 Nature, Level and Purpose of Contacts

To effectively function in this position, the incumbent will be required to establish and maintain solid working relationships with all categories of USAID staff, U.S. Embassies in the region, engage in U.S. Government inter-agency network including the Department of State, DOD, USDA, CDC and other USG personnel in the field and in Washington; high level staff of UN agencies (e.g., WHO, UNICEF), other international and donor organizations; representatives of regional organizations such as ASEAN and APEC; international and local NGOs; faith-based organizations, private sector representatives and the general public. With local contacts, the incumbent will be required to develop and maintain an extensive range of important contacts with senior level government officials in the Ministries of Health, the Ministries of Agriculture, senior level business and community leaders in the region with the purpose ranging from simple information gathering to obtaining or verifying information which is otherwise available as well as assisting in the development of complex programs. The incumbent actively participates in substantive discussions and negotiations of design/implementation issues and matters of national health policy up to the level of the Ministries. In the USAID Mission, s/he actively participates in substantive discussions and recommends U.S. positions on policy issues up to the level of Office Director.

G. Selection Criteria:

Applicants will be evaluated on the extent and quality of their education, relevant experience, work skills, and professional presentation as they relate to this position against the following criteria:

1. Professional Experience (35 points)
 - Ten (10) years overall experience in international public health and infectious diseases programming.

- Seven (7) years of experience providing technical oversight, managing, designing and implementing infectious diseases programs in international or resource poor settings, preferably with a focus on malaria for at least three (3) years.
 - Demonstrated experience in strengthening program management including management of personnel in the field, supportive supervision and community mobilization.
 - Demonstrated experience and technical or policy- related knowledge in infectious diseases.
 - Demonstrated working knowledge of USAID programming, process, documentation and business practices is preferred.
 - Demonstrated experience providing technical advice to governments and/or NGOs is preferred.
 - Understanding of Southeast Asia public health systems and the appropriate government and non-government entities will be considered as strengths.
 - Overseas experience in developing country.
2. Program Management Skills (35 points)
- Demonstrated leadership, analytical and managerial skills within the context of developing countries.
 - Demonstrated effective ability to manage large international development programs in the area of infectious diseases.
 - Demonstrated ability to analyze and apply local, international, and U.S. policies to the achievement of the development work.
 - Demonstrated effective ability to work with partner organizations to ensure timely management of activity functions and procedures.
3. Interpersonal, Team and Communication Skills (30 points)
- Excellent communication and interpersonal skills, and conflict/problem solving skills required.
 - Demonstrated ability in facilitating productive professional relationships with other members of the working team, effective communication with all levels of the host governments, and successfully working within a multi-cultural team.
 - Demonstrated ability to cultivate and maintain a wide range of contacts with senior counterparts, government and other officials.
 - Demonstrated extreme flexibility; effectively manage more than one activity at a time; work calmly, tactfully and effectively under pressure.
 - Demonstrated ability to mentor and supervise other staff.

H. Selection Process

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists.

If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The final selected candidates must obtain security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidates). A substantial delay in obtaining either required clearance will make the applicant ineligible for selection.

ATTACHMENT 2: PSC Contractor Benefits (As allowable under applicable regulations)

AS A MATTER OF POLICY, AND AS APPROPRIATE, AN INDIVIDUAL MEETING THE REQUIREMENTS OF OFFSHORE HIRE USPSC IS NORMALLY AUTHORIZED THE FOLLOWING BENEFITS:

1. Benefits

- (1) Employee's FICA Contribution
- (2) Contribution toward Health & Life Insurance
 - 72% of Health Insurance Annual Premium (not to exceed \$20,339 for a family and \$7,266 for employees without dependents)
 - 50% of Life Insurance Annual Premium (not to exceed \$500)
- (3) Pay Comparability Adjustment
 - Annual across the board salary increase for USG employees and USPSCs
- (4) Eligibility for Worker's Compensation
- (5) Vacation & Sick Leave

2. Allowances* (If Applicable):

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

- (1) Post Differential (Section 500)
- (2) Living Quarters Allowance (Section 130)
- (3) Temporary Lodging Allowance (Section 120)
- (4) Post Allowance (COLA)(Section 220)
- (5) Supplemental Post Allowance (Section 230)
- (6) Payments During Evacuation (Section 600)
- (7) Education Allowance (Section 270)
- (8) Separate Maintenance Allowance (Section 260)
- (9) Danger Pay (Section 650)
- (10) Educational Travel (Section 280)

* Dept. of State Standardized Regulations (DSSR) (Government Civilians Foreign Areas).

3. Other Benefits:

Additional benefits are available for individuals hired from outside Thailand in accord with the AIDAR, e.g., international airfare from place of residence, R&R, international shipment of personal effects, furnished housing and educational allowances for dependent children.

4. Federal Taxes: USPSCs are not exempt from payment of Federal Income taxes.

5. List of REQUIRED Forms for USPSCs

- a. Standard Form 171 or Optional Form 612. (U.S. Government Standard Form 171 or Optional Form 612 are available at the USAID web site
http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet
<http://fillform.gsa.gov>, or at USG offices.)

Forms (b) through (e) shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the position.

- b. Medical History and Examination (DS-1843).
- c. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
- d. Questionnaire for Non-Sensitive Positions (SF-85).
- e. Finger Print Card (FD-258). (NOTE: Form is available from the requirements office.)

6. Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) Pertaining to PSCs

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website http://www.usaid.gov/business/business_opportunities/psc_solicitations.html to determine which CIBS and AAPDs apply to this contract.