



USAID | UZBEKISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 02/2023
ISSUANCE DATE: March 1, 2023
CLOSING DATE/TIME: March 22, 2023

SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC) – **Project Management Specialist (Emerging Infectious Diseases)**, FSN-11, USAID/Uzbekistan, Tashkent.

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 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 offers.

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

Only short-listed candidates will be contacted. No late submissions will be accepted.

Sincerely,

Melinda Roberts
Executive Officer
USAID/Uzbekistan

ATTACHMENT TO SOLICITATION NO. 02/2023

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 02_2023
- 2. ISSUANCE DATE:** March 1, 2023
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 22, 2023 (6 p.m. Tashkent time)
- 4. POSITION TITLE:** Project Management Specialist: Emerging Infectious Diseases, FSN-11
- 5. MARKET VALUE:** \$43,139 gross per annum equivalent to FSN-11/1
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uzbekistan.
Final compensation will be negotiated within the listed market value of the FSN-11 grade.
- 6. PERIOD OF PERFORMANCE:** Full-time: 40 hours per week
- 7. PLACE OF PERFORMANCE:** USAID/Uzbekistan, Tashkent
- 8. ELIGIBLE OFFERORS:** All HOST COUNTRY NATIONALS
- 9. SECURITY LEVEL REQUIRED:** FSN SBU
- 10. STATEMENT OF DUTIES:**

BASIC FUNCTION OF POSITION:

The FSN Emerging Infectious Diseases (EID) Specialist (the EID Specialist) will serve as a technical expert in the area of global health security (GHS) related to human, animal and environmental health and links to newly emerging disease threats in Uzbekistan.

S/he is a key technical specialist in the Mission's Health Development Office (HDO) and will be the long-term permanent USAID staff member tasked to develop and oversee USAID/Uzbekistan's new GHS portfolio. The GHS portfolio will include oversight of concluding COVID-19 activities and new activities pertaining to emerging disease threats (preparedness, detection, response to new diseases and pandemics). The Specialist will also closely liaise with Climate and Agriculture colleagues in the Mission's Economic Growth Office. The Specialist will exercise programmatic oversight to develop and manage new USAID/Uzbekistan GHS activities in support of the Government of Uzbekistan's GHS roadmap and/or Joint External Evaluation (JEE) Response plan to prevent, detect, and respond to existing and emerging pandemic threats. The EID Specialist will serve as an in-country activity manager for centrally funded awards and Agreement Officer's Representative for any bilateral awards. The EID Specialist will play a key role in liaising with the Government of Uzbekistan, USAID/Washington, U.S. Government (USG) partners, including the U.S. CDC, U.S. Department of Defense (DOD), the Department of State, and other USG agencies, and other key stakeholders, including the World Health Organization (WHO), the Food and Agriculture Organization (FAO), and the World Organization for Animal Health (OIE).

MAJOR DUTIES AND RESPONSIBILITIES:

- 1. PROGRAM MANAGEMENT:** Develop and manage new USAID portfolio of GHS activities and Coordination, Management, and Technical Input **40%**
 - a. With guidance from GHS senior experts in USAID/Washington, USAID/Central Asia Region (CAR), USAID/Regional Development Mission Asia (RDMA), develop and manage portfolio of new GHS activities drawing from existing central or regional mechanisms OR lead design for new bilateral mechanism.
 - b. Engage with GHS implementing partners to support and oversee their implementation of the GHS work plans, and to ensure good coordination with the national government, USAID/W, USG Interagency and other donor/private sector partners.
 - c. Serve as Agreement Officer's Representative (AOR) or Activity Manager for USAID/Uzbekistan GHS activities. This includes approval of work plans, quarterly reports, holding regular management meetings, conducting regular site visits, and clearing off on products (i.e., communications, branding, success stories, etc.)
 - d. Arrange and conduct regular activity management meetings with implementing partners to ensure coordination and activity alignments as an additional element of regular monitoring of

- the implementation of activities (which includes written and oral communication with partners, quarterly/annual report review, field visits) GHS programming in Uzbekistan.
- e. Work closely with AORs or CORs for central or regionally managed activity.
 - f. Incumbent may serve as design lead for future bilateral GHS activities.
 - g. Ensure that all activities are compliant with USAID regulations, reporting and other requirements. Develop and support budget planning and financial reporting of USAID programs in Uzbekistan.
 - h. Incumbent may additionally serve as activity manager for discrete climate change and health activity managed by USAID Economic Growth Team

2. COORDINATION AND ENGAGEMENT: Establish new GHS stakeholder engagement and maintain coordination **30%**

- a. Develop GHS socialization strategy to engage senior-level staff from key ministries (Health, Agriculture, Environment) engage in high-level advocacy and technical dialogue to ensure effective USAID support to GoU's One Health or Global Health Security priorities, including advocacy to promote a One Health approach to addressing existing and emerging pandemic threats and to address gaps in National Action Plans.
- b. Identify key POCs in each key partner Ministry to serve as counterparts and build collaborative and results oriented working relationships with them, e.g., MoUs
- c. Develop and maintain relationships with relevant USG agencies, in particular, US Centers for Disease Control, to coordinate interagency efforts towards GoU systems support. Ensure coordination of GHS activities with interagency activities.
- d. Establish and maintain a coordination network among GHS partners in the country. Such partners include bi-lateral donors, international organizations, national governments and their relevant ministries, private sector, international and local Non-Governmental Organizations (NGOs), etc. Use the coordination network to facilitate USAID GHS implementing partners in successful completion of work plan activities.
- e. Represent USAID/Uzbekistan to high level USG diplomats and VIPs, Senior Government of Uzbekistan Officials, and other external partners as appropriate on technical matters regarding emerging infectious diseases - this includes both speaking and written.
- f. During disease outbreak situations ensure USAID/Uzbekistan GHS Team, and GHS implementing partners are tightly coordinated with the GHS interagency response in supporting the national government.
- g. Participate in routine and ad hoc meetings with interagency leadership and staff within region to discuss activities in order to identify areas of collaboration and avoid duplication of USG activities.
- h. Provide a bridge between interagency activities and the broader USAID regional portfolio as it relates to the GHS program.
- i. Build on interagency contributions in the region by expanding or supporting epidemiological and laboratory capacity, increasing monitoring and interventions at the animal-human interface and develop or enhance pathogen discovery to maximize USG investments on detecting and controlling emerging infectious disease threats.
- j. Support the establishment of Partner/Donor coordination and collaboration mechanism to better assist each country.

3. TECHNICAL EXPERTISE AND CROSS CUTTING: Serve as GHS and EID Subject Matter Expert to Mission with special focus on leadership of cross-cutting issues (climate change, private sector engagement and gender equality) **30%**

- a. Serve as GHS and EID subject matter expert to leadership at USAID/Uzbekistan, US Embassy Tashkent, and colleagues in USAID/Central Asia Region (CAR), USAID/Regional Development Mission Asia (RDMA) and USAID/Washington on infectious disease preparedness, prevention, detection, and response context and capacities in Uzbekistan, including zoonotic diseases, One Health approaches, and Global Health Security.
- b. Take proactive role to leverage strategic linkages between GHS portfolio and USAID activities in climate change, private sector engagement, and gender equality. This may translate into earmarking GHS funds to develop activities with other USAID/Uzbekistan Technical Offices.
- c. Participate in regular coordination and strategic check-in phone calls/meetings with the GHS Washington Team.

- d. Participate in high level technical and program reviews, technical advisory groups and discussions with the government and private sector players in the health arena, thereby exerting influence not only on USG investment but also on significant government and private sector resources.
- e. Provide technical support/guidance to the host government during implementation of recommendations from Uzbekistan's Joint External Evaluation in Uzbekistan; the outcome of which will inform revisions for an effective and improved roadmap to achieving GHS targets.
- f. Keep abreast of new developments and emerging issues that affect USAID and GHS via literature review, conference/meeting attendance, as well as participation and facilitation at workshops, and relevant training events.

Supervision Received: The FSN Emerging Infectious Diseases Specialist position works under the supervision of the Health Office Director or their designee.

Supervision Exercised: The FSN Emerging Infectious Diseases Specialist does not directly supervise other USAID staff.

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

12. POINT OF CONTACT: USAID/Uzbekistan Human Resources Office, e-mail: TashkentHR@usaid.gov (with autoreply).

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: A minimum of Masters degree is required in medicine, public health, infectious disease, epidemiology, or a related field.

b. Prior Work Experience: At least seven (7) years of professional level experience in infectious disease programs and/or public health development. Experience in implementation of infectious disease interventions is required. At least four (4) years of this experience working with international public health organizations, such as the WHO and FAO or a Government Agency or international organization.

c. Language Proficiency: **Level IV** (Fluent) in Writing and Speaking in both **English** and **Russian** is required. Level III (Good Working Knowledge) in Uzbek is required.

d. Job Knowledge: Strong technical understanding required of the nature of infectious diseases, e.g., COVID-19, with a special focus on preparedness and response to emerging infectious diseases threats. Excellent technical knowledge of internationally accepted guidelines, such as WHO International Health Regulations and One Health will be considered an asset. Knowledge of USAID policies, procedures, and reporting requirements is desirable. Knowledge of zoonotic diseases, anti-microbial resistance, and/or environmental health is desired.

e. Skills and Abilities: Demonstrable skills in design, implementation, management and/or reporting of health programs (e.g., emergency preparedness, COVID-19 response). Demonstrable skills in convening and engagement with multi-sectoral stakeholders. Excellent interpersonal, communication and teamwork (verbal, written, presentation) skills in a diverse, multi-cultural environment involving multiple government agencies, implementing partners and other stakeholders whose productive collaboration is essential for program effectiveness. Verbal, written and presentation skills may be tested. Demonstrated ability to work effectively independently and in a team environment, both in-person and virtually. Demonstrated ability to effectively communicate highly technical information related to public health to a variety of technical and non-technical audiences.

Demonstrated ability to understand the strategic purpose and goals of stakeholders involved in epidemics prevention and control; ability to identify and solve problems, and coordinate and support activities that lead to mutual success across the different sectors. Experience with monitoring and evaluation methodologies including frameworks, data quality assurance, analysis reporting and best practices in data for national level public health programs in international/resource poor settings.

High degree of judgment, maturity, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results. Strong computer skills in use of Microsoft Office software (i.e. Excel, Word, Power Point) and Google suite (docs, sheets) for data analysis and reporting.

III. EVALUATION AND SELECTION FACTORS

For those applicants who meet the minimum qualifications for consideration, the Selection Factors below will be the basis for their overall evaluation and ranking. Applicants will be scored based on the documentation provided with the application, as well as on the responses provided during an interview.

1. Education (5 points)
2. Prior Work Experience (30 points)
3. Job Knowledge (30 points)
4. Skills and Abilities (30 points)
5. Language proficiency (5 points)

The best-qualified among those applicants who meet the minimum qualifications for consideration will be short-listed and invited to take Language proficiency and knowledge and skills assessment tests. Only applicants who pass these tests will be considered for and potentially invited for an interview.

IV. PRESENTING AN OFFER

1. Eligible Offerors must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a Cover Letter and Curriculum Vitae addressing the duties and responsibilities of the position and selection factors as detailed above, with specific and comprehensive information as well as documentation supporting the application (diplomas, certificates, etc.); as well as names, contact numbers, and addresses of three professional references.

Packages should be received by **COB Wednesday, March 22, 2023**, via e-mail to: TashkentHR@usaid.gov;

Only short-listed candidates will be contacted.

USAID/Uzbekistan reserves the right to obtain relevant information from previous employers concerning the applicant's past performance and may consider such information in its evaluation. 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.

2. Offers must be received by the closing date and time specified above and in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**. No late submissions will be accepted.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit necessary forms.

VI. BENEFITS/ALLOWANCES

Benefits are provided according to the Local Compensation Plan.

VII. TAXES

The contractor is solely responsible for all taxation obligations in accordance with cooperating country laws. USAID reserves the right to request proof of payment of taxes by the employee.

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

USAID regulations and policies governing **CCN/TCN 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> .