



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72012118R00002
ISSUANCE DATE: October 13, 2017
CLOSING DATE/TIME: November 13, 2017 (6 p.m. EST)

SUBJECT: Solicitation No.: 72012118R00002 for a U.S. or a Third Country National Personal Services Contractor (US/TCN PSC), Health Reform Advisor, GS-14, USAID/Ukraine

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified U.S. citizens or Third Country Nationals interested in providing PSC services as described in the attached solicitation.

In order to be considered for the position, a candidate must meet the minimum qualifications listed in the solicitation at the time of submission and must submit all the following required materials:

- Cover Letter;
- Curriculum Vitae/Resume;
- Complete and signed Form AID 302-3 (available at <http://www.usaid.gov/forms/>);
- List of three to five professional references.

All application packages are to be submitted via email to: KyivVacancies@usaid.gov

Please cite the solicitation number and position title within the subject line of your email application. Incomplete, unsigned or late applications will not be considered. Only those applicants who are selected for interviews will be contacted.

Any questions concerning this solicitation may be directed to James Berscheit, Supervisory Regional Executive Officer at jberscheit@usaid.gov.

Sincerely,


James Berscheit

Supervisory Regional Executive Officer
USAID/Ukraine, Belarus, and Moldova

REGIONAL MISSION FOR

UKRAINE

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BELARUS

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Tel: +375 (17) 210 1283
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<http://belarus.usaid.gov>

MOLDOVA

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Chisinau, Moldova, 2005
Tel: +373 (2) 237 460 ; Fax: 237 277
<http://moldova.usaid.gov>

SOLICITATION NUMBER:	72012118R00002
MARKET VALUE:	GS-14 equivalent (\$88,136 - \$114,578). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background.
PERIOD OF PERFORMANCE:	Two years with possible one-year extension
PLACE OF PERFORMANCE:	Kyiv, Ukraine
AREA OF CONSIDERATION:	U.S. Citizen: Off-Shore Hire or Third Country National
POSITION DESCRIPTION:	Health Reform Advisor
ISSUANCE DATE:	October 13, 2017
CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:	November 13, 2017 (6 p.m. EST)
SECURITY/MEDICAL CLEARANCE:	Please note that no PSC contract can be executed until a selected candidate has received security (Secret level for USPSC/ Facility Access for TCNPSC) and medical clearances.

1. BASIC FUNCTIONS OF THE POSITION / BACKGROUND

Health care reform, including financing and management, is an integral part of the USAID/Ukraine portfolio. Health reform is considered a linchpin of overall reform in Ukraine. The project has the potential to greatly improve health care standards for all Ukrainians. Beyond improving health care in Ukraine, the success of health reform has the ability to restore public optimism around the country's move towards integration with Europe. Further, it can secure the country from the threat of serious outbreaks. As USAID/Ukraine's lead expert and advisor for health care reform, the incumbent will take on an influential leadership role among senior-level stakeholders including with the Government of Ukraine, other donors, and other experts. The incumbent will be an expert in the field of health finance and serve as a technical leader in health financing and costing activities, be responsible for leveraging resources from multiple stakeholders and strengthening the capacity of lead ministries in health care financing, management and governance. The Advisor will oversee planning, monitoring, coordination, capacity building and implementation of activities that support of health sector reform. The Advisor will provide technical leadership for programs focused on immunization, TB, and HIV, and lead the design of an ehealth system program.

The Government of Ukraine (GOU) is currently initiating health reforms that will move the country from a Soviet model of care to one based on European principles and standards. To combat corruption and inefficiency and increase access to medical care, in late 2016 the Cabinet of Ministers approved 10 concepts and decrees authorizing healthcare reforms designed to address some of these key concerns. Reform plans include the establishment of a purchaser/provider split of health provision and creation of a National Health Service as a

governmental agency for strategic purchasing of health services, development of a basic benefits package, and introduction of performance-based payment of health providers, starting with primary health care in mid-2017 and then secondary, hospital care in 2018. A new National Public Health Center was also established in November 2016. Resistance to health reform remains strong and prospects of the key reform elements remain unclear. The capacity of subnational health administrations under territorial reform to implement a health system responsive to public health needs also remains uncertain.

2. MAJOR DUTIES AND RESPONSIBILITIES

A. Strategic and Technical Leadership (50%)

The Health Reform Advisor will provide a significant leadership role working together with the Ministry of Health of Ukraine in strategic development for health reform, including ehealth, health finance, public health, and human resources for health. The Advisor will provide policy and strategic leadership and expertise to the overall USAID/USG health program, with a focus on health reform, health finance, governance and accountability. The Advisor will also provide technical leadership for programs focused on immunization, TB, HIV, and health reform, and will lead the design and implementation of an ehealth system program. S/he will develop new activities and assure monitoring and evaluation standards are met. The Advisor will regularly brief the Ambassador, Mission leadership and Ministry of Health leadership on USAID investments and health reform priorities. The Advisor will develop relationships and networks and analyzes health sector issues to identify needs and to assist in the design of strategies and programs with respect to GOU needs and within USAID's comparative advantage and mandate. This includes understanding resistance to reform and coming up with solutions on how to address it to ensure its support and success. The Advisor represents the USG at national and international meetings, to the press, and on working groups and leads internal and external meetings on issues related to health reform. The Advisor provides leadership and expertise related to policy, strategic, and technical advice and guidance to senior staff members at the Ministry of Health in areas such as health management and information systems, health finance, governance and accountability. S/he will lead and liaise with other donors working in the area of health reform and coordinate activities as necessary.

B. Program/Project/Activity Management, Monitoring, and Reporting (40%)

The Health Reform Advisor serves as the COR/AOR or Activity Manager for a variety of programs/projects/activities in the health reform portfolio, including and especially a contract focused on health reform implementation. The Advisor will identify areas for intervention in conflict settings as it relates to health, disabilities, and social sector programs. The Advisor will also provide leadership and guidance to staff managing additional health reform projects; provide oversight in the design of new activities; conduct regular site visits to review program implementation and meet with beneficiaries, and based on the information collected during such visits adjust or recommend adjustments to programs as appropriate; review performance reports to ensure implementing partners are in compliance with agreements, and with the performance expectations outlined in their work plans; and, ensure implementing partners are in compliance with all relevant USAID regulations and procedures, communicating regularly with implementing partners regarding USAID rules and regulations as well as their obligations to

USAID. The Advisor ensures monitoring and evaluation systems are in place to capture implementing partner results and contributions to over portfolio targets; approves all annual work plans for health reform activities; maintains detailed and updated project management files for health reform activities; and a regular schedule of project site visits to implementing partner main offices and to implementation sites in the field. The Advisor participates fully in preparation of the annual Operational Plan, the Performance Plan and Report, Resources Requests, Country Operational Plan, and other required documents and reports.

C. Supervision and Management (10%)

The Advisor will report to the health office director and manage a team of up to four staff, with direct supervisory responsibility for at least one individual at the FSN-12 level. Responsibilities will include ongoing coaching and mentoring of staff, setting professional development goals, identifying relevant training opportunities to advance those goals and strengthen the overall USAID/Ukraine Mission, provide written feedback and performance evaluations, and work with the Executive Officer to determine actions related to performance issues.

3. MINIMUM QUALIFICATIONS

The following minimum qualifications are required for this position.

Education: A medical degree (M.D.) or master's degree or higher in public health, health care financing/health economics, master's in business administration or related technical area is required.

Work Experience: Minimum of ten (10) years of experience in public health technical assistance and/or management activities, with a familiarity of post-Soviet or East European countries and health systems. Experience working with health ministries (or other government equivalents) or other national government bodies is desired.

Job Knowledge: Expert professional knowledge of health finance is essential. The Advisor should be familiar with health sustainability issues, such as policy making, sustainable financing, training, organizational development, and capacity building at decentralized administrative levels. S/he will also be familiar with specific technical areas including immunization, TB, and HIV. S/he will have expertise and experience related to designing and implementing ehealth systems. S/he should also have experience advising government counterparts on health development issues and should have a proven track record of having recommendations approved and implemented. S/he should have experience navigating complex systems and coming up with solutions. S/he should also have experience building consensus and influencing stakeholders.

Language: Fluency in English is required. Working proficiency of Ukrainian or Russian is also required.

Skills and Abilities: Excellent verbal, writing, and communications skills are essential. The ability to work on a team and with US Government and Government of Ukraine professional colleagues is essential as is the ability to mediate situations with a variety of stakeholders with varying viewpoints to come to a consensus and move forward. The Advisor will need to exercise diplomacy and sound judgement as s/he will have the authority to make decisions independently that will further the progress of the project. The Advisor should have extensive

experience making formal presentations to high-level audiences, and writing reports that will be disseminated to various audiences. S/he should be familiar with common office software, such as Microsoft Word, Excel, and PowerPoint.

4. EVALUATION AND SELECTION CRITERIA

To be considered for this position, applicants must meet the minimum qualifications noted above. For those who do, further consideration and selection will be based on a panel assessment of the selection factors listed below.

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points. The following factors will be the basis for determining the qualifications of all applicants:

- Education (*10 points*)
- Work Experience (*30 points*)
- Job Knowledge (*35 points*)
- Language (*10 points*)
- Skills and Abilities (*15 points*)

USPSCs are preferred over TCNPSCs with equivalent qualifications.

5. APPLYING

In order to be considered for the position, a candidate must meet the minimum qualifications listed in the solicitation at the time of submission and must submit all the following required materials:

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6. LIST OF REQUIRED FORMS FOR USPSCs

For initial consideration:

1. Offeror Information for Personal Services Contracts (AID 302-3)

Upon advice by the Executive Officer that the applicant is the successful candidate:

2. Medical History and Examination Form (DS-6561)
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)

7. BENEFITS/ALLOWANCES/TAXES

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

BENEFITS:

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

ALLOWANCES*:

Temporary Lodging Allowance (Section 120)
Living Quarters Allowance (Section 130)
Post Allowance (Section 220)
Supplemental Post Allowance (Section 230)
Separate Maintenance Allowance (Section 260)
Education Allowance (Section 270)
Educational Travel (Section 280)
Post Differential (Section 500)
Payments During Evacuation/Authorized Departure (Section 600)
*Dept. of State Standardized Regulations (DSSR) (Government Civilians Foreign Areas)

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

8. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDS) AND CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs

AAPDs and CIBs contain changes to USAID policy and the PSC General Provisions in accordance with USAID regulations and contracts. Please refer to this website <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs and CIBs apply to this contract.