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SOLICITATION NO.: USAID-2020-23
PIID# 72049220R10023

ISSUANCE DATE: 30 September 2020
CLOSING DATE/TIME: 14 October 2020 / 11:59PM

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) under Local Compensation Plan

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** USAID-2020-23
2. **ISSUANCE DATE:** 30 September 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** 14 October 2020 / 11:59PM
4. **POSITION TITLE:** USAID Project Management Specialist (Health), FSN-11
5. **MARKET VALUE:** Php 1,547,209.00 – Php 2,398,167.00 basic salary p.a. equivalent to FSN-11 in accordance with **AIDAR Appendix J** and the Local Compensation Plan (LCP) of the U.S. Embassy Manila. The salary offer will be based on a combination of the candidate's salary history and of the U.S. Embassy Manila's LCP, and will be within the annual range listed above.
6. **PLACE OF PERFORMANCE:** The position is based in Manila, Philippines.
7. **STATEMENT OF DUTIES:**

The USAID Project Management Specialist (Health) is a Senior Health Specialist and a key member of the USAID/Philippines Office of Health (OH). The Specialist is responsible for providing a cross portfolio strategic vision for program monitoring and evaluation and provides direct leadership and technical expertise on tracking and reporting on indicators in family planning, infectious disease and health systems strengthening. In this role, s/he provides technical oversight and related consultative services of broad scope and complexity across all aspects of monitoring, evaluation and learning (MEL) and collaborating, learning and adapting (CLA) for the entirety of the health portfolio. As such, s/he is responsible for staff management, research, analysis and oversight of the design, implementation and MEL of all activities across the health portfolio. As Contracting/Agreement Officer Representative (A/COR), s/he is also responsible for ensuring that appropriate USAID guidance on applicable agency policies and procedural standards and the full range of consultative, advisory, management and monitoring and evaluation services required for the effective execution of the award are provided.

The Specialist manages one staff member and provides oversight on all MEL and CLA needs of a portfolio totaling U.S. Dollar (USD) 300 million. S/he provides technical guidance and oversight of the MEL aspects of all projects within the health portfolio and coaches and mentors OH staff in MEL and CLA. S/he also plays a critical role in the determination of the size and budget of the projects she manages. S/he is responsible for the management and oversight of project budgets in the aggregate amount of at least USD 6.5 million.

As Program Monitoring and Evaluation Point Person for OH, s/he provides technical assistance to and builds the capacity of Government of the Philippines (GPH) counterparts to address key governance barriers in implementing robust data collection and analysis systems. S/he also takes the lead in developing the scope of work (SOW) and coordinating the conduct of the mid-term and end-of-project evaluations of the health portfolio together with USAID/Philippines's MEL Specialist. S/he provides technical guidance in the identification of program indicators and setting program targets for the health portfolio and project levels. S/he reviews and provides technical inputs on health component of major USAID/Philippines documents (Performance Plan and Report (PPR), Operational Plan (OP) - Health Implementation Plan (HIP), etc.) and the Performance Monitoring Plan (PMP) of the different projects/activities under the health portfolio for consistency with portfolio program indicators and targets. S/he has overall responsibility for putting in-place a system for tracking completeness of data for reporting on health indicators from various health cooperating agencies and takes the lead in developing the health section of USAID/Philippines' annual report to Washington. The work requires high level technical analytical skills and specialized training and experience, particularly in the areas of research, demography and statistics.

Major duties and responsibilities include:

A. Coordination and Technical Leadership (35%)

The Specialist is responsible for providing a cross portfolio strategic vision for program monitoring and evaluation and provides leadership and technical expertise on tracking and reporting on indicators in family planning, infectious disease and health systems strengthening. In this role, s/he provides technical oversight and related consultative services of broad scope and complexity across all aspects of MEL and CLA for the entirety of the health portfolio. As such, s/he is responsible for staff management, research, analysis and oversight of the design, implementation and MEL of all activities across the health portfolio.

B. Monitoring, Evaluation and Learning Activities (25%)

The Specialist is responsible for directing, coordinating and monitoring activities necessary for attaining specific results. S/he serves as OH's Program Monitoring and Evaluation Point Person and is tasked to monitor office wide program achievement. S/he takes the lead in developing, finalizing, and updating the health portfolio's logical and results framework as well as developing, finalizing, updating and monitoring the status of the PMP for OH including the status of the health portfolio's health indicators and the required quality assessment of the data reported on these indicators.

C. Project Management and Oversight (20%)

The Specialist serves as C/AOR; Alternate C/AOR and Activity Manager for assigned projects and activities. S/he also serves as OH's Program Monitoring Officer. Together with counterparts, s/he monitors the implementation of specific project/program activities to determine progress vis-à-vis objectives/benchmarks, identifies problem areas and recommends appropriate actions.

D. Team Management, Reporting and Supervision (20%)

The Specialist provides technical guidance and oversight of the MEL aspects of all projects within the health portfolio and coaches and mentors OH staff in MEL and CLA. S/he leads completion and oversight of all reporting for the OH portfolio.

SUPERVISORY RELATIONSHIP: Works under the direct supervision of the Health Office Director. This position will supervise one (1) Health Specialist staff.

8. **AREA OF CONSIDERATION:** Open to all interested individuals who are Filipino citizens or non-Filipino citizens lawfully admitted for permanent residence in the Philippines, and who also have the required work permits. USAID/Philippines does not sponsor work permits.

9. **POINT OF CONTACT:** Human Resources Division via aidmnlhr@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education** – Master's degree or higher in social sciences including public health, epidemiology, statistics, economics, business, or in other fields relevant to program monitoring and evaluation is required. Note: Additional education may NOT be substituted for Experience.
- b. **Prior Work Experience** – A minimum of seven years of progressively responsible experience in project design, monitoring and evaluation, management or implementation of development activities with demonstrated experience working on health programs. At least three of these years should focus on performance monitoring and evaluation. Experience must include quantitative and qualitative research methods, statistical analysis and reporting on data, and the integration of data analysis into learning activities. Note: Additional experience may NOT be substituted for Education.
- c. **Language Proficiency / Communication Skills** – Must have excellent communication skills in English and Tagalog, both in oral and written forms. With this level of communication skills, the Specialist is expected to: prepare regular and ad hoc reports, project documentation, and briefing papers, develop and deliver professional quality reports and presentations, and possess the ability to translate, on occasion, when the Specialist may need to act as an interpreter.
- d. **Job Knowledge** – Expert knowledge of the principles and best practices for M&E and learning for performance management of health projects and programs is required. Knowledge and understanding of Philippine's economic, social, cultural, and political characteristics and a general understanding of the Philippine Health Sector is required.
- e. **Skills and Abilities** – The following abilities are required: gather, analyze and interpret qualitative and quantitative data, provide factual and interpretive reports and communicate findings to a variety of audiences; independently plan, develop, manage and evaluate important and complex program/projects; furnish information/advice in assigned areas with detachment and objectivity; coordinate, oversee, mentor, train and coach the work of others, both in a supervisory capacity and in leading teams; identify significant economic, political and social trends in the host country and assess and articulate their importance and impact on USAID's development assistance objectives and programs; work collaboratively and effectively in a high performance, results-focused environments under tight deadlines and travel up to 30% of time. The ability to write highly technical health program-related documentation in English is essential. Computer skills (MS Word, Excel, PowerPoint, databases, statistical programs and other relevant software) are required. Interpersonal skills and experience in working in an independent capacity, and as a member of a team is required. Skill to build relationships with and work effectively and diplomatically with multiple U.S. and Philippine government agencies, non-government organizations, faith-based organizations and the private sector is required.

III. EVALUATION AND SELECTION FACTORS

1. Education (10%)
2. Prior Work Experience (25%)
3. Language Proficiency / Communication Skills (15%)
4. Job Knowledge (25%)
5. Skills and Abilities (25%)

Additional Notes:

- USAID reserves the right to reject any and all applicants.
- Only short-listed applicants will be notified.
- To be a competitive candidate, the applicant must meet the minimum requirement of each of the Evaluation and Selection Factors.

IV. HOW TO APPLY:

1. Interested applicants are required to submit **all** of the following documents:
 - a. application letter
 - b. comprehensive résumé
 - c. transcript of records (TOR) reflecting date of graduation
2. Applications must be received by **14 October 2020 / 11:59PM**, and submitted via email to aidmnlhr@usaid.gov
3. All applicants are requested to prominently indicate the solicitation number (Solicitation No.: **USAID-2020-23**) in the subject line of their email submission.

V. BENEFITS/ALLOWANCES

The compensation package includes mid-year and year-end bonuses, health and life insurance, and a supplementary retirement plan.