

# - SAMPLE -

## POSITION DESCRIPTION

BEHAVIORAL SCIENTIST GS-101-13/14

National Center for HIV, STD, and TB Prevention  
Global AIDS Program  
Monitoring and Evaluation Team

### I. INTRODUCTION

- A. This position is located in the Monitoring and Evaluation Team (MET), Global AIDS Program (GAP), National Center for HIV, STD, and TB Prevention (NCHSTP), Centers for Disease Control and Prevention (CDC). A statement of the mission of the MET is on file in the Human Resources Management Office, CDC. The MET strives to improve human immunodeficiency (HIV)/acquired immune deficiency (AIDS) prevention and care programs globally by monitoring progress in program implementation, evaluating program short-and long-term effects, and applying the findings to refine and improve such programs globally. The team develops and oversees evaluation methodologies and systems that assess the processes, effectiveness, efficiency, and impacts of HIV/AIDS prevention and care activities, interventions, programs, strategies, and policies. The team collaborates with others within and outside of CDC in designing and implementing monitoring and evaluation activities and in applying evaluation findings and techniques to improve national and international HIV/AIDS prevention and care efforts. The overriding goal of the team is to improve efforts to prevent the transmission of HIV and mitigate the impact of AIDS in vulnerable populations through collaboration and partnership with other governmental and nongovernmental organizations and communities in resource-poor countries around the world.
- B. The incumbent serves as a behavioral scientist working as a lead evaluation specialist and team liaison to apply theoretical knowledge of health education, behavioral science, evaluation science, and evaluation research methodology to the design and conduct of monitoring and evaluation projects with an emphasis on Prevention of Mother-to-Child Transmission (PMTCT) activities.

### II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Provides scientific leadership for developing project and program evaluations, evaluation methodology, and for the development and implementation of indicators that can be used to monitor PMTCT and other national or regional level programs. Serves as an expert in health education, behavioral science, and prevention or health services research issues, especially as they relate to monitoring and evaluation of HIV/AIDS prevention and care programs. Conceives and develops new research projects and, in consultation and collaboration with others, formulates the long-term agenda for the team. (25%)
- B. Develops initiatives and recommends priorities in program monitoring and evaluation to improve evaluation methodology and national and international program evaluation plans and activities. Coordinates the work of evaluation specialists, such as visiting scientists, inter-agency personnel agreement (IPA) scientists, fellows, interns, and students, assigned to the team

and the program. Mentors students, interns, and fellows on the conceptualization, design, execution, and reporting of HIV program evaluation activities. Serves as a project officer and technical advisor to project officers for cooperative agreements, grants, and contracts addressing monitoring and evaluation activities; provides and coordinates the provision of scientific oversight and technical assistance to national governmental and non-governmental organizations and international agencies in the United States and abroad; and monitors the technical and scientific performance of contractors, cooperative agreement recipients, grantees and other CDC prevention partners responsible for monitoring and evaluation of GAP programs. (20%)

- C. Provides leadership and coordinates program evaluation staff in designing, implementing, and providing technical support for a broad range of monitoring and evaluation activities to (1) advance the understanding of the determinants of HIV-related behavior and behavioral changes; (2) advance understanding of the cultural and environmental context of such behavior or behavioral change; (3) enable the National AIDS Control Program (NACP) in developing countries to improve its ability and the ability of local organizations to develop and conduct interventions/programs to reduce HIV risky behaviors; (4) enable NACPs to strengthen the behavioral aspects of the treatment, care, and support of those infected with and affected by HIV/AIDS, and (5) improve the NACP capacity to monitor and evaluate the process, outcome, and impacts of HIV/AIDS prevention and care programs, including cost-effectiveness. Specifically provides evaluation advice and technical assistance to foreign ministries of health/NACPs and CDC field staff to improve the effectiveness and efficiency of their programs including PMTCT activities. (20%)
- D. Plans evaluations and works with the staff and management of the team and the program to coordinate activities and increase collaboration both within CDC and with other U. S. and international agencies, academic institutions, and other evaluators in the public and private sectors. Advises and assists the associate director for monitoring and evaluation, the division director, and other managers in matters related to policy, program, and project implementation and management; health education; and behavioral and evaluation research. Provides technical consultation to enhance staff skills and to maintain quality standards. Recruits high quality professionals to enhance the capacity of the team and CDC to attain evaluation and prevention and care goals and objectives. (15%)
- E. Works with CDC and staff from other U. S. agencies to develop and evaluate requests for HIV prevention and care proposals and applications related to federal cooperative agreements, grants, and contracts. Serves as a project officer and the technical advisor to project officers for cooperative agreements, grants, and contracts addressing evaluation and evaluation research. Represents the branch, the division, or CDC in the areas of program evaluation and health education, behavioral, and evaluation research as well as the policy implications flowing from those evaluations at meetings, conferences, and as a member of scientific groups, both domestically and internationally. Communicates results of evaluations through publications in professional and scientific journals, books, reports, public speaking engagements, technical assistance provision, and participation in training programs. (15%)
- F. As a lead scientist, advises and assists the team leader and program director on matters pertaining to research and the evaluation of projects, including the application of findings. Responds to requests for information and technical assistance pertaining to the evaluation of HIV prevention and care programs from representatives of health departments and other official agencies, foreign ministries of health, and private sector organizations, as well as requests for information from members of the general public. (5%)
- G. Performs other duties as assigned.

### III. FACTORS

#### A. Knowledge Required

Mastery of behavioral science, evaluation science, and evaluation research methodology in order to design and conduct evaluation projects related to HIV prevention in resource-constrained countries.

Skill in providing leadership, direction, and technical expertise in the management and evaluation of health education, behavioral, and community intervention. This includes development of rigorous evaluation designs, use of reliable and valid instruments, methods for sample recruitment, data collection, data analysis, and reports.

Expert knowledge of population-based indicator development methods and applications.

Expert knowledge of the application of health education and behavioral theory and the translation of evaluation and research results to programmatic efforts, guidelines, and policies.

Broad knowledge of HIV/AIDS prevention intervention programs especially as they relate to vulnerable populations at high risk for HIV infection in developing countries.

Comprehensive knowledge of the relationships and roles of the various national and international agencies and other public and private agencies, organizations, and groups engaged in HIV/AIDS prevention internationally and the ability to develop effective collaborative partnerships with them.

Ability to lead project teams and work groups.

#### B. Supervisory Controls

The incumbent works with a high degree of autonomy under the administrative direction of the team leader to identify program evaluation opportunities, establish priorities, and provide technical and scientific leadership to the program evaluation staff and others. Often participates in meetings where the direction is developed. The incumbent independently plans work, coordinates with other staff, and carries assignments through to completion. Uses independent judgment and considers branch, division, and agency needs, policies, and priorities in decision-making.

#### C. Guidelines

Written and established guidelines consist of CDC rules, regulations, and policies issued in both manual and memorandum form. The incumbent is expected to independently apply these overall policies and procedures. The incumbent must exercise considerable judgment and ingenuity in interpreting or adapting existing guidelines and developing new approaches.

#### D. Complexity

This work is highly complex. The incumbent is responsible for the development, organization, implementation, and coordination of evaluative studies of HIV prevention and care programs and policies. There is often difficulty in identifying the nature, scope, and depth of issues and in developing ways to measure program needs and effectiveness. Managing evaluation projects and monitoring and evaluation systems is complex and often threatening to stakeholders. The incumbent must be sensitive to these concerns, and this requires experience and the ability to work effectively and collaboratively, to negotiate consensus, and to accomplish tasks with a wide range of professionals, organizations, community groups, and agencies from the public, private, and voluntary sectors.

#### E. Scope and Effect

The primary purpose of the work is to make judgments related to the quality and effectiveness of HIV prevention and care programs as well as judgments related to the systems used to evaluate these programs. The incumbent helps to develop the rationale and expectations for programs. This work is of broad consequence affecting the lives of millions of people worldwide and the expenditures of hundreds of millions of dollars; it is of extensive interest to governmental and nongovernmental HIV/AIDS prevention and care programs and will influence action taken by planners and decision makers at international, national, and local levels. Findings from the incumbent's work and responsibilities are used by national, international, regional, and local prevention partners; GAP; the Division of HIV/AIDS Prevention (DHAP); NCHSTP; other U.S. Federal agencies, such as the Health Resources and Services Administration (HRSA), the U.S. Agency for International Development (USAID), and the Department of Health and Human Services (DHHS); and others to design and modify programs, allocate resources, and as underpinnings in making choices from among the multiple and varied approaches and strategies available for HIV/AIDS prevention and care.

#### F. Personal Contacts

Personal contacts are with CDC headquarters and field staff as well as other federal staff who conduct program evaluation and evaluation research and who develop and implement HIV prevention and care programs. Contacts are also with top level professionals and scientists in health education, behavioral science, and evaluation science; with representatives from government at the international, national, regional, and local levels; with academicians; with representatives from organizations and groups in the private and voluntary sectors; with key staff from contractors and grant and cooperative agreement recipients; and with individual public health professionals, educators, evaluators, and researchers.

#### G. Purpose of Contacts

Contacts are to stimulate and support the technical monitoring and evaluation of HIV prevention and care programs, develop collaborations, provide consultations, and build national evaluation capacity for HIV prevention and care. Contacts are also for the purpose of influencing international, national, and local agencies to consider and apply evaluation findings to efforts to reduce the spread of HIV infection and to mitigate its impact. Contacts with contractors and grant and cooperative agreement recipients are to emphasize or explain priorities, monitor progress, provide scientific oversight, and resolve scientific and technical issues.

#### H. Physical Demands

The work is primarily sedentary and does not call for unusual physical strength or agility; occasionally there is requirement for standing, stooping, and walking. Domestic and considerable international travel is required (25%).

#### I. Work Environment

Most of the work is performed in an office, meeting room, or other such setting. Travel includes the normal risks and discomforts associated with automobiles, rapid transit, and air transportation.

# – SAMPLE –

## POSITION DESCRIPTION

EPIDEMIOLOGIST GS-601-13/14

National Center for HIV, STD, and TB Prevention  
Global AIDS Program  
Monitoring and Evaluation Team

### I. INTRODUCTION

- A. This position is located in the Monitoring and Evaluation Team (MET), Global AIDS Program (GAP), National Center for HIV, STD, and TB Prevention (NCHSTP), Centers for Disease Control and Prevention (CDC). A statement of the mission of the MET is on file in the Human Resources Management Office, CDC. The MET strives to improve human immunodeficiency (HIV)/acquired immune deficiency (AIDS) prevention and care programs globally by monitoring progress in program implementation, evaluating program short- and long-term effects, and applying the findings to refine and improve such programs globally. The team develops and oversees evaluation methodologies and systems that assess the processes, effectiveness, efficiency, and impacts of HIV/AIDS prevention and care activities, interventions, programs, strategies, and policies. The team collaborates with others within and outside of CDC in designing and implementing monitoring and evaluation activities and in applying evaluation findings and techniques to improve national and international HIV/AIDS prevention and care efforts. The overriding goal of the team is to improve efforts to prevent the transmission of HIV and mitigate the impact of AIDS in vulnerable populations through collaboration and partnership with other governmental and nongovernmental organizations and communities in resource-poor countries around the world.
- B. The incumbent serves as an epidemiologist working as a lead evaluation specialist and team liaison to apply theoretical knowledge of epidemiology, evaluation science, and evaluation research methodology to the design and conduct of monitoring and evaluation projects with an emphasis on Prevention of Mother-to-Child Transmission (PMTCT) activities.

### II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Provides scientific leadership for developing project and program evaluations, evaluation methodology, and for the development and implementation of indicators that can be used to monitor PMTCT and other national or regional level programs. Serves as an expert in epidemiology and prevention or health services research issues, especially as they relate to monitoring and evaluation of HIV/AIDS prevention and care programs. Conceives and develops new research projects and, in consultation and collaboration with others, formulates the long-term agenda for the team. (25%)
- B. Develops initiatives and recommends priorities in program monitoring and evaluation to improve evaluation methodology and national and international program evaluation plans and activities. Coordinates the work of evaluation specialists, such as visiting scientists, inter-agency personnel agreement (IPA) scientists, fellows, interns, and students, assigned to the team and the program. Mentors students, interns, and fellows on the conceptualization, design, execution, and reporting of HIV program evaluation activities. Serves as a project officer and technical advisor to project officers for cooperative agreements, grants, and contracts addressing monitoring and evaluation activities; provides and coordinates the provision of scientific oversight and technical assistance to

- national governmental and non-governmental organizations and international agencies in the United States and abroad; and monitors the technical and scientific performance of contractors, cooperative agreement recipients, grantees and other CDC prevention partners responsible for monitoring and evaluation of GAP programs. (20%)
- C. Provides leadership and coordinates program evaluation staff in designing, implementing, and providing technical support for a broad range of monitoring and evaluation activities to (1) advance the understanding of the determinants of HIV-related behavior and behavioral changes; (2) advance understanding of the cultural and environmental context of such behavior or behavioral change; (3) enable the National AIDS Control Program (NACP) in developing countries to improve its ability and the ability of local organizations to develop and conduct interventions/programs to reduce HIV risky behaviors; (4) enable NACPs to strengthen the behavioral aspects of the treatment, care, and support of those infected with and affected by HIV/AIDS, and (5) improve the NACP capacity to monitor and evaluate the process, outcome, and impacts of HIV/AIDS prevention and care programs, including cost-effectiveness. Specifically provides evaluation advice and technical assistance to foreign ministries of health/NACPs and CDC field staff to improve the effectiveness and efficiency of their programs including PMTCT activities. (20%)
- D. Plans evaluations and works with the staff and management of the team and the program to coordinate activities and increase collaboration both within CDC and with other U. S. and international agencies, academic institutions, and other evaluators in the public and private sectors. Advises and assists the associate director for monitoring and evaluation, the division director, and other managers in matters related to policy, program, and project implementation and management; epidemiology; and evaluation research. Provides technical consultation to enhance staff skills and to maintain quality standards. Recruits high quality professionals to enhance the capacity of the team and CDC to attain evaluation and prevention and care goals and objectives. (15%)
- E. Works with CDC and staff from other U. S. agencies to develop and evaluate requests for HIV prevention and care proposals and applications related to federal cooperative agreements, grants, and contracts. Serves as a project officer and the technical advisor to project officers for cooperative agreements, grants, and contracts addressing evaluation and evaluation research. Represents the branch, the division, or CDC in the areas of program evaluation, epidemiology, and evaluation research as well as the policy implications flowing from those evaluations at meetings, conferences, and as a member of scientific groups, both domestically and internationally. Communicates results of evaluations through publications in professional and scientific journals, books, reports, public speaking engagements, technical assistance provision, and participation in training programs. (15%)
- F. As a lead scientist, advises and assists the team leader and program director on matters pertaining to research and the evaluation of projects, including the application of findings. Responds to requests for information and technical assistance pertaining to the evaluation of HIV prevention and care programs from representatives of health departments and other official agencies, foreign ministries of health, and private sector organizations, as well as requests for information from members of the general public. (5%)
- G. Performs other duties as assigned.

### III. FACTORS

#### A. Knowledge Required

Mastery of epidemiology, evaluation science, and evaluation research methodology in order to design and conduct evaluation projects related to HIV prevention in resource-constrained countries.

Skill in providing leadership, direction, and technical expertise in the management and evaluation of health education, behavioral, and community intervention. This includes development of rigorous evaluation designs, use of reliable and valid instruments, methods for sample recruitment, data collection, data analysis, and reports.

Expert knowledge of population-based indicator development methods and applications.

Expert knowledge of the application of health education and behavioral theory and the translation of evaluation and research results to programmatic efforts, guidelines, and policies.

Broad knowledge of HIV/AIDS prevention intervention programs especially as they relate to vulnerable populations at high risk for HIV infection in developing countries.

Comprehensive knowledge of the relationships and roles of the various national and international agencies and other public and private agencies, organizations, and groups engaged in HIV/AIDS prevention internationally and the ability to develop effective collaborative partnerships with them.

Ability to lead project teams and work groups.

#### B. Supervisory Controls

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work effectively and collaboratively, to negotiate consensus, and to accomplish tasks with a wide range of professionals, organizations, community groups, and agencies from the public, private, and voluntary sectors.

E. Scope and Effect

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F. Personal Contacts

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G. Purpose of Contacts

Contacts are to stimulate and support the technical monitoring and evaluation of HIV prevention and care programs, develop collaborations, provide consultations, and build national evaluation capacity for HIV prevention and care. Contacts are also for the purpose of influencing international, national, and local agencies to consider and apply evaluation findings to efforts to reduce the spread of HIV infection and to mitigate its impact. Contacts with contractors and grant and cooperative agreement recipients are to emphasize or explain priorities, monitor progress, provide scientific oversight, and resolve scientific and technical issues.

H. Physical Demands

The work is primarily sedentary and does not call for unusual physical strength or agility; occasionally there is requirement for standing, stooping, and walking. Domestic and considerable international travel is required (25%).

I. Work Environment

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# - SAMPLE -

## PROGRAM SPECIALIST (MONITORING & EVALUATION)

ANNOUNCEMENT NUMBER: 02-141

**OPEN TO:** All interested candidates

**POSITION:** Program Specialist, FSN-11; FP-4\*

**LOCATION:** Pretoria, CDC

**OPENING DATE:** October 30, 2002

**CLOSING DATE:** November 13, 2002

**WORK HOURS:** Full Time; 40 hours/week

**SALARY:** \*EFM/MOH/NOR:  
(Position Grade: FSN-11; FP-4\* (To be confirmed by Washington)

\*Ordinarily Resident: R222,999 p.a (Starting salary)  
(Position Grade: FSN-11)

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT ALLOWING APPLICATION FOR A WORK PERMIT BEFORE BEING ABLE TO APPLY. IF THE APPLICANT HAS NOT HAD DIRECTLY RELEVANT EXPERIENCE, THE APPLICANT MAY BE HIRED AT A TRAINEE LEVEL BELOW THE FULL PERFORMANCE LEVEL. APPLICANTS NOT CONTACTED WITHIN 30 DAYS YOU SHOULD CONSIDER THE APPLICATION UNSUCCESSFUL. APPLICANTS INTERVIEWED WILL BE ADVISED IN WRITING OF THE RESULTS OF THE INTERVIEW.

The U.S. Embassy in Pretoria is seeking the services of Program Specialist in the Centers for Disease Control and Prevention.

### **BASIC FUNCTION OF POSITION**

Under a professional services agreement, incumbent will be working with the Global AIDS Program, US Centers for disease Control and Prevention (CDC) South Africa. Incumbent will provide technical expertise to improve HIV/AIDS prevention programs that CDC and the South African National Department of Health, Chief Directorate: HIV/AIDS, STD and TB (NDOH) are collaborating on throughout the country. The incumbent will serve as the lead person for evaluating progress in program implementation of collaborative HIV/AIDS prevention activities conducted by CDC and the NDOH by applying both theoretical and practical knowledge of health education, social and behavioral science, evaluation strategies, and evaluation research methodology to the design and conduct of monitoring and evaluation activities.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Salome Tlhaabye at (012) 342-1048 X2371.

### **QUALIFICATIONS REQUIRED**

**NOTE:** All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. A graduate degree in one of the following disciplines: Public Health; Health policy; Health Management; Epidemiology; Behavioral Sciences.
2. Three to four years experience in the management of public health programs at the local, provincial or international levels that entailed responsibility for the evaluation of program activities.
3. English level IV – fluent reading, writing and speaking required.
4. Level II typing ability (40 W.P.M), demonstrated personal computer and word processing skills and thorough proficiency with Word Perfect, Windows operating systems, Microsoft Word, spreadsheet software and other commonly used personal computer software are required.
5. Skill in providing leadership, direction and technical expertise in the management and evaluation of public health programs required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Ability to lead project teams and workgroups and to develop effective working relationships with international, national and provincial partners.

### **SELECTION PROCESS**

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

### **TO APPLY**

Interested candidates for this position should submit the following:

1. Application for Federal Employment SF-86 or SF-171 for American positions and OF-612 or current resume addressing all requirements for South Africans.
2. Documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the minimum requirements of the position as listed above.

## SUBMIT APPLICATION TO

**Attention:** Human Resources  
P O Box 9536  
PRETORIA  
0001

## POINT OF CONTACT

Salome Tlhaabye  
Telephone: (012) 342-1048 X2371  
Fax: (012) 342-2299

## DEFINITIONS

1. **Eligible Family Member (EFM):** US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad.
2. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children who fall outside the Department's current legal and statutory definition of EFM.
3. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. **Not-Ordinarily Resident (NOR):** A non-host country citizen (U.S. citizen or foreign national) who, although legally resident in a host country, is not permanently resident. US citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law.

**CLOSING DATE FOR THIS POSITION:** November 13, 2002

**Approved:** RHRO:S.Selbin  
Cl:L.Jordaan  
CDC:J.Narkunas

**DRAFTED:STLHAABYE**

# - SAMPLE -

## MONITORING AND EVALUATION TECHNICAL ADVISOR

**SOLICITATION NUMBER:** 2003-N-00896

**ISSUANCE DATE:** 11 August, 2003

**CLOSING DATE/TIME:** September 12, 2003, 4:00pm EST

**POSITION TITLE:** Monitoring And Evaluation Technical Advisor

**MARKET VALUE:** Equivalent to a GS-13/14 level plus benefits

**PERIOD OF PERFORMANCE:** 1 January 2004 – 31 December 2008 (12- month base period with 4 12-month option periods)

**PLACE OF PERFORMANCE:** Maputo, Mozambique

**SECURITY ACCESS:** None

**SUBJECT:** Vacancy at CDC GAP/Mozambique RFP 2003-N-000896 entitled " Monitoring And Evaluation Technical Advisor"

(Award for 12 month increments, not to exceed 60 months)

The United States Government, represented by the Centers for Disease Control and Prevention (CDC), is seeking applications of qualified individuals from persons interested in providing the Personal Services Contract (PSC) services as described in the attached solicitation. Submittals shall be in accordance with the attached information at the place and time specified.

Any questions on this solicitation should be directed to at the Contracting Office no later than 22 August 2003, and maybe submitted via facsimile to 770-488-2635, via e-mail to [Jlegier@cdc.gov](mailto:Jlegier@cdc.gov) or mailed hard copy to the address shown as the issuing office on the cover sheet of the solicitation

Applicants should retain for their records copies of all enclosures which accompany their applications. All applications and the required documents should be submitted to the following

Centers for Disease Control and Prevention, PGO  
International and Territories Acquisition and Assistance Branch  
Attn: Jamie W. Legier  
2920 Brandywine Road,  
Atlanta, GA 30341  
Solicitation No. 2003-N-00896

## **A. BACKGROUND AND NEED**

The Global AIDS Program (GAP) exists to help prevent HIV infection, improve care and support and build capacity to address the global HIV/AIDS pandemic. GAP provides financial and technical assistance through partnerships with communities, governments, and national and international entities working in resource-constrained countries. GAP Program is working in 25 countries on 3 continents to slow the HIV/AIDS epidemic and its impact. GAP's collaborative effort with U.S. Agency for International Development (USAID), the Departments of State, Labor, and Defense and other national and international agencies, represents the first major effort by CDC to combat the epidemic overseas.

## **B. PROJECT OBJECTIVE**

The purpose of this project is to provide technical expertise on Monitoring and Evaluation (M&E) of HIV/AIDS and related programs (such as TB and STI) on which the CDC and the Mozambique National Ministry of Health (MOH) are collaborating.

## **C. STATEMENT OF WORK**

### **1. Major Duties and Responsibilities:**

The incumbent will be the lead person on M&E planning and implementation for CDC Mozambique and in providing M&E technical assistance to each CDC Mozambique project. The incumbent will serve as the lead person for evaluating progress in program implementation of HIV/AIDS prevention and care activities by applying both theoretical and practical knowledge of HIV/AIDS prevention and care programs, social and behavioral science, monitoring and evaluation strategies, and evaluation research methodology to the design and conduct of monitoring and evaluation strategies and activities.

In addition, in the area of M&E, the incumbent will assist the MOH to respond to grants from the Global Fund and William Clinton Foundation, which plan a very rapid scale up of interventions in a country of limited human and other resources. The MOH AIDS program strategy is centered in the concept of an Integrated Health Network, which is an integrated web of new and previously established health services targeting Persons Living with HIV/AIDS (PLWHA). New services are VCT, PMTCT, day clinic (including ARV treatment), and home-based care activities (HBC). Other services include TB, STI, and Information, Education, and Communication (IEC). Crosscutting components include laboratory, training, drug supply, management, informatics, and M&E. The challenge for the incumbent will be to assist the MOH in developing and implementing an M&E plan and developing sufficient capacity to sustain it.

## **D. DESIRED QUALIFICATIONS AND SELECTION CRITERIA FOR TEAM LEADER**

The offerors will be evaluated based on three criteria:

- (1) knowledge and experience of the offeror in the area of public health monitoring and evaluation systems,
- (2) knowledge and experience in implementation of monitoring and evaluation programs in developing countries,
- (3) experience in redesign and integration of existing health programs to improve effectiveness.

Offerors shall submit a resume or curriculum vitae (CV), with any appropriate, applicable documentation to support the information provided (i.e., training certificates, job performance evaluations, etc), that demonstrate the offeror possesses the knowledge and experience required to perform the requirements of this solicitation.

Specific weightings and scoring standards are as follows:

**Knowledge and Experience in the Area of Monitoring and Evaluation -- 60 points**

**Excellent** knowledge and experience is indicated by advanced training and experience in evaluation of public health programs. Training or experience specific to the application of current principles in the delivery of monitoring and evaluation programs in international settings is desirable.

**Fully acceptable** is indicated by advanced training in designing and implementing monitoring and evaluation programs for public health activities. This definition differs from “superior” in that the applicant may have only training and minimal experience in the delivery of monitoring and evaluation programs.

**Minimally acceptable** is indicated by only training in monitoring and evaluation programs that is not at the advanced level but is otherwise acceptable.

**Knowledge and Experience Working with Ministries of Health in Developing Countries – 45 points**

**Excellent** knowledge and experience is indicated by seven to ten years of lead responsibility in developing and implementing public health programs in developing countries.

**Fully acceptable** is indicated by having had lead responsibility in implementing at least one public health program in a developing country or having served on a team responsible for the development of two such programs.

**Minimally acceptable** is indicated by having served on a team responsible for developing at least one public health program.

**E. SALARY & BENEFITS**

The position of Monitoring And Evaluation Technical Advisor is the equivalent of a U.S Government General Services position at a GS-13/14 level with a salary in the range of \$61,251 to \$94,098.

- Salary for this position will be negotiated within the range stated above, plus allowances for housing, security, dependents’ educational expenses, utilities, and insurance. The incumbent will be responsible for obtaining their own relocation, housing, security, dependents’ educational expenses, utilities, and insurance (including Medical Evacuation Insurance and Medical Care Insurance for self and dependents). The incumbent will be required to provide proof of expenditures for the above allowances. The incumbent will be required to proof of Medical Evacuation Insurance and Medical Care Insurance for self and dependents.
- CDC Mozambique through the assistance of US Embassy-Mozambique will provide the offeror with assistance in obtaining Mozambican residency status and required work permits.
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**F. SECURITY & MEDICAL CLEARANCES**

The contractor will be required to obtain Medical and Security Clearances from U.S. Embassy, Mozambique.

## G. HOW TO APPLY

- (a) Offerors are invited to submit a resume or Optional Form (OF) 612 (See Attachment 1) in response to this request. All application documents received will become part of the official file.
- (b) The resume or OF 612 must be signed. You must submit 1 original and 4 copies:

Centers for Disease Control and Prevention, PGO  
International and Territories Acquisition and Assistance Branch  
Attn: Jamie W. Legier  
2920 Brandywine Road,  
Atlanta, GA 30341  
Solicitation No. 2003-N-00896

- (e) Offerors are requested to submit resumes, to the maximum extent possible, on high grade white paper which can be recycled.
- (f) Facsimile resumes are not authorized
- (g) The Government will evaluate offerors in accordance with the evaluation criteria set forth in this document

## H. INQUIRIES

Inquiries concerning the solicitation document should be submitted in writing to the issuing office. Any additions, deletions, or changes to the solicitation will be made by an amendment. OFFERORS ARE INSTRUCTED SPECIFICALLY TO CONTACT ONLY THE SOLICITATION CONTRACTING OFFICE IN CONNECTION WITH ANY ASPECT OF THIS REQUIREMENT PRIOR TO CONTRACT AWARD. PROPOSALS AND ALL CORRESPONDENCE RELATING TO THE SOLICITATION DOCUMENT SHALL BE SUBMITTED TO THE CONTRACTING OFFICE. Inquiries should be received at the Contracting Office no later than 22 August 2003, and maybe submitted via facsimile to 770-488-2688, via e-mail to [Jlegier@cdc.gov](mailto:Jlegier@cdc.gov) or mailed hard copy to the address shown as the issuing office on the cover sheet of the solicitation.

# – SAMPLE –

## MONITORING & EVALUATION OFFICER FOR THE TREATMENT AND RESEARCH AIDS CENTER (TRAC) IN KIGALI, RWANDA

### BACKGROUND

UNAIDS estimated that by the end of 2001, 9% of the adult population in Rwanda was HIV positive and 500,000 people were living with AIDS including 65,000 children. The response to HIV/AIDS is coordinated by the Minister of State for AIDS and other major epidemics with the National AIDS Commission (CLNS) and the Treatment and Research AIDS Center (TRAC). One of the areas of intervention is the Prevention of Mother-to-Child Transmission of HIV (PMTCT). USG support for PMTCT services in Rwanda is growing quickly, and is being coordinated by CDC/GAP Rwanda and the US Agency for International Development (USAID).

CDC/GAP Rwanda is seeking a Monitoring & Evaluation (M&E) officer to serve a two-year post providing in-country assistance in the planning and implementation of an M&E system for PMTCT services in Rwanda. This is an excellent opportunity to work in collaboration with USAID and with the TRAC and other governmental and non-governmental agencies at all levels (national, provincial, district, facility) in the development of procedures for sound data-based decision-making to improve program performance and to guarantee accountability. The candidate will be located at CDC/GAP and will work under the supervision of the CDC/GAP M&E Officer.

CDC/GAP Rwanda was established in September 2002, and provides technical assistance to the TRAC in the areas of PMTCT, VCT, prevention and care of HIV/AIDS and OIs, surveillance, laboratory technical support, informatics, training and M&E.

### SCOPE OF WORK

The incumbent will work closely with USAID, and with the TRAC and its partners in a collaborative process to establish and implement standardized program management and M&E procedures for PMTCT services. Activities include:

- Program monitoring (TRAC)
  - Performance monitoring (TRAC+NACP)
  - Program monitoring (NACP)
  - Other
1. Assist in the development of M&E plans and standardized M&E tools for program monitoring, including the harmonization of key program indicators;
  2. Lead development of standardized progress and performance reporting formats and procedures;
  3. Assist in the training of host country counterparts in the implementation of standardized M&E procedures and use of M&E data for program improvement;
  4. provide technical assistance for M&E data collection and use;
  5. Coordinate program monitoring with and between all of TRAC's department chiefs and obtain content for quarterly progress reports: content being an update on the status of activity execution with accompanying descriptive narrative and all other required information such as – but not limited to – personnel travel, program expenses against budget, existing contracts and MOUs, etc.
  6. Produce and disseminate TRAC's quarterly progress reports.
  7. Assure validity and reliability on all data/information reported in the quarterly progress reports

8. Working with TRAC's IT and Applied Statistics department, assure validity and reliability on all data/information reported in semi-annual performance (indicator) reports
9. Produce TRAC's semi-annual performance reports
10. Be responsible for writing quarterly progress reports on the status of program activities
11. Provide updates on the status of TRAC program activities as needed and report this to the Director
12. Take primary responsibility for preparing planning documents, collating M&E data, and writing progress reports to satisfy USG requirements;
13. Collaborate, as needed, with CDC/GAP headquarters and the international CDC/GAP team

**Dates:** January 2004 to January 2006, or as soon as possible

**Eligibility Requirements:** MPH in Public Health or related field; Experience with M&E; Experience working in a developing country, preferably Rwanda or other East African country; Fluency in French; Willingness to interact with a variety of stakeholders. Incumbent should have data analysis and excellent writing and communication skills.

**Salary:** ... (depending upon skills), plus benefits and travel allowance.

**Application Procedures:** Send CV and letter of interest to ... by ...

## **POSITION TITLE:**

Monitoring and Evaluation Officer (for TRAC)

## **BASIC FUNCTION OF POSITION**

CDC/GAP/Rwanda's PMTCT M&E Officer is responsible for assuring that program monitoring and evaluation requirements of CDC/GAP/Rwanda to its headquarters in Atlanta are fulfilled. The successful candidate will assist the M&E Officer in all M&E activities and reporting related to PMTCT initiatives. This includes assisting with development and implementation of monitoring formats, tools and procedures. Assisting with the development of operational planning for scale-up of PMTCT services in Rwanda. She/he will work closely with all CDC/GAP/Rwanda technical personnel and with national entities with whom CDC collaborates. She/he will be responsible for coordinating the production of CDC/GAP/Rwanda's own quarterly progress reports and assisting with required annual planning and reporting to Atlanta. The successful candidate will sit in CDC/GAP/Rwanda office under the joint supervision of the CDC/GAP/Rwanda's Director and M&E Officer

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. **Planning, Monitoring and reporting the status of CDC/GAP/Rwanda's program activities (50%)** Coordinate program monitoring with and between all of CDC/GAP/Rwanda's technical staff and obtain content for quarterly progress reports: content being an update on the status of activity execution with accompanying descriptive narrative and all other required information such as – but not limited to – personnel travel, program expenses against budget, existing contracts and MOUs, etc. Produce and disseminate CDC/GAP/Rwanda's quarterly progress reports. Assist with production of CDC's annual report, country assistance plan, IP, IPP and other planning/reporting documents especially as they pertain to the PMTCT initiative. Provide updates on the status of CDC/GAP/Rwanda's program activities as needed and report this to the Director. Assist national agencies with development/revision of national progress reporting formats and procedures. Assure validity and reliability on all data/information reported in the quarterly progress reports.
2. **Assisting with Monitoring and reporting on USG performance indicators (30%)**; Assist with obtaining content for indicator-based performance reports including but not limited to CDC's annual report and country assistance plan; content being based on changes in adopted performance indicators since the previous report and any other required elements including – but not limited to – descriptive narratives to accompany statistics, technical notes and supplemental graphics. Assist with production of CDC/GAP/Rwanda's indicator-based performance reports. Assist CDC/GAP/Rwanda's personnel with assuring validity and reliability on all data/information reported. Work with TRAC's Database manager and M&E Officer to develop and maintain appropriate M&E databases housed at TRAC which are used for USG reporting.
3. **M&E Plan development and revisions (15%)** Assist with development of various M&E plans which CDC/GAP/Rwanda is dependant and/or helping develop. Work with other entities in agencies which are developing national M&E plans and standardized M&E tools for program monitoring, including the harmonization of key performance indicators. Assist with revision of national data collection and reporting instruments including feedback reports.
4. **Other duties as assigned (5%)**

## **DESIRED QUALIFICATIONS**

### a. Education

BA/BSC in fields related to program monitoring and evaluation with degree in business and management highly desirable. Experience in private, (commercial) sector and/or commodity production quality assurance/monitoring can be substituted for university training as appropriate. Minimum of 5 years experience in some aspect of production/program monitoring or evaluation is required.

### b. Language Proficiency

Bilingual: must be fluent in French or fluent in English. Ability to read technical manuals in English is required.

### e. Knowledge

Mastery of a variety of productivity software packages and basic knowledge and experience with databases. Knowledge and experience in IT assisted management-for-results techniques and styles.

### f. Skills and Abilities

Ability to perform all required functions related to her/his responsibilities independently. Good interpersonal communication skills and able to work within teams composed of individuals from diverse backgrounds. Ability to produce reports under the pressure of deadlines.

## **POSITION ELEMENTS**

### a. Supervision Received

Jointly supervised by CDC/GAP/Rwanda's Director and M&E Officer

### c. Exercise of Judgement

Responsible for producing M&E reports and verifying the validity and reliability of data/information disseminated in M&E reports.

### d. Authority to Make Commitment

### e. Nature, Level and Purpose of Contacts

Contact with all CDC/GAP/Rwanda staff as they are involved in M&E.

### f. Supervision Exercised

None

### g. Time Required to Perform Full Range of Duties After Entry Into the Position

Six months to one year.

