

**United States Embassy
Dakar, Senegal**

DoD HIV/AIDS Prevention Program (DHAPP) Administrator

Description

The Contractor shall maintain and administer a HIV/AIDS Prevention Program (DHAPP) for the Department of Defense in Senegal and The Gambia. Details of the responsibilities are described below. The contract will be for a period of one year (additional one year extensions are possible at the discretion of the ODC Chief and the contractor):

Base Year

Contract Begins: February 7, 2008

Contract Completion: February 6, 2009

Option Year 1

Contract Begins: February 7, 2009

Contract Completion: February 6, 2010

Scope of Work

The Contractor, shall provide administration of DHAPP for the ODC Chief. In that role, the contractor provides guidance, oversees ongoing projects, develops and implements program objectives, produces specified written reports, keeps fiscal records, as well as coordinates with the host military's HIV/AIDS program coordinators. The Contractor will also cooperate with other US government agencies as needed to develop documents required by coordinating agencies, such as PEPFAR and EUCOM

Materials and Equipment Provided

- Copies of all DHAPP budgetary, planning and program documents for Senegal and the Gambia.
- Department of Defense DHAPP-TOOLKIT (CD-ROM)
- Office space in ODC.
- Use of services that DHAPP subscribes to under the US Embassy – Dakar ICASS program
- Access to intranet/internet references via computer.
- Department of State email address
- Access to copier and fax machine.
- Access to office phone (work related calls are paid for by ODC).
- Access to reproduction services.
- Embassy security badge upon completion of security investigation.

Procedures

The contractor will receive 2 weeks of training and supervision so that the services are performed to Office of Defense Cooperation and DHAPP standards. The contractor must be eligible to obtain the appropriate security clearance within 2 months of start date. Contractor

will be able to demonstrate effective implementation of program activities on a timely basis. A timeline for submission of specific reports, documents, etc will be provided to contractor by the ODC Chief.

The Contractor is responsible for all aspects of DHAPP management and implementation in Senegal and the Gambia, with possible expansion to Guinea Bissau.

The Contractor will arrange meetings with the Senegalese and Gambian militaries, USAID health representatives, and HIV/AIDS related NGOs to develop and coordinate DHAPP goals and activities. The Contractor will work to ensure that DHAPP activities are in-line with the strategic objectives of the Government of Senegal/The Gambia's HIV prevention programs.

The Contractor will maintain open communications and positive working relations with the DHAPP headquarters at the Naval Health Research Center (NHRC) in Monterey, California. The contractor will integrate their program management policies with US Embassy - Dakar/ODC's program objectives.

The contractor will submit the following reports to NHRC for Senegal, The Gambia and Guinea Bissau:

- Annual program proposal / funding request for Senegal, The Gambia and Guinea Bissau to submit to NHRC according to announced deadlines.
- Monthly financial reports for each country due by the 10th of each month.
- Semi-annual Reports due at end of 2nd and 4th quarters of the Fiscal Year.
- Annual Report due 16 November of the Fiscal Year.
- Other reports as specified by the NHRC or ODC Chief.

The contractor will assist the ODC Chief in the submission of the following reports to EUCOM

- Update DHAPP activities portion of the monthly ODC Significant Activities Report.
- Update DHAPP activities portion of the cover sheet (stoplight report) for monthly ODC SAR.
- Provide periodic email updates to the HIV/AIDS specialist in the EUCOM Humanitarian Assistance Office.

The contractor will provide the following administration tasks in regards to ongoing and future DHAPP funded programs:

- Coordinate transfer of funds between participating offices.
- Coordinate with Budget and Finance Offices of US Embassy Dakar and Banjul to fund all DHAPP related activities and procurement.
- Coordinate with Procurement Office of US Embassy Dakar and Banjul to procure DHAPP-funded items.
- Account for DHAPP funds through the collection of all receipts and vouchers.
- Randomly attend DHAPP training events and check equipment utilization to safeguard against fraud, waste, and abuse of USG funds.
- Write press releases for significant DHAPP events.

- Prepare remarks for the Ambassador for any DHAPP events which the Ambassador will attend.

Contractor will implement Monitoring and Evaluation plans for the decentralization of Senegal's program using the HEALTH MAPPER data management system.

The contractor will coordinate travel for Senegalese and Gambian students attending DHAPP-funded training and conferences. If training is in-country, the Contractor will coordinate and arrange all aspects of the event.

Contractor will spend 10% of time traveling to locations throughout the Gambia and Senegal, as well as to local and international workshops, in support of DHAPP related missions. Travel arrangements will be carried out by the Contractor.

Contractor will organize ceremonies, take photos, and write media releases, speeches, etc for the US Embassy Dakar and Banjul sections for all DHAPP-related events.

The Contractor will complete additional reporting and tasks as appropriate and deemed necessary to the program by EUCOM and ODC.

Contractor Qualifications and Skills:

Required -

- University degree related to medicine or public health, Masters degree preferred.
- At least 2-3 years prior experience in HIV/AIDS or other public health program administration.
- Excellent English writing ability to include persuasion and justification. *Writing sample required.*
- Self-starter with ability to work independently to arrange meetings, analyze discussions, draft reports, proofread, and meet deadlines.
- Ability to communicate effectively in both French (3R/3SL) and English (4R/4SL).
- Ability to travel locally and internationally 20-30% of the time.
- Computer literacy in Word, Excel, Power Point, Outlook, etc.
- Experience in tracking fiscal data using Microsoft Excel.

Preferred –

- Prior experience with USG PEPFAR reporting requirements.
- Demonstrated understanding and familiarity with West African health systems and challenges specific to this area of the world.
- Ability to work independently with and engage high-level officials in civilian and military settings to achieve DHAPP programmatic goals.
- Excellent organizational skills and attention to detail, as well as excellent oral and written communication skills.

Payment and Reimbursables:

The contractor will be responsible for his/her own local transportation and housing expenses within the Region of Dakar. No moving expenses will be paid to the contractor. All TDY travel

costs and per diem will be paid by USG from DHAPP funds at standard Department of Defense rates.

Either party with one-month prior notice can terminate contract.

Contractor is not permitted to sub-contract work to another person or entity.

Bid Package

The bid package should include the following items: copy of resume or curriculum vitae, 3 references including contact information, writing sample no longer than 10 pages, and bids for completion of the base year and first option year of contract. Potential contractors are asked to submit bids by **noon February 1, 2008** to the Procurement Office at US Embassy – Dakar, Rue Jean XIII x Rue Bugincourt BP 49 Dakar.