



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061722R10029

**ISSUANCE DATE:** September 21, 2022

**CLOSING DATE/TIME:** October 20, 2022, 4:45:00 PM Uganda Time

**SUBJECT:** Solicitation for a Cooperating Country National Personal Services Contractor  
(CCNPSC - *Local Compensation Plan*)

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- (IV) Submitting an Offer** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 Attachment 1 at:  
[kampalausaidjobs@usaid.gov](mailto:kampalausaidjobs@usaid.gov)

Sincerely,

**Kent Benson**

Kent Benson  
Supervisory Executive Officer

Digitally signed by Kent  
Benson  
Date: 2022.09.14 13:52:33  
+03'00'

**I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72061722R10029
- 2. ISSUANCE DATE:** September 21, 2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** October 20, 2022, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: [kampalausaidjobs@usaid.gov](mailto:kampalausaidjobs@usaid.gov)
- 5. POSITION TITLE:** Project Management Specialist (Monitoring, Evaluation and Learning)
- 6. MARKET VALUE:** UGX 157,828,400 to 232,334,711 per annum, equivalent to FSN-11. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uganda. Final Compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract provisions and clauses and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply; always subject to the right of early termination.  
  
The initial term of the contract will be five years, which shall include a probationary period of six months to a year. Employees who do not meet the required standards for their position during this probation period may be reassigned to another position or terminated at the convenience of the U.S. Government. Employees are expected to demonstrate qualifications and general suitability for continued employment during the probationary period. If with written justification, the probationary period may be extended for another period not exceeding six months.
- 8. PLACE OF PERFORMANCE:** Kampala, Uganda with possible travel as described in the Statement of Work.
- 9. ELIGIBLE OFFERORS:** “Cooperating Country National” shall mean the individual engaged to serve in the Cooperating Country under this contract.
- 10. SECURITY LEVEL REQUIRED:** Employment Authorization

**11. STATEMENT OF DUTIES:****(1) General Statement of Purpose of the Contract**

The Project Management Specialist (Monitoring, Evaluation, and Learning (MEL)) position is located in the USAID/Uganda Office of Education, Youth, and Child Development (EYCD) to lead office-wide MEL activities and ensure that USAID/Uganda education, youth, and child protection and development goals are achieved and properly documented.

The Specialist works with education, youth, and PEPFAR/Orphans and Vulnerable Children (OVC) and child protection team members to monitor program implementation and achievement of programmatic objectives across all EYCD programs to (1) ensure adequate data collection and reporting systems are designed and correctly used by implementing partners (IPs) to satisfy program and legislative requirements and to inform learning and evidence-based strategic management decisions (2) advise on MEL issues to the EYCD office and work collaboratively with other MEL staff at the Mission and in USAID/Washington (3) inform and advise the EYCD team on current knowledge of USAID MEL guidance, trends, and requirements as well as technical best practices in the MEL field beyond USAID (4) support MEL functions within EYCD and the broader Mission,

including project-level collaboration, learning, and adapting (CLA) and development of Performance Monitoring Plans (PMPs), the annual Performance Plan and Report (PPR), activity-level Annual MEL Plans (AMELs), and other M&E documents and processes (5) provide expert technical advice for EYCD's management of performance and impact evaluation activities (6) provide technical direction to Implementing Partners (IPs) as a certified Agreement/Contracting Officer's Representative (AOR/COR) and ensure proper financial management of the activity/ies. Due to the cross-sectoral nature of the EYCD portfolio, the position will lead MEL efforts for Basic Education, Higher Education, and Youth, and provide oversight for OVC Strategic Information (SI) efforts, with the support of the OVC SI Specialist.

The Specialist reports to the EYCD Deputy Office Director and has frequent direct contact with EYCD staff, EYCD IPs, MEL staff in other Mission offices, the Program Office, Mission leadership, and USAID/Washington regarding EYCD and Mission MEL matters. The Specialist performs at least quarterly work-related travel within Uganda (up to 25 percent travel) to conduct site visits, data quality assessments, and other field-based MEL activities.

## **(2) Statement of Duties to be performed.**

### **1. Monitoring, Evaluation, and Learning – 55 percent of time**

--The Specialist provides the EYCD team and IPs with expert guidance on monitoring, evaluation, and learning. The Specialist supports EYCD in ensuring that its programs meet the highest standards of MEL professionalism, efficiency, and quality. Special emphasis will be placed on using M&E findings to inform learning and future management and activity design decisions by:

--Providing technical guidance to EYCD staff and IPs (through AOR/CORs) as they develop activity-level Performance Monitoring Plans (PMPs), evaluation plans, and Scopes of Work for evaluations and assessments. This will include providing technical direction and advice on MEL planning and methodology, proper use of standard indicators, development of custom indicators (as needed), and analyses of performance and technical reports.

--Serving as the primary point of contact (POC) for EYCD data quality assessments (DQA), working with IPs, Program Office, other USAID Mission offices, and the interagency. Develops DQA timelines and ensures adherence to minimum standards, recommending revisions for efficiency and efficacy and advocating for these changes with Program Office and/or the interagency, as needed.

--Developing organizational systems and knowledge management of MEL for the EYCD team.

--Leading M&E components of USAID Program Cycle implementation for EYCD, including contributing to the Mission's PMPs, PPR, and project- and/or activity-level MEL plans.

--Providing MEL guidance and advice to EYCD AORs and CORs, such as reviewing activity MEL reports and providing feedback, co-leading evaluation design and implementation, and facilitating linkages between MEL and program activities.

--Seeking out and mapping local expertise available to support field monitoring and evaluation tasks (e.g., surveys, assessments, data collection, analysis, etc.).

--Serving as the POC for EYCD for the day-to-day working relationship with the Mission's learning contract. Keeping the EYCD Office Director and Deputy Director up to date on relevant priorities and issues related to that contract, providing technical advice on how best to leverage the contractual relationship to meet EYCD's needs.

--Developing and delivering written materials and briefings to familiarize staff with evaluation study designs, methods, tools, and approaches, potentially in collaboration with partners.

**2. Collaborating, Learning, and Adapting – 35 percent of time**

--The Specialist leads EYCD's Collaboration, Learning, and Adaptation (CLA) activities across portfolios, using CLA plans, assessments, and independent performance and impact evaluations at the program, Mission, and Agency levels. The Specialist participates in the design and management of CLA plans for EYCD IPs and assess potential modifications to ensure that EYCD programming is producing desired results and contributing to the global knowledge base of Basic Education, Higher Education, Youth, OVC, and Child Protection practices. Advocates for inclusion of EYCD-generated learning in strategy design and decision-making. Specifically, by:

--Serving as the EYCD POC for the Mission's MEL Specialists Working Group and IP MEL Meeting to share and encourage best practices. In this capacity, will serve as the primary EYCD interlocutor on MEL issues across the Mission and with all EYCD IPs.

--Coordinating, reviewing, and updating EYCD learning plans, identifying opportunities for applying learning gained, and ensuring correct application of learning to activity and strategy design.

--Contributing to development and implementation of the Mission's CDCS Results Framework (RF) by advocating for the inclusion of EYCD-generated learning and identifying gaps in the RF and ways to address them.

--Working closely with EYCD and the Program Office to identify key program evaluation questions and providing advice and technical direction on appropriate evaluation designs.

--Tracking evaluation recommendations, synthesizing learning, and facilitating the application of findings into activity design, programmatic pivots, strategic decision-making, and portfolio reviews.

--As an AOR/COR or Alternate, promoting CLA integration throughout the activity/ies, providing technical direction to IPs, and ensuring proper financial management of the activity/ies.

**3. Development of Knowledge Products – 10 percent of time**

--The Specialist will lead EYCD team development of outreach materials and knowledge products that tell the story of and highlight accomplishments from EYCD's programs. The Specialist develops materials to communicate learning from IP reporting and assessments that can be understood by a variety of audiences working closely with the Mission Development Outreach Communication (DOC) team in these efforts. Specifically, by:

--Developing tools and documents including MEL plans and reports, monitoring and evaluation tools, portfolio presentations, and official briefing materials.

--Contributing to EYCD's DOC strategy by complementing program success stories written by technical team members with MEL data and findings. This information will be shared with audiences in Uganda and the United States.

--Analyzing complex data sets to help create communication products to inform EYCD and Mission leadership and non-evaluation specialist audiences.

CCN PSCs may participated in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

**(3) Supervisory Relationship:**

The Specialist receives broad policy guidance and technical instruction from and will be supervised by the EYCD Deputy Office Director. The Specialist will apply a highly technical body of knowledge about monitoring, evaluation, learning, and adaptive management with minimal supervision.

**(4) Supervisory Controls:**

None. However, the Specialist is the primary POC with the Mission's learning contractor on behalf of EYCD and provide substantive feedback, through AOR/CORs to implementing partners

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

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

Offers will be initially screened for compliance with application instructions and eligibility in accordance with the minimum qualification criteria listed below.

To ensure compliance with the entire set of this solicitation instructions (please see page 7 to 11 – III. EVALUATION AND SELECTION FACTORS and IV. SUBMITTING AN OFFER sections), **the offer package must be completed and signed (hand or electronic signature) where indicated - and offerors must include in their offers information to demonstrate that they:**

- (1) have attained the required education level; and
- (2) meet the experience requirements, etc.

**Education:**

A Bachelor's degree in Statistics, Public Policy, Education, Psychology, Social Work, or related subject is required.

**Prior Work Experience:**

--Minimum of five (5) years of progressively responsible professional experience in monitoring and evaluation of education, youth development, and/or social service programs supporting systems reforms and/or service delivery is required.

--Demonstrated experience in formative, summative, and impact evaluations; sector assessments; applied research; and program/project monitoring and evaluation is required.

--Demonstrated experience in management and/or oversight of complex monitoring and evaluation systems, data reporting, research, and assessments is required.

--Demonstrated experience with cross-sectoral MEL design, implementation, and oversight is required; the applicant must have experience with successfully overseeing MEL activities in more than one technical area.

**Language Proficiency:**

Excellent command of written and spoken English, Level IV (fluent).

**Job Knowledge:**

--Demonstrated knowledge of state-of-the-art and international best practices in the areas of monitoring and evaluation of development programs is required.

--Experience with Education, Youth, PEPFAR/OVC, and/or Child Protection MEL activities is an advantage.

--Demonstrated knowledge of a variety of assessment and evaluation practices, learning approaches, and adaptive management models is required.

--Knowledge of the education and/or child protection sectors in sub-Saharan Africa, including the range of issues and challenges impeding access to quality services is an advantage.

**Skills and Abilities:**

--Demonstrated ability to develop monitoring and evaluation tools, program/activity-specific indicators and learning plans, and outreach and knowledge products, as well as a high degree of analytical and leadership skills in MEL is required.

--Demonstrated ability to obtain, analyze, and evaluate a variety of data and information to prepare precise, accurate factual and analytical reports and communicate information to a variety of audiences.

--Demonstrated ability to develop and maintain a wide range of external and internal contacts.

--Demonstrated ability to work on a team and to form positive and productive working relationships at all levels, is required.

--Excellent writing skills and proficiency in Windows applications (Word, Excel, PowerPoint) are required.

--Ability and willingness for at least quarterly travel within Uganda (up to 25%) is required.

**III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

**The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.**

**Offers will be initially screened for compliance with the solicitation instructions and eligibility in accordance with the qualification criteria below.**

To ensure compliance with the entire set of this solicitation instructions (please see page 10 to 11, IV. SUBMITTING AN OFFER section), **the offer package must be complete, and signed (hand or electronic signature) where indicated - and offerors must include in their offers information to demonstrate** that they have attained the required education level and meet the experience requirements, etc.

**Offerors will be evaluated and ranked based on the information provided for the four Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Submitting an Offer 1 (iv).**

Offerors **must**, therefore, **address each of the four Quality Ranking Factors (QRFs) in their offer.** Top- ranked Offerors who meet the minimum qualification will be invited for an interview and given a written evaluation.

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

**The four Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Submitting an Offer 1 (iv) are:**

**1. Prior Work Experience (35 points):**

--Minimum of five (5) years of progressively responsible professional experience in monitoring and evaluation of education, youth development, and/or social service programs supporting systems reforms and/or service delivery is required. **(8.75 points)**

--Demonstrated experience in formative, summative, and impact evaluations; sector assessments; applied research; and program/project monitoring and evaluation is required. **(8.75 points)**

--Demonstrated experience in management and/or oversight of complex monitoring and evaluation systems, data reporting, research, and assessments is required. **(8.75 points)**

--Demonstrated experience with cross-sectoral MEL design, implementation, and oversight is required; the applicant must have experience with successfully overseeing MEL activities in more than one technical area. **(8.75 points)**

**2. Skills and Abilities (35 points):**

--Demonstrated ability to develop monitoring and evaluation tools, program/activity-specific indicators and learning plans, and outreach and knowledge products, as well as a high degree of analytical and leadership skills in MEL is required. **(7 points)**

--Demonstrated ability to obtain, analyze, and evaluate a variety of data and information to prepare precise, accurate factual and analytical reports and communicate information to a variety of audiences. **(7 points)**

--Demonstrated ability to develop and maintain a wide range of external and internal contacts. **(7 points)**

--Demonstrated ability to work on a team and to form positive and productive working relationships at all levels, is required. **(7 points)**

--Excellent writing skills and proficiency in Windows applications (Word, Excel, PowerPoint) are required. **(4 points)**

--Ability and willingness for at least quarterly travel within Uganda (up to 25 percent) is required. **(3 points)**

**3. Job Knowledge (30 points):**

--Demonstrated knowledge of state-of-the-art and international best practices in the areas of monitoring and evaluation of development programs is required. **(9 points)**

--Experience with Education, Youth, PEPFAR/OVC, and/or Child Protection MEL activities is an advantage. **(6 points)**

--Demonstrated knowledge of a variety of assessment and evaluation practices, learning approaches, and adaptive management models is required. **(9 points)**

--Knowledge of the education and/or child protection sectors in sub-Saharan Africa, including the range of issues and challenges impeding access to quality services is an advantage. **(6 points)**

**4. Education (pass/fail):**

Offerors will be given a passing score if they have a relevant level of education. Offerors without a relevant level of education will not be considered for award or proceed forward in the evaluation process.

A Bachelor's degree in Statistics, Public Policy, Education, Psychology, Social Work, or related subject is required.

Evaluation Factors have been assigned the following points: Job

Prior Work Experience – 35 points

Skills and Abilities - 35 points

Knowledge - 30 points

Education – **Pass/Fail**

Language Proficiency - **Pass/Fail**

Satisfactory Professional Reference Checks– **Pass/Fail**

**Evaluation Factor Total – 100 points**, and **Pass** for Education, Language Proficiency, and Reference Checks.

Offerors invited to an interview and written test will be evaluated based upon the same criteria described above. In addition, offerors determined to be competitively ranked may also be evaluated on interview performance, written evaluations and/or satisfactory professional reference checks.

**IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit (**Requirements (i) - (v) below are critical for compliance of the offer. Therefore, candidates MUST pay due attention to these:**

(i) A typed and **signed (hand or electronic signature)** (around Section 6 – Declaration) DS-174 Employment Application for Locally Employed Staff or Family Member (<https://eforms.state.gov/Forms/ds174.pdf>; Version Exp. 06/2022). Offerors are required to complete sections 1 through 6. (Make sure to use **additional Work Experience pages (Section 4)**, if needed, to provide complete work history).

(ii) Cover letter (addressed to the USAID Supervisory Executive Officer) clearly indicating the position for which you are applying and describing how you meet the minimum requirements.



(iii) Complete curriculum vitae/resume. In order to fully evaluate your application, the resume must include:

(a) Paid and non-paid experience, job title, dates held (month/year). **Please specify unpaid or part time work. Any experience that does not include dates (month/year) will not be counted towards meeting the solicitation requirements. (NOTE: Resume and DS-174 work experience should match.)**

(b) Specific duties performed that fully detail the level and complexity of the work.

(c) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards, or accomplishments.

(d) Name and contact information (phone and email) of three (3) professional references. At least one of the references must be a prior or current direct supervisor.

(iv) Supplemental [separate] document specifically addressing each QRF as outlined in the solicitation.

(v) **Copies of Academic Transcripts.**

(vi) **Offers should be in Adobe Acrobat (.pdf). No other file types will be accepted. All documents should be scanned into one (1) document (one (1) ATTACHMENT) which should not exceed 10MB.**

Documents should be arranged and scanned in this order:

- (1) DS-174
- (2) Cover Letter
- (3) Complete Curriculum vitae/resume
- (4) Supplemental documents
- (5) Academic Transcripts

(vii) Submitted offers and documents become the property of USAID and will not be returned.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in Section I at [kampalausaidjobs@usaid.gov](mailto:kampalausaidjobs@usaid.gov) **Incomplete or late applications will not be considered.**

All qualified Offerors will be considered regardless of age, race, color, sex, creed, national or tribal origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization or other non-merit factor.

3. **Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.**

For this position, the subject line of the email MUST read:

SOL NUMBER TITLE OF POSITION, LAST, FIRST CANDIDATE NAME -  
 Ex: 72061722R10029\_Project Management Specialist (Monitoring, Evaluation & Learning), Smith, Jose

4. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors.** Please be advised that, upon award, the contractor will be required to follow the Mission polices and/or directives from the U.S. Department of State regarding COVID-19 requirements.

## V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions and how to complete and submit forms for obtaining medical and security clearances.

## VI. BENEFITS/ALLOWANCES

As a matter of policy and as appropriate, a PSC is normally authorized the following benefits and allowances - in accordance with the U.S. Mission to Uganda's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, retirement plan, and medical insurance subsidy. Final compensation for Offerors will be negotiated within the listed market value.

## VII. TAXES

Successful Offeror will be subject to Ugandan tax laws.

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

1. USAID regulations and policies governing CCNPSC awards are available at the below sources:

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 contractual General Provisions ([https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf))

2. **RESERVED.**

3. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

### LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: BBFY Fund: DV/2021/2022 APPRO: APPR: 7221/221021 OBL: 617-MO-2022-FSN-SALARIES-BE	1	LOT	UGX TBD	UGX TBD at Award after negotiations with Contractor

4. 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>

AAPD/CIB No.	Title/Issued Date	Subject Category
<a href="#"><u>AAPD 21-04 Revision 4</u></a> (PDF 727KB)	Executive Order 14042 on Ensuring Adequate COVID-19 Safety Protocols for Federal Awards – <i>June 6, 2022</i> <a href="#"><u>AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities.</u></a> [165K PDF] <a href="#"><u>AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts</u></a> [166K PDF] <a href="#"><u>AAPD No. 21-04 ATTACHMENT 6 - Overview of Applicability of FAR 52.223-99</u></a> [116KB PDF]	Acquisition Management, PSCs
<a href="#"><u>AAPD 21-01</u></a> <a href="#"><u>(PDF 221K)</u></a>	Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J – <i>March 26, 2021</i>	Acquisition Management

**5. 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>.

**6. PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

[END SOLICITATION]