



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061719R10006

**ISSUANCE DATE:** October 29, 2018

**CLOSING DATE/TIME:** November 9, 2018, 4:45:00 PM Uganda Time

**SUBJECT:** Solicitation for 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, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a personal service contract (PSC), 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 the attached information.

Sincerely,

Fredrick Onyango  
Supervisory Executive Officer



**I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72061719R10006
- 2. ISSUANCE DATE:** October 29, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** November 9, 2018, 4:45:00 PM Uganda Time
- 4. POSITION TITLE:** Acquisition and Assistance Specialist (**Multiple Positions**)
- 5. MARKET VALUE:** The entry grade level of this position is set at FSN-9/FSN-10/FSN-11 depending on the qualifications of the applicant.

The following annual rates are inclusive of allowances:

FSN-9 (UGX 75,718,515-110,993,513)  
FSN-10 (UGX 102,802,449-150,709,572)  
FSN-11 (UGX 137,483,245-202,072,484)

The Acquisition and Assistance Specialist will be compensated in accordance with **AIDAR Appendix J** and the U.S. Mission to Uganda's Local Compensation Plan (LCP). Final compensation will be negotiated within the listed market value depending on the qualifications of the applicant.

- 6. 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.
- 7. PLACE OF PERFORMANCE:** Kampala, Uganda with possible travel as described in the Statement of Work.
- 8. SECURITY LEVEL REQUIRED:** Employment Authorization
- 9. STATEMENT OF DUTIES:**

The Statement of Duties for position grade FSN-9 is listed below. *Please note that the Statement of Duties for position grade FSN-10 and FS-11 can be found under Annex I of this solicitation.*

(1) General Statement of Purpose of the Contract

The incumbent performs technical and procurement management work that supports the USAID/Uganda Acquisition & Assistance (A&A) team. The Mission has an OYB in excess of \$350 million and includes several high-visibility, politically sensitive Presidential Initiatives: the President's Emergency Plan for AIDS Relief (PEPFAR), the President's Malaria Initiative (PMI) and Feed the Future (FtF). The work covers three Development Objectives generating technically complex cross-cutting programs requiring intricate and sensitive procurement operations. Individual A&A instruments range from \$10,000 purchase orders to \$100M contract and grant agreements. Technical work involves supporting the preparation, control, and review of procurement documents and reports related to planning strategies and appropriate solicitation documents, conducting the analysis, evaluation, and negotiation of a wide variety of acquisition and assistance documents, such as contracts, cooperative agreements, and grants; maintains

various procurement files and responsible for the distribution and follow-up of official copies of A&A documents to permit the implementation and payment actions; or perform other similar work in support of implementation and operation of mission programs.

The Acquisition and Assistance Specialist (Trainee) is located in the Office of Acquisition and Assistance, USAID/Uganda. The function of the Office is to provide Acquisition and Assistance (procurement) support to Mission Technical Offices and Development Objective (DO) and Assistance Objective (AO) Teams in the Mission, and in any Regional Offices that may be supported by the Mission. The primary purpose of this position is to perform a variety of acquisition and assistance duties including writing grants, cooperative agreements, contracts, and other procurement instruments and preparing amendments in support of the Mission. The Specialist (Trainee) reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of scopes of work (SOW); drafts requests for proposal or quote; performs cost and price analysis; analyzes proposals or quotes received; drafts contracts and contract modifications; analyzes contractor-proposed budgets; recommends revisions to various contract provisions; writes Memoranda of Negotiation; and, prepares other required documentation. The Specialist (Trainee) maintains contract files and records up to date, prepares Contractor Performance Reports (CPRs), and supports award closeouts. The Specialist (Trainee) provides guidance related to administrative award modifications. The Specialist (Trainee) is responsible for carrying out day-to-day activities under the mentorship of more senior Office employees.

This position is a part of an established career ladder, which provides for the potential to progress to the FSN-10 and, subsequently, to the FSN-11 grade level. There is no potential for the Job Holder to become a permanent FSN-09 in this work assignment. Attainment of higher grade levels is contingent upon the Specialist (Trainee) successfully completing required training, meeting agree-upon objectives and milestones, and performing in a Fully Successful (or equivalent) manner. Promotion to the FSN-10 and to the target FSN-11 grade levels is not mandatory, and failure to achieve those high levels of performance may be the basis for dismissal.

**(2) Statement of Duties to be Performed.**

a. The Specialist (Trainee) is responsible for providing basic project acquisition and assistance support to USAID/Uganda Technical Offices, DO and AO Teams, and any designated Regional clients. USAID programs are diverse and multi-sectoral. The Specialist (Trainee) is required to provide basic and limited acquisition assistance to designated Technical Offices, DO, and/or AO Teams, and to support a variety of programs/projects/activities. These programs/projects/activities are implemented through complex Government contracting and grant mechanisms, including but not limited to purchase orders, competitively negotiated technical assistance agreements, contracts, cooperative agreements, Participating Agency Service Agreements (PASA), and sole source contracts, requiring the Specialist (Trainee) to become familiar with the full range of USAID procurement instruments.

b. The Specialist (Trainee) is assigned work in such a manner as to provide training and the basis for independent selection of appropriate procurement instrument types for the situation at hand, and to accurately apply USG procurement laws, regulations, policies, and procedures governing each type of instrument. The developmental nature of the assignment provides exposure to the acquisition of goods and various types of services. The Specialist (Trainee) will become equally familiar with the procedures for acquisition of goods, and for managing personal service and non-personal service contracting actions.

c. The Specialist (Trainee) is expected to work with higher-level Specialists/Officers, and with technical specialists/activity managers in DO and AO Teams throughout Mission and/or the Region, assisting in the preparation of annual procurement plans, clear and concise statements of work, and supporting

documentation. The Specialist (Trainee) will develop the ability to provide authoritative technical guidance to technical specialists/activity managers pertaining to their procurement-related responsibilities and procedures. Specific developmental duties include:

**Pre-Award Duties** – the Specialist (Trainee) participates in meetings on procurement planning; collates data, and prepares and updates tracking tools in order to monitor pending procurements; works with clients to assist in the preparation of justifications, waivers, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. Prepares solicitation documents in GLAAS, and the electronically posts Simplified Acquisitions and Personal Services Contracts; and, works with higher-level Specialists/Officers to ensure compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations, as prescribed. The Specialist (Trainee) works with higher-level Specialists/Officers to prepare Requests for Proposal and Requests for Application. The Specialist (Trainee) assists higher-level Specialists/Officers in pre-award activities for competitive solicitations, and with pre-award assessment surveys of potential contractors or recipients, in order to ensure eligibility prior to an award being made.

**Post-Award Duties** – the Specialist (Trainee) assists higher-level Specialists/Officers in monitoring performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist (Trainee) manages the assigned developmental portfolio, assuring that funding is available when required; and, under the guidance of higher-level Specialists/Officers works with AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met. As assigned, the Specialist (Trainee) conducts site visits and attends meetings. The Specialist (Trainee) provides guidance to technical personnel, and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist (Trainee) assists in researching and resolving issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

d. The Specialist (Trainee) assists in the conduct of closeouts of contracts, grants, and cooperative agreements after completion. These include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

### **(3) Supervisory Relationship:**

The Acquisition Specialist (Trainee) works under the general supervision of the Contracting Officer, who makes assignments in terms of the broad range of developmental procurement actions the Trainee will perform. The Specialist (Trainee) will independently initiate necessary coordination with requesting Mission CORs/AORs, Technical Offices, and DO and AO Teams, providing basic policy guidance on how to best fulfill requirements, with OFM and RLA as necessary, and with staffs of other agencies, and with awardees. The Specialist (Trainee) will keep the higher-level Specialist/Officer, and/or the Contracting Officer/Regional Contracting Officer, and/or his/her designee, updated through status reports and verbal briefings. Completed work is reviewed closely at this level, in terms of reviewing the procurement approach for results achieved, in meeting delivery schedules, and in the selection of appropriate contract methods.

**(4) Supervisory Controls:**

This is a non-supervisory position.

**10. AREA OF CONSIDERATION:** All qualified Ugandans are eligible to submit an offer in response to this solicitation.

**11. PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** Grace Nakaddu, EXO Specialist, [gnakaddu@usaid.gov](mailto:gnakaddu@usaid.gov) or 0414-306-001.

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

In order to be considered for the position, an Offeror must meet the Minimum Qualifications listed below.

The consideration and selection will be based on a panel evaluation of the Evaluation Factors.

Additionally, interviews and writing samples may be requested only from the top scoring offerors. Please note that not all Offerors will be interviewed or contacted.

USAID will not pay for any expenses associated with the interviews unless expenses are pre-authorized. Reference checks may be conducted on those Offerors selected for an interview. The Offeror's references must be able to provide substantive information about his/her past performance and abilities.

Offerors are required to write a brief cover letter to demonstrate how prior experience and/or training address the position grade FSN-9/FSN-10/FSN-11 Minimum Qualifications and Evaluation Factors listed below.

**At the FSN-9 level, the applicant must, at a minimum, have:**

A. Education: Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required. ***NB: Additional education may NOT be substituted for Experience.***

B. Prior Work Experience: Three or more years of progressively responsible experience in acquisition and assistance, development assistance, or a closely related field is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or a related occupation, within a USG organization the Host Government, the private sector, or within an international or donor organization, in an English-language work environment. ***NB: Additional experience may NOT be substituted for Education.***

C. Language Proficiency: Level IV (Fluent) in both written and spoken English. Knowledge of additional languages common in Uganda is desired.

D. Job Knowledge: Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required. An understanding of US Federal and USAID Acquisition

Regulations, and/or knowledge and understanding of how to execute and administer a complex acquisition portfolio, and/or the ability to quickly gain such understanding, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A basic understanding of markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is desirable.

E. Skills and Abilities: The potential to acquire the ability to plan and administer acquisition activities, and provide acquisition assistance and support for Agency programs and projects in a timely manner, is required. The potential to gain the ability to apply contracting regulations, procedures, and policies to individual acquisition and assistance programs is required. And, an ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skill in the use of most elements of the Microsoft Business suite is desired.

Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

This position requires solid computer skills to utilize public, high-visibility, externally monitored electronic resources via the web, especially those pertaining to procurement related topics and those used to generate awards. Examples of these web-based systems that require proficiency include the Federal Business Opportunities (FedBizOps), Grants.gov, Federal Procurement Data System (FPDS), Federal Assistance Award Data System (FAADS), Central Contractor Registration (CCR), Contractor Performance Assessment Reporting System (CPARS), Agency Secure Image and Storage Tracking system (ASIST) and Online Representations and Certifications Application (ORCA). The position requires the incumbent to have the ability to become a subject matter expert with the Global Acquisition and Assistance System (GLAAS) system for all user roles in USAID Uganda. The incumbent must be competent with the use of word processing, spreadsheets, and other standard business system software.

**At the FSN-10 level, the applicant must, at a minimum, have:**

A. Education: Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required. ***NB: Additional education may NOT be substituted for Experience.***

B. Prior Work Experience: Four or more years of progressively responsible experience in acquisition and assistance, development assistance, or a closely related field is required. As this position is part of a recognized and established career ladder, a minimum of one year of this experience must have been gained working in a USAID Contracting/A&A Office at no less than the next lower grade level. ***NB: Additional experience may NOT be substituted for Education.***

C. Language Proficiency: This position requires Level IV (fluency) in both written and spoken English. Knowledge of additional languages common in Uganda is desired.

D. Knowledge: Knowledge of public and/or private-sector business processes is required. At this level, knowledge of US Federal and USAID Acquisition Regulations, or knowledge and understanding of how

to execute and administer an acquisition and portfolio, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A good knowledge of Regional markets pertaining to program and project requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is desirable.

**E. Skills and Abilities:** The ability to plan and administer acquisition activities, and provide adequate acquisition assistance and support for agency programs and projects in a timely manner is required. The ability to apply governing contracting regulations, procedures, and policies to assigned acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skill in the use of most elements of the Microsoft Business suite is required.

Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes. An ability to deal effectively with high-level representatives of the US and local business community, with senior managers in the USAID Mission and with senior level host government representatives is required.

This position requires solid computer skills to utilize public, high-visibility, externally monitored electronic resources via the web, especially those pertaining to procurement related topics and those used to generate awards. Examples of these web-based systems that require proficiency include the Federal Business Opportunities (FedBizOps), Grants.gov, Federal Procurement Data System (FPDS), Federal Assistance Award Data System (FAADS), Central Contractor Registration (CCR), Contractor Performance Assessment Reporting System (CPARS), ASIST and Online Representations and Certifications Application (ORCA). The position requires the incumbent to be a subject matter expert with the GLAAS system for all user roles in USAID Uganda. The incumbent must be competent with the use of word processing, spreadsheets, and other standard business system software.

**At the FSN-11 level, the applicant must, at a minimum, have:**

**A. Education:** Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required. ***NB: Additional education may NOT be substituted for Experience.***

**B.** Five or more or progressively responsible work in acquisition and assistance is required. As this position is part of a recognized and established career ladder, a minimum of two years of this experience must have been gained working in a USAID Contracting/A&A Office, with at least one year at the next lower, FSN-10, grade level. ***NB: Additional experience may NOT be substituted for Education.***

**C. Language Proficiency:** This position requires Level IV (fluency) in both written and spoken English. Knowledge of additional languages common in Uganda is desired.

**D. Knowledge:** Knowledge of US Federal and USAID Acquisition Regulations, and knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small

purchase procedures, and that result in standard and established contract types. A good knowledge of host-country and regional markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is required. Knowledge of business processes in public or private sectors is required.

**E. Skills and Abilities:** The ability to plan and administer large acquisition activities, and provide adequate acquisition assistance and support for agency programs/projects/activities in a timely manner is required. The ability to apply governing contracting regulations, procedures, and policies to individual complex acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skill in the use of most elements of the Microsoft Business suite is required.

Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

This position requires solid computer skills to utilize public, high-visibility, externally monitored electronic resources via the web, especially those pertaining to procurement related topics and those used to generate awards. Examples of these web-based systems that require proficiency include the Federal Business Opportunities (FedBizOps), Grants.gov, Federal Procurement Data System (FPDS), Federal Assistance Award Data System (FAADS), Central Contractor Registration (CCR), Contractor Performance Assessment Reporting System (CPARS), ASIST and Online Representations and Certifications Application (ORCA). The position requires the incumbent to be a subject matter expert with GLAAS for all user roles in USAID Uganda. The incumbent must be competent with the use of word processing, spreadsheets, and other standard business system software.

### **III. EVALUATION AND SELECTION FACTORS**

Offers will be initially screened for compliance with application instructions and eligibility in accordance with the qualification criteria above. Incomplete, unsigned applications that are not in compliance with the instructions will not be evaluated or considered for award.

Offerors must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked Offerors who meet the minimum qualification will be invited for an interview and may be 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 (EPR) are not eligible to apply.

**The Evaluation Factors for position grade FSN-9 are as follows:**

**1. Education (Pass/Fail)** – Offers will be given a passing score if they have a relevant degree. Offers without a relevant undergraduate degree will not be considered for award or proceed forward in the evaluation process.

**2. Job Knowledge and Experience (50 points):**

(i) Minimum of 3 years of progressively responsible work experience (**10 points**). Applicants will be evaluated on whether their work experience demonstrates an expansion in knowledge, skills, scope and responsibility.

(ii) Minimum of 1 year of work experience in the Acquisition and Assistance field (**30 points**). Applicants will be evaluated on their experience in the Acquisition and Assistance field. This includes the scope of tasks and responsibilities they have completed and how closely they relate to the responsibilities described in the Statement of Duties described in this solicitation.

This includes an understanding of USG Regulations, or knowledge and understanding of how to execute and administer a complex acquisition portfolio, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types.

(iii) The applicant will be evaluated based on how his/her work experience demonstrates a basic understanding of regional markets pertaining to program and project requirements for services and commodities. This includes a good knowledge and understanding of US market and pricing methods is desirable (**10 points**).

**3. Skills and Abilities (50):**

(i) Language Proficiency: This position requires Level IV (fluency) in both written and spoken English. The applicant will be evaluated on the quality of writing in the application. This includes spelling, grammar, sentence structure and paragraph structure (**10 points**).

(ii) The applicant will be evaluated on his/her demonstrated experience organizing, analyzing, negotiating, and managing multiple complex tasks (**15 points**).

(iii) The applicant will be evaluated on his/her experience working in high pressure, high volume work situations in which confidentiality, calmness and tact were required (**10 points**).

(iv) The applicant will be evaluated on his/her engagement with senior management in private and public sector organizations (**5 points**).

(v) This position requires solid computer skills as described above. The applicant will be evaluated on his/her experience utilizing procurement software, office Word processing and budget software (e.g. Microsoft Office suite of applications) (**10 points**).

**TOTAL: 100 Points**

*Offerors invited to an interview and written test will be evaluated based upon the same criteria described above. References will be checked for top scoring offeror(s).*

**The Evaluation Factors for position grade FSN-10 are as follows:**

**1. Education (Pass/Fail)** – Offers will be given a passing score if they have a relevant degree. Offers without a relevant undergraduate degree will not be considered for award or proceed forward in the evaluation process.

**2. Job Knowledge and Experience (50 points):**

(i) Four or more years or more in a progressively responsible work situation in USAID Acquisition and Assistance (**10 points**). Applicants will be evaluated on whether their work experience demonstrates an expansion in knowledge, skills, scope and responsibility.

(ii) Experience gained in a USAID Contracting/A&A Office (**30 points**). This includes the scope of tasks and responsibilities they have completed and how closely they relate to the responsibilities described in the Statement of Duties described in this solicitation.

At this level, knowledge of USAID and Federal regulations and procedures for a broad range of acquisition instruments and assistance agreements, and a general knowledge of the Mission's portfolio and USAID's program/project policies, procedures, goals, priorities is required. This includes familiarity with USAID/W multiple award contracts.

(iii) The applicant will be evaluated based on how his/her work experience demonstrates knowledge of U.S. and local business practices and procedures; knowledge of local and regional market conditions and norms; knowledge of cost principles and requirements, cost/pricing structures, negotiation methods and techniques; and knowledge of U.S., regional and local market pricing practices. (**10 points**).

**3. Skills and Abilities (50 points):**

(i) Language Proficiency: This position requires Level IV (fluency) in both written and spoken English. The applicant will be evaluated on the quality of writing in the application. This includes spelling, grammar, sentence structure and paragraph structure (**10 points**).

(ii) The applicant will be evaluated on his/her demonstrated experience organizing, analyzing, negotiating, and managing multiple complex tasks (**15 points**).

(iii) The applicant will be evaluated on his/her experience working in high pressure, high volume work situations in which confidentiality, calmness and tact were required (**10 points**).

(iv) The applicant will be evaluated on his/her engagement with senior management in private and public sector organizations (**5 points**).

(v) This position requires solid computer skills as described above. The applicant will be evaluated on his/her experience utilizing procurement software, office Word processing and budget software (e.g. Microsoft Office suite of applications) (**10 points**).

**TOTAL: 100 Points**

*Offerors invited to an interview and written test will be evaluated based upon the same criteria described above. References will be checked for top scoring offeror(s).*

**The Evaluation Factors for position grade FSN-11 are as follows:**

**1. Education (Pass/Fail)** – Offers will be given a passing score if they have a relevant degree. Offers without a relevant undergraduate degree will not be considered for award or proceed forward in the evaluation process.

**2. Job Knowledge and Experience (50 points):**

(i) Five or more years in a progressively responsible work situation in USAID Acquisition and Assistance **(10 points)**. Applicants will be evaluated on whether their work experience demonstrates an expansion in knowledge, skills, scope and responsibility.

(ii) Experience gained in a USAID Contracting/A&A Office **(30 points)**. This includes the scope of tasks and responsibilities they have completed and how closely they relate to the responsibilities described in the Statement of Duties described in this solicitation.

At this level, an extensive knowledge of USAID and Federal regulations and procedures for a broad range of acquisition instruments and assistance agreements, and a general knowledge of the Mission's portfolio and USAID's program/project policies, procedures, goals, priorities. This includes knowledge of USAID/W multiple award contracts, standards and U.S. Federal specifications.

(iii) The applicant will be evaluated based on how his/her work experience demonstrates knowledge of U.S. and local business practices and procedures; knowledge of local and regional market conditions and norms; knowledge of cost principles and requirements, cost/pricing structures, negotiation methods and techniques; and knowledge of U.S., regional and local market pricing practices. **(10 points)**.

**3. Skills and Abilities (50 points):**

(i) Language Proficiency: This position requires Level IV (fluency) in both written and spoken English. The applicant will be evaluated on the quality of writing in the application. This includes spelling, grammar, sentence structure and paragraph structure **(10 points)**.

(ii) The applicant will be evaluated on his/her demonstrated experience organizing, analyzing, negotiating, and managing multiple complex tasks **(15 points)**.

(iii) The applicant will be evaluated on his/her experience working in high pressure, high volume work situations in which confidentiality, calmness and tact were required **(10 points)**.

(iv) The applicant will be evaluated on his/her engagement with senior management in private and public sector organizations **(5 points)**.

(v) This position requires solid computer skills as described above. The applicant will be evaluated on his/her experience utilizing procurement software, office Word processing and budget software (e.g. Microsoft Office suite of applications) **(10 points)**.

**TOTAL: 100 Points**

*Offerors invited to an interview and written test will be evaluated based upon the same criteria described above. References will be checked for top scoring offeror(s).*

#### IV. PRESENTING AN OFFER

1. 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.
2. Late applications, received after the closing date and time, will not be accepted or considered for award.
3. To ensure consideration of applications for the intended position, Offerors must prominently reference the Solicitation number in the application submission.
4. Eligible Offerors are required to complete and submit:
  - (i) A **signed** DS-174 Employment Application for Locally Employed Staff or Family Member (<https://eforms.state.gov/Forms/ds174.pdf>)
  - (ii) Cover letter clearly indicating the position for which you are applying and describing how you meet the minimum requirements
  - (iii) A Curriculum Vitae/Resume
  - (iv) Copies of Academic Transcripts
  - (v) Names, contact numbers, and e-mail addresses of three (3) professional references. At least one of the references must be a prior or current direct supervisor.
5. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to: [KampalaHR@state.gov](mailto:KampalaHR@state.gov)
- 6. Offers should be in a standard file type such as Microsoft Word (.doc) or Adobe Acrobat (.pdf). All should be in one document which should not exceed 10MB.**
7. Submitted offers and documents become the property of USAID and will not be returned.

#### 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 for grade FSN-9/FSN/10/FSN/11.

**VII. TAXES**

Successful Offeror will be subject to Ugandan tax laws.

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

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. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>

3. Acquisition & Assistance Policy Directives and Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts (<https://www.usaid.gov/work-usaid/aapds-cibs>).

AAPD/CIB No.	Title/Issued Date	Subject Category
<a href="#">AAPD 16-03 (PDF 305 KB)</a> <a href="#">AAPD 16-03 (Word 90 KB)</a>	Expanded Incentive Awards for Personal Services Contracts with Individuals Issued: June 15, 2016	Personal Services Contracts

4. 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>.

**IX. ANNEX**

- Foreign Service National Position Designation - FSN-10
- Foreign Service National Position Designation - FSN-11

**[END SOLICITATION]**