



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061718R10006

**ISSUANCE DATE:** July 16, 2018

**CLOSING DATE/TIME:** July 27, 2018, 4:45 P.M. Ugandan Time

**SUBJECT:** Solicitation for Cooperating Country Personal Service 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 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 the attached information.

Sincerely,

  
Jennifer Crow-Yang  
Supervisory Contracting Officer



## **I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72061718R10006
- 2. ISSUANCE DATE:** July 16, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** July 27, 2018, 4:45 PM Ugandan Time
- 4. POSITION TITLE:** Administrative Management Assistant
- 5. MARKET VALUE:** UGX 63,281,227 – UGX 92,530,238 per annum, equivalent to FSN-08. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uganda. Final compensation will be negotiated within the listed market value.
- 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:**

### **I. General Statement of Purpose of the Contract:**

USAID/Uganda is seeking for qualified Ugandans for the position of Administrative Management Assistant.

The Administrative Management Assistant serves on the USAID/Uganda Executive Office (EXO) team and reports to the Supervisory Executive Officer. The incumbent is responsible for executing a full range of travel, human resources and administrative duties on behalf of the Executive Office. S/he serves as the Mission point of contact and subject matter expert for all travel-related matters. In addition, s/he conducts a variety of personnel actions in support of the human resources function. The incumbent also handles all administrative requirements of the Executive Office.

### **II. Statement of Duties to be Performed:**

#### **a. Travel Management (35%)**

- Coordinate travel-related logistics for Mission personnel, ensuring that the fare basis, routing and itineraries are compliant with travel regulations and use the most direct and cost effective routes.
- Serve as the Mission's in-house expert for E2, USAID's travel management application.

- Prepare travel authorizations for all Mission domestic and international travel, such as departure, reassignment, transfer, emergency, or medical evacuation.
- Provide information on entry and departure requirements, such as visas and medical requirements.
- Assists the Mission in the coordination of travel and logistics arrangements for official visitors, temporary duty (TDY) visitors and other guests to the Mission.
- Issue and route electronic country clearances (eCC) and other access requests for TDY visitors and guests to the Mission.
- Serve as the Mission liaison with a variety of internal and external contacts related to Mission travel, such as the Embassy travel office, USAID/Washington, and travel industry contacts.
- Confirm itineraries, coordinate updates to travel plans, and serve as the focal point for resolving Mission travel issues.
- Compose travel related correspondence and documents, such as invitation letters or cables.
- Maintain trackers and data related to domestic and international travel; compiles reports of travel data as requested.
- Maintain office files related to Mission travel.
- Advise the Mission staff on policies and procedures regarding official travel, USG travel regulations, airline regulations, host government rules and practices.

**b. Human Resources (45%)**

- Support the administration of Agency and Embassy award and recognition programs. Collect and process award nominations, maintain award rosters, and coordinate with the Office of Financial Management on payment for monetary awards.
- Process incoming and outgoing employees, including arrival/departure cables, Mission notices, and check-in/check-out forms and procedures.
- Maintain the Mission's staffing pattern, ensuring completeness and accuracy.
- Support Mission recruitment activities, including screening applications, coordinating interviews, administering testing, and processing selected candidates.
- Compose human resources related correspondence, documents and reports.
- Maintain various personnel files, trackers and databases.
- Provide guidance to staff on human resources policies and procedures.

**c. Administrative (20%)**

- Coordinate day-to-day administrative operations on behalf of the EXO team, including scheduling, logistics, supply, and maintenance requests.
- Provide administrative and coordination support for special events, including partners meetings, training sessions and other external meetings. Provide logistics support during events held both at the Mission and off-site.
- Prepare routine correspondence and non-technical documents, such as letters, memoranda, cables, country clearances, and requisitions.
- Maintain various office lists, trackers and databases, such as the Mission phone list and the TDY tracker.

- Maintain and update filing system for the office. Retrieves information from files when needed.
- Ensure that EXO staff and supervisors properly submit timekeeping data.
- Provide administrative coordination between the EXO team and the broader Mission.
- Provide back-up support to the Front Office, as necessary.
- Occasionally travel regionally to provide field support to technical teams during site visits.

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.

### **III. Supervisory Relationship:**

The incumbent receives general supervision from the Supervisory Executive Officer. S/he plans his/her own work and sets priorities in conjunction with the supervisor. The incumbent has a fair degree of discretion to resolve day-to-day problems/situations encountered or referred by other staff. Complex problems/situations are referred to the supervisor.

### **IV. Supervisory Controls:**

None.

**10. OPEN TO:** All qualified Ugandans are eligible to submit an offer in response to this solicitation.

**11. PHYSICAL DEMANDS:** The work 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**

Offers will be initially screened for compliance with application instructions and eligibility in accordance with the minimum qualification criteria listed below. Applicants who do not meet all of the education and experience requirements or who provide incomplete, unsigned applications that are not in compliance with the application instructions will not be evaluated or considered for award.

### **Education:**

Possession of a bachelor's degree or the host-country equivalent in a relevant field, such as administration, business, management, human resources, or other related field is required.

### **Work Experience:**

Three years of progressively responsible work experience in a travel, human resources or administration related field is required.

**Language Proficiency:**

Level IV (fluent) spoken and written English language proficiency is required.

**Job Knowledge:**

The incumbent must possess strong knowledge of standard office procedures and practices.

Working knowledge of practices and local laws pertaining to travel and/or human resources.

General understanding of the nature and goals of USAID and/or foreign assistance programming.

**Skills and Abilities:**

Must possess strong interpersonal skills, including the ability to work successfully as part of a team.

Ability to work independently to organize and execute a variety of activities simultaneously.

Must have strong communication skills, both orally and in writing.

A high degree of tact, diplomacy, confidentiality and initiative for effectiveness is required.

Ability to work successfully under pressure and within difficult time constraints.

Competence in using various computer software applications including Microsoft Office programs, database programs, and web-based programs.

**III. EVALUATION AND SELECTION FACTORS**

Offerors are required to address each of the Evaluation Factors in their application to demonstrate what experience, training, education and/or awards they have received that are relevant to each factor.

All applications that are compliant with application instructions and meet minimum qualifications will be evaluated and scored based on the documentation submitted with the application. These applications will be evaluated based on scoring of the Evaluation Factor responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks. USAID reserves the right to invite the highest and/or competitively ranked candidates for an interview and/or conduct reference checks only on those individuals.

Offerors will be evaluated and ranked based on the following Evaluation Factors:

**1. Education (Pass/Fail)**

Possession of a bachelor's degree or the host-country equivalent in a relevant field, such as administration, business, management, human resources, or other related field is required.

**2. Work Experience (35 points in total):**

Three years of progressively responsible work experience in a travel, human resources or administration related field is required.

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

Strong knowledge of standard office procedures and practices.

Working knowledge of practices and local laws pertaining to travel and/or human resources.

General understanding of the nature and goals of USAID and/or foreign assistance programming.

**4. Skills and Abilities (35 points in total):**

Must possess strong interpersonal skills, including the ability to work successfully as part of a team.

Ability to work independently to organize and execute a variety of activities simultaneously.

Must have strong communication skills, both orally and in writing.

A high degree of tact, diplomacy, confidentiality and initiative for effectiveness is required.

Ability to work successfully under pressure and within difficult time constraints.

Competence in using various computer software applications including Microsoft Office programs, database programs, and web-based programs.

Evaluation Factors have been assigned the following points:

Education – Pass/Fail

Work Experience – 35 points

Job Knowledge – 30 points

Skills and Abilities – 35 points

Satisfactory Professional Reference Checks – Pass/Fail

**Evaluation Factor Total – 100 points**

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. 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**

The Supervisory Financial Analyst will be compensated 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 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

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
<b>AAPD 16-03</b> <b>(PDF 305 KB)</b>	Expanded Incentive Awards for Personal Services Contracts with Individuals	Personal Services Contracts
<b>AAPD 16-03</b> <b>(Word 90 KB)</b>	Issued: June 15, 2016	

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>.

[END SOLICITATION]