USAID | UGANDA
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061720R10008
ISSUANCE DATE: January 13, 2020
CLOSING DATE/TIME: January 24, 2020, 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** 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 1.

Sincerely,

Fredrick Onyango
Supvy. Executive Officer

UNITED STATES GOVERNMENT
AGENCY FOR INTERNATIONAL DEVELOPMENT
MISSION TO UGANDA
(USAID/UGANDA)

I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72061720R10008

2. ISSUANCE DATE: January 13, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: January 24, 2020, 4:45:00 PM Uganda Time

4. POINT OF CONTACT: Grace Nakaddu, EXO Specialist, gnakaddu@usaid.gov or 0414-306-001.

5. POSITION TITLE: Project Management Specialist (Health Systems Strengthening) **(Readvertized)**

6. MARKET VALUE: UGX 108,988,938 – 159,733,808 per annum, equivalent to FSN-10. 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. Employees who do not meet the required standards for their position during this six months 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

USAID/Uganda is seeking for a qualified individual to fill the Project Management Specialist (Health Systems Strengthening) position located within the Office of Health and HIV (OHH)'s Health Systems Strengthening (HSS) unit, working closely with the other teams to achieve mutual goals and results in HSS and Human Resources for Health (HRH) management.

Specifically, the PMS will provide technical and professional leadership to plan, implement, monitor, and oversee selected OHH activities related to improved health systems with a strong focus on human resources. The PMS will be responsible for ensuring coordination of USAID-funded programs through a

variety of governmental and non-governmental partners at national, district, and community levels. The role of the PMS will include planning, designing, organizing, directing, and coordinating development programs and arranging for monitoring and evaluation of HSS activities conducted by implementing partner organizations through grants, cooperative agreements, and/or contracts. The PMS will be responsible for program activities that: work to improve the functioning of health systems through new and innovative approaches, strengthen existing systems and structures, and support innovative ways of improving long-term sustainability. The PMS will engage in national policy discussions relevant for HSS programming especially in relation to HRH as well as health financing.

In addition, the PMS will exercise considerable judgment and discretion when called upon to directly represent USAID in dealing with senior- and mid-level partners in other USG agencies including the Centers for Disease Control and Prevention, the State Department, Department of Defense, and with the GOU, including the Ministries of Finance; Health; Education and Sports; the Public Service Commission; Health and District Service Commissions; other donors; local organizations; and Implementing Partners (IPs) regarding health systems strengthening and human resources management to achieve the intended Mission and OHH results. Moreover, the PMS will contribute to Mission and OHH efforts to operationalize the new CDCS 2.0 that sets the agenda for USAID's development assistance to Uganda.

The PMS is expected to perform any additional emerging duties necessary to achieve the goals and objectives of USAID/Uganda.

(2) Statement of Duties to be performed.

BACKGROUND:

The OHH is the largest Office in USAID/Uganda, with an annual budget of approximately US$250M. The OHH is divided into five sub-units –HIV/AIDS, Health Systems Strengthening, Strategic Information (SI), Malaria/EPT and Family Health.

USAID/Uganda receives approximately US$180 M in FY 2019 to support a comprehensive HIV/AIDS prevention, care, and treatment programs; and About US$33M for Malaria and US$ 68M for family health (includes maternal and child health, family planning, nutrition-MNCH and WASH); which all encompass systems strengthening; and overall improvements in quality service delivery. Overall, PEPFAR/HIV funding constitutes about 60% of the total OHH annual budget.

In 2005, the President's Malaria Initiative (PMI) was launched, and Uganda is one of the original PMI focus countries. PMI is an initiative to rapidly scale-up malaria prevention and treatment interventions in high-burden countries of sub-Saharan Africa. The goal is to reduce malaria-related mortality by 50 percent. This will be achieved by reaching 85% coverage of the most vulnerable groups (children less than five years of age, pregnant women, and people living with HIV/AIDS), with proven preventive and therapeutic interventions.

The Family Planning/Reproductive Health Program under the Family Health team includes activities to: improve family planning services in the public and private sectors; promote improved reproductive health for adolescents and women in child bearing age, and; improve the supply of contraceptives to both the public and the private sector. Maternal and Child Health activities support improved maternal and childhood nutrition, safer pregnancy and delivery, more complete vaccination coverage, improved well- and sick-child capacity at health facilities, distribution of ORS and zinc, safe water /sanitation, and an improved logistics and supply chain for essential drugs.

Other OHH initiatives include coordinating and contributing to USG epidemic preparedness activities for emerging pandemic threats and supporting the control or elimination of several "neglected" tropical diseases still endemic in Uganda.

The HSS unit provides technical oversight and support for the entire health and HIV/AIDS portfolio in OHH. The PMS will support important HSS initiatives particularly HRH where the PMS will be the mission's technical lead; as well as support for other HSS initiatives including health financing, community systems strengthening, supply chain management, governance and decentralized systems support, while also providing technical support for programs addressing HIV, TB, MNCH/FP, nutrition, and Malaria.

In alignment with the new Country Development Cooperation Strategy (CDCS 2.0) 2017/2021, USAID/Uganda is strengthening its support for systems especially in health, including human resources for health; medical supplies and commodities management; management information systems; quality service delivery; health financing and governance. The HSS portfolio has grown tremendously over the past five years with an annual budget of over $50 million for HRH, supply chain management and commodities as well as decentralized health systems. This position also supports the Family Health, Malaria/EPT and HIV teams by providing cross-cutting technical assistance to programs.

The PMS professional provides strategic direction, technical guidance, and administrative expertise for the OHH's HSS efforts and linkages to the USAID Mission as a whole, other USG agencies, the GOU, donors and implementing partners. The PMS will work closely with other team members supporting critical health systems including human resources for health, supply chain management, decentralized HIV and Health services, and management information systems. The PMS will work with Government of Uganda partners including Ministry of Health; Ministry of Finance, Planning and Economic Development; Ministry of Local Government; Public Service Commission; Health Service Commission; and district/local governments. Other partners will include USG agencies (Center for Disease Control, Department of Defense, Walter Reed, and State Department), bilateral organizations and multilateral development agencies to achieve OHH results especially in the broader area of HSS including HRH.

A. PROGRAM MANAGEMENT - 60%

Provide oversight of all activities related to health systems strengthening, including human resource management in USAID/Uganda's cooperative agreements/contracts. Key program management activities for the Health Systems Strengthening Specialist include:

1. Program Planning

--Provide sound technical advice that will assist in the Uganda Mission's efforts to strengthen health systems, particularly in human resources management and health financing. Requires close coordination of the USAID/Uganda's HIV and Health programs.

--Provide support in planning, design and overseeing technical and program implementation at national and district levels.

--Develop, in collaboration with OHH's IPs, detailed plans, goals, and objectives for long-range implementation of improved health systems strengthening, human resources and health financing.

--Exercise good judgment and discretion in resolving program-related issues and conflicts with various stakeholders including donors, IPs and GOU.

--Actively participate, contribute to the writing, and represent USAID in technical discussions regarding HSS and HRH during Country Operating Plan process, Operational Plan and Malaria Operational Plan.

2. **Technical Oversight**

--Ensure technical and programmatic synergy within USAID/Uganda supported systems strengthening activities.

--Manage USAID's HRH implementation letter including support for GOU efforts to reorganize/restructure and strengthen the human resource capacity at the MOH centrally and down to the lower levels, support HRH labor market analysis and workload analysis to achieve sustainable and adequate health workforce both in government and private sectors.

--Serve as the USG technical lead to support the process of transition and integration of the health staff funded by the USG into approved staffing structures at the central MOH and health facilities (both public and private) to enhance the resilience of the health care delivery system so it effectively responds to changing health needs and sustain HIV epidemic control. This person will jointly oversee and monitor the interagency PEPFAR HRH transition plan with the HRH contact persons at USG.

--Participate actively in HSS technical working group (TWG) at various inter-agency level forums and at MOH TWGs; and assist to coordinate USG HRH interventions.

--Represent USAID as a subject matter expert on Human resources for Health and broader HSS interventions like health financing at various forums including development partners, GOU/MOH and others.

--Contribute to annual Mission Operational Plan's (OP) preparation and reporting including the PEPFAR COP, PMI MOP and the operational plan as well as the reporting cycle – for Performance Plan and Report (PPR), PEPFAR's Annual Performance Report (APR) and semi-annual Performance Report (SAPR), PEPFAR's POART quarterly report and other reporting as deemed required.

--Provide technical advice during USG discussions on improving health systems especially HRH and health financing.

--Provide overall technical guidance and leadership to OHH IPs, emphasizing evidence-based best practices for service delivery within the Ugandan Health System.

--Conduct and analyze program evaluations to redefine concepts and criteria for new and expanding programs and be responsible for reviewing and presenting HRH and other HSS data.

3. **Project Management**

--Serve as the A/COR and/or Activity Manager for activities relating to health systems and Health/HIV service delivery.

--Review workplans, reports, and serve as part of project management team for various projects with HSS related interventions.

--Provide continuity to current programs and instruction and guidance for the start-up of new activities and closeout of ending activities.

--Participate in Mission review of technical proposals in the area of health systems strengthening by potential grantees, to ensure that proposals are technically sound, realistic, and meet the needs of the OHH program.

--Prepare required authorization documents for signature of the responsible Mission official, and track disbursements to program partners.

--Prepare and amend USAID documentation, including modifications for incremental funding actions, Action Memoranda, scopes of work, and budgets for assigned activities in a timely and efficient manner and consistent with USAID regulations and policies.

4. **Monitoring, Evaluation, and Reporting**

--Supervise the maintenance of project records and the preparation of periodic reports of activity status.

--Evaluate the performance of IP organizations involved in health systems strengthening activities.

--Conduct periodic field visits to identify and assess the quality of health system activities and the impact of program inputs, and to ensure regular communication with IPs and counterparts at all levels.

--Monitor activity progress, implementation quality, and adherence to budgets.

--Monitor program resources allocated to health systems strengthening activities to ensure that they are being used effectively.

--Report implementation obstacles to relevant OHH sub-team members and make appropriate recommendations to resolve them.

B. COORDINATION WITH USG, GOU AND KEY STAKEHOLDERS - 40%

--Actively participate in the coordination between USAID, other USG implementers, and key stakeholders involved in improving health systems in Uganda. As the HSS portfolio evolves, the PMS/HSS/HRH is expected to play a key role in coordination within USG and outside with other key stakeholders

--Serve as member and at times lead USG POC in coordination working groups.

--Represent USAID on key GOU, donor and other working groups especially on HRH and HSS issues.

--Maintain consistent contact with professional counterparts at the national level, USG, and development partners and manage the progress against the implementation letter and HRH transition plan.

--Represent the interests of USAID program objectives, using both diplomacy and technical clarity in discussions related to program concerns and issues.

--Arrange for and utilize out-side technical assistance to further enhance implementation of program activities.

--The Specialist should expect adjustments in assigned duties and responsibilities as OHH's program develops, and as guidance and requirements evolve under various initiatives. Other duties will also include:

--Organizing site visits, serve as a control officer, and preparing of orientation documents as required.

--Attending appropriate USAID-sponsored training.

--Preparing speeches, scene setters, and approval memos for various USAID and/or IP events.

--Responding in a timely manner to taskers from the Embassy, USAID/Uganda Front Office, Congressional, and USAID/Washington.

The PMS 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 PMS Works under the general supervision of the Deputy HSS Unit Leader and collaboratively with other member of the Health and OHH unit. The HSS, Family health, malaria/EPT, SI, and HIV/AIDS unit leaders will provide substantial interaction and direction into the activities undertaken by the PMS. Assignments are primarily in terms of program objectives and desired results. Accomplishments are evaluated for conformance with policy and accomplishment of USAID/Uganda objectives and individual work objectives through periodic and annual evaluations.

(4) Supervisory Controls:

The PMS has no formal supervisory responsibility.

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. 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:

Master's degree in public health, international health development, or a closely related Masters' degree.

Prior Work Experience:

--Minimum of seven (7) years of progressively responsible professional experience working in the health or development field in Uganda.

--Five years of this experience should be in direct management of non-government or donor activities in health or development that included designing, implementing, monitoring and evaluation activities.

--This experience should have provided experience in strengthening of health systems including human resources for health, health financing and any relevant experience working or collaborating with other donors, governments, international organizations, etc.

--Strong experience in human resources for health is preferred.

Language Proficiency:

Level IV (fluent) English language proficiency, speaking and writing is required.

Job Knowledge:

--State-of-the art, specialized knowledge of technical and programmatic approaches in health system strengthening.

--Emphasis will be placed on human resources for health and health financing but should also include other aspects of health systems strengthening.

--Significant knowledge of program management strategies; and monitoring and evaluation methods is required.

--A thorough knowledge of the concepts, challenges, principles, techniques, and practices of Uganda's health systems is required.

--A thorough knowledge of Uganda's economic, political, social, and cultural characteristics, and the history of development assistance, in particular as it relates to health programs in Uganda, including current trends and directions, is expected.

Skills and Abilities:

--Must be able to: work effectively with mid and senior level public and civil society officials from the GOU and from development partners; work effectively in a team environment, and to coordinate well with others; develop effective and collaborative managerial relationships with IPs.

--Excellent writing and computer skills in order to develop presentations, reports, etc. are required.

--Diplomacy, tact, cultural sensitivity, and team participation skills are required in order to establish and maintain effective working relationships within USAID, and with the public and private sectors.

--Excellent organizational skills are required in order to multi-task and stay organized in a complex, frequently changing environment.

--Demonstrated advanced analytical skills and problem solving, as well as the ability to effectively manage stress and conflict, is required.

--Excellent communication skills are critical for meaningful dialogue with GOU, USG and other stakeholders, and negotiation skills to engage within and outside the US mission.

II. 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©. 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.

Offerors will be evaluated and ranked based on the information provided for the four QRF that must be addressed as required in the supplemental document – Item IV – Presenting an Offer 2 (iv).

Offerors must, therefore, address each of the four criterions (Quality Ranking Factors (QRF) 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 given a written evaluation.

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.

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.

Evaluation Factors:

1. Job Knowledge (total 40 points):

--State-of-the art, specialized knowledge of technical and programmatic approaches in health system strengthening.

--Emphasis will be placed on human resources for health and health financing but should also include other aspects of health systems strengthening.

--Significant knowledge of program management strategies; and monitoring and evaluation methods is required.

--A thorough knowledge of the concepts, challenges, principles, techniques, and practices of Uganda's health systems is required.

--A thorough knowledge of Uganda's economic, political, social, and cultural characteristics, and the history of development assistance, in particular as it relates to health programs in Uganda, including current trends and directions, is expected.

2. Prior Work Experience (total 35 points):

--Minimum of seven (7) years of progressively responsible professional experience working in the health or development field in Uganda.

--Five years of this experience should be in direct management of non-government or donor activities in health or development that included designing, implementing, monitoring and evaluation activities.

--This experience should have provided experience in strengthening of health systems including human resources for health, health financing and any relevant experience working or collaborating with other donors, governments, international organizations, etc.

--Strong experience in human resources for health is preferred.

3. Skills and Abilities (total 25 points):

--Must be able to: work effectively with mid and senior level public and civil society officials from the GOU and from development partners; work effectively in a team environment, and to coordinate well with others; develop effective and collaborative managerial relationships with IPs.

--Excellent writing and computer skills in order to develop presentations, reports, etc. are required.

--Diplomacy, tact, cultural sensitivity, and team participation skills are required in order to establish and maintain effective working relationships within USAID, and with the public and private sectors.

--Excellent organizational skills are required in order to multi-task and stay organized in a complex, frequently changing environment.

--Demonstrated advanced analytical skills and problem solving, as well as the ability to effectively manage stress and conflict, is required.

--Excellent communication skills are critical for meaningful dialogue with GOU, USG and other stakeholders, and negotiation skills to engage within and outside the US mission.

4. Education (pass/fail): Offerors will be given a passing score if they have a relevant degree. Offerors without a relevant degree will not be considered for award or proceed forward in the evaluation process.

Master's degree in public health, international health development, or a closely related Masters' degree.

Evaluation Factors have been assigned the following points:

Job Knowledge - 40 points
Work Experience - 35 points
Skills and Abilities - 25 points

Education and language proficiency – **Pass/Fail**
Satisfactory Professional Reference Checks – **Pass/Fail**

Evaluation Factor Total – 100 points, and **Pass** for Education, language proficiency and Reference Check

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

(i) A typed and **hand signed** (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 a standard file type such as Microsoft Word (.doc) or Adobe Acrobat (.pdf). All should be in one document which should not exceed 10MB.

(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 at KampalaHR@state.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.

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

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)

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

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	**Compensation, Fringe Benefits and Other Direct Costs (ODCs)** - Award Type: Cost - Product Service Code: *R497* - Accounting Info: GH-C-AIDS/202018/2019 APPRO:72-1918/191031	1	LOT	UGX **TBD**	UGX **TBD** at Award after negotiations with Contractor

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

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]