



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061719R10009

ISSUANCE DATE: April 1, 2019

CLOSING DATE/TIME: April 12, 2019, 4:45:00 PM Uganda Time

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

Dear Prospective Offerors:

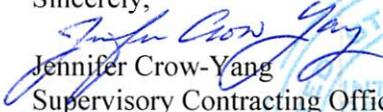
The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

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,


Jennifer Crow-Yang
Supervisory Contracting Officer



I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061719R10009
- 2. ISSUANCE DATE:** April 1, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 12, 2019, 4:45:00 PM Uganda Time
- 4. POSITION TITLE:** Administrative Management Assistant (EXO Planning Coordinator)
- 5. MARKET VALUE:** UGX 75,718,515 – UGX 110,993,513 per annum, equivalent to FSN-9. 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; 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.

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:

(1) General Statement of Purpose of the Contract

USAID/Uganda is seeking for a qualified individual to fill the Administrative Management Assistant (EXO Planning Coordinator) position.

This position is located in the Executive Officer (EXO), USAID/Uganda. S/he is the “alter ego” to the Executive Officer and thus plays a vital role in helping the Executive Officer (EXO) to ensure the integrity, efficiency and effectiveness of administrative operations, identifying processes and areas for strengthening systems and recommending improvements needed under the the International Cooperative Administrative Support Services (ICASS) mechanism. Specifically, the position will perform coordination and planning duties as assigned by the Executive Officer (EXO), develop work plans, provide advice and guidance on overall Mission operations/logistical support provided under ICASS including space management, supply (EXP), non-expendable property (NXP), procurement and shipping services. In coordination with USAID Office of Financial Management (OFM), monitor service level agreements and expenditures, provide substantial input into procurement budgets, interpret government regulations. Reports to the Supervisory EXO.

The incumbent will share responsibility with other EXO staff for achieving an integrated customer service program for the USAID/Uganda international and local staff that continues to grow. The EXO has four (4) customer service divisions namely – the EXO/Information Services Division; the EXO/Personnel, EXO/Travel and EXO/Records Management. The incumbent is expected to contribute to these four service divisions: 1) applying technical expertise to strategic planning; 2) contributing to and collaborating with other USAID/Uganda offices and teams to ensure they achieve their set objectives; 3) cultivating and maintaining effective relationships between EXO and the ICAAS services provider.

(2) Statement of Duties to be performed.

A. ICASS COORDINATION DUTIES - 50%

A1. Coordinate all ICASS customer support to USAID. Ensure timely delivery of appropriate ICASS services to all USAID employees in the areas residential maintenance, personal property accountability and disposal, issuing, controlling and reporting of personal property, customs and shipping and motorpool. Ensures all ICASS administrative arrangements are completed in a timely manner. Analyze USAID management and working environment operations independently in consultation with the Executive Officer.

A2. Coordinate with various officials from members of the US Mission (Embassy and all other agencies including especially the ICASS team) on USAID Mission decision-making pertaining to a wide range of administrative and managerial services and functions in support of operations that facilitate development assistance programs and goals of USAID/Uganda.

A3. Ensure that procurement requests for NXP and EXP, purchase orders and work orders are handled promptly and that transportation methods ensure the timely delivery of goods and services. Follow up when goods have been on order and not yet received, and carry out end-user surveys to feel levels of satisfaction. Ensure that quality products are purchased and review stock levels of EXP to determine adequacy at all times.

A4. Maintain current status reports on all USAID procured NXP.

A5. Advise the Executive Officer and mission management on all mission operations as and when needed. Provide sound professional advice in all areas of ICASS administrative support, including procedures, procurements and budgets.

A6. Together with the Executive Officer, analyze mission management requirements and develop administrative and technical support budgets while working closely with the USAID/Uganda Controller. Review ICASS budget expenditures, ensuring prompt obligation of all funding needed.

A7. Participate as a key USAID representative to the ICASS Post Working Group. Coordinate with the Embassy Management Office and General Services Office to oversee the overall direction and provision of general services functions to USAID operations. These services include, but are not limited to, maintenance of residential properties, personal property management (accountability, disposition, and the disposal of expendable and non expendable supplies, automotive and office equipment); development of standards for issuing and controlling USAID personal property, the provision of repairs and maintenance of equipment, and automotive operations and maintenance procurement of certain administrative supplies.

A8. Ensure that administrative management policies are adapted as appropriate in accordance with Agency and USG regulation and directives. Ensure that internal Mission management systems and policies are adhered to.

A9. Continuously evaluates organization and the provisions of ICASS services to ensure quality service is received by USAID at all times.

B. ICASS PLANNING DUTIES - 25%

B1. Develop detailed annual procurement plans regarding logistical needs and requirements. Monitor status reports, weighing in and negotiating with ICASS/Procurement the most appropriate mechanisms that ensure high quality products or service standards are delivered to USAID in a timely manner.

B2. Ensure that annual budget for NXP is used in accordance with established ordering plans and that goods are procured as budgeted and on schedule; review receiving and inspection reports; assure that disposal reports are prepared on time; participate in the preparation of submission of inventory reports; and ensure that office inventory records are kept up-to-date with the latest property transactions.

B2. Work closely with USAID OFM (Project Accountants, Chief Account, etc) to develop short and long term budget projections.

B3. Keep an account of day-to-day activities through regular meetings and contacts with the EXO and others as appropriate.

B4. Conduct research and prepare written reports for management requirements. Develop and maintain management controls for ICASS costs and customer service performance.

B5. Guide and assist in the development, evaluation and improvement of administrative management support systems and services, identify and anticipate problems, resolve administrative, operational and/or emergency support problems and ensure operational effectiveness.

C. EXO ADMINISTRATIVE DUTIES - 25%

C1. Provide support in the EXO, as necessary, to ensure a cross-trained EXO staff with ability to assume Unit responsibilities.

C2. Coordinate day-to-day administrative operations on behalf of the EXO team, including scheduling, logistics, supply, and maintenance requests.

C3. 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.

4. Prepare routine correspondence and non-technical documents, such as letters, memoranda, cables, country clearances, and requisitions, etc.

5. Provide administrative coordination between the EXO team and the broader Mission, etc.

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 Supvy. EXO provides assignments and guidance only to policies, objectives, priorities, and suggestions. The majority of assignments accrue from the normal flow of Mission's functions. Operations are reviewed for adequacy and the degree to which desired outcomes are achieved.

(4) Supervisory Controls:

None. However, the incumbent reviews documents prepared by others to ensure they adhere to specification standards and that the ICASS service provider provides USAID with appropriate quality of service.

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 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:

Completion of University degree in business administration, public administration, financial management or their equivalent required.

Specialized training in two areas of the following procurement, contracting, property management, and general administration essential.

Prior Work Experience:

Five to seven years of progressively responsible experience in a large international organization or other progressively responsible professional administrative operations management supervisory experience involving a variety of management support operations required.

Language Proficiency:

Level IV ability (proficiency) written and oral communication skills is required.

Job Knowledge:

Thorough understanding of administrative support systems and operations;

Good understanding of internationally acceptable office practices and guidelines pertaining to administrative management support operations; and

Familiarity of the external environment including i.e Uganda business and commercial practices that influence the delivery of quality services.

Skills and Abilities:

Excellent analytical, managerial & intellectual skills required;

Ability to lead, organize, supervise, judge, conceptualize, negotiate, originate ideas and creative solutions, handling customer requests, tasks, and complaints with patience, diplomacy and sense of humor required;

Outstanding communication skills for obtaining appropriate results from service provider(s);

Ability to forecast needs for service, perceive quickly and accurately the status of operations, analyze the causative factors and recommend creative solutions;

Ability to maintain effective working relationships that ensure maximum productivity in a service-oriented fashion; ability to negotiate effectively with the ICASS service provider team;

Must work well under time pressures and be able to multi task; and

Must be familiar with Microsoft Word, Excel, Access and PowerPoint.

III. EVALUATION AND SELECTION FACTORS

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 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.

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

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

Completion of University degree in business administration, public administration, financial management or their equivalent required.

Specialized training in two areas of the following procurement, contracting, property management, and general administration essential.

2. Prior Work Experience: (total 25 points)

Five to seven years of progressively responsible experience in a large international organization or other progressively responsible professional administrative operations management supervisory experience involving a variety of management support operations required.

3. Job Knowledge: (total 25 points)

Thorough understanding of administrative support systems and operations (10 points);

Good understanding of internationally acceptable office practices and guidelines pertaining to administrative management support operations (5 points); and

Familiarity of the external environment including i.e Uganda business and commercial practices that influence the delivery of quality services (10 points).

4. Skills and Abilities: (total 50 points)

Excellent analytical, managerial & intellectual skills required (10 points);

Ability to lead, organize, supervise, judge, conceptualize, negotiate, originate ideas and creative solutions, handling customer requests, tasks, and complaints with patience, diplomacy and sense of humor required (10 points);

Outstanding communication skills for obtaining appropriate results from service provider(s) (10 points);

Ability to forecast needs for service, perceive quickly and accurately the status of operations, analyze the causative factors and recommend creative solutions (5 points);

Ability to maintain effective working relationships that ensure maximum productivity in a service-oriented fashion; ability to negotiate effectively with the ICASS service provider team (5 points);

Must work well under time pressures and be able to multi task (5 points); and

Must be familiar with Microsoft Word, Excel, Access and PowerPoint (5 points).

Evaluation Factors have been assigned the following points:

Skills and Abilities - 50 points

Job Knowledge - 25 points

Work Experience 25 points

Education – **Pass/Fail**

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

Evaluation Factor Total – 100 points, and Pass for Education 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. 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 **hand signed** around Section 6 - Declaration - of DS-174 Employment Application for Locally Employed Staff or Family Member (<https://eforms.state.gov/Forms/ds174.pdf>)
 - (ii) Cover letter (addressed to the Contracting Officer) 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
- 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.

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>

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
AAPD 16-03 (PDF 305 KB) AAPD 16-03 (Word 90 KB)	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>.

[END SOLICITATION]