



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061723R10015

ISSUANCE DATE: June 7, 2023

CLOSING DATE/TIME: July 6, 4:45 PM Uganda Time

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

Dear Prospective Offerors:

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

Offers must be in accordance with **Attachment 1- (IV) Submitting an Offer** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1 at:

kampalausaidjobs@usaid.gov

Sincerely,

**Kent
Benson**

Kent Benson
Supervisory Executive Officer

Digitally signed by

Kent Benson

Date: 2023.06.05

09:05:02 +03'00'

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061723R10015
- 2. ISSUANCE DATE** June 7, 2023
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** July 6, 2023, 4:45 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov
- 5. POSITION TITLE:** Project Management Specialist (Youth)
- 6. MARKET VALUE:** UGX 157,828,400 – 232,334,711 per annum, equivalent to FSN-11. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uganda, final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract provisions and clauses and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply; always subject to the right of early termination.

The initial term of the contract will be five years, which shall include a probationary period of six months to a year. Employees who do not meet the required standards for their position during this probation period may be reassigned to another position or terminated at the convenience of the U.S. Government. Employees are expected to demonstrate qualifications and general suitability for continued employment during the probationary period. If with written justification, the probationary period may be extended for another period not exceeding six months.

- 8. PLACE OF PERFORMANCE:** Kampala, Uganda with possible travel as described in the Statement of Work.
- 9. ELIGIBLE OFFERORS:** “Cooperating Country National” shall mean the individual engaged to serve in the Cooperating Country under this contract.

10. SECURITY LEVEL REQUIRED: Employment Authorization

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

USAID/Uganda is seeking qualified candidates for the position of Project Management Specialist (Youth).

The Specialist is a key member of the EYCD Office responsible for carrying out a range of responsibilities for planning, designing, managing, and evaluating youth programming across sectors. The Specialist serves as a technical advisor for EYCD leadership on policies and programs for vulnerable youth in Uganda, including innovations and new strategic directions. The Specialist has comprehensive knowledge of and experience with youth issues, with a specific focus on developing sustainable programmatic interventions that will improve the health, livelihoods, educational opportunities, and access to civic and democratic processes for youth (12-29) in Uganda. The Specialist will apply this knowledge and experience within EYCD and across the USAID Mission, including through participation in the Mission’s Youth Community of Practice, as well as with external counterparts in the GOU and with other donors.

Background: The Specialist is a member of the Youth and Higher Education Team in the Education, Youth, and Child Development Office (EYCD) and serves the ECYD Office's local staff advisor and technical expert on youth in development. EYCD implements a \$211 million portfolio providing basic education, youth, higher education, child protection, and PEPFAR/Orphans and Vulnerable Children (OVC) programming.

USAID is renewing its Agency-wide Youth in Development Policy, while the Mission is updating its five-year Country Development and Cooperation Strategy (CDCS). Youth issues remain a top priority for USAID globally and especially in Uganda, where more than 70% of the population is under 30 years old. The previous CDCS focused on the '14-year-old girl' as the emblematic Ugandan citizen, based on demographic averages in-country. Under the new CDCS, the focus on youth will continue, requiring USAID/Uganda to employ significant expertise in youth issues. Within USAID/Uganda, EYCD's programming is developed using an 'ages and stages' approach, recognizing that one size does not fit all, and that development programming is most effective when it meets participants where they are developmentally. EYCD therefore, tailors, activities to address the needs and leverage the skills of participants' developmental stage. The Specialist will support EYCD in implementing the Agency Youth in Development Policy and the Mission's CDCS, in alignment with the 'ages and stages' approach.

To accomplish this, the Specialist will ensure that across all EYCD funding streams, the office applies a 'youth lens' to all programming involving young people from ages 10-29 years old. This includes promoting global best practices for working with youth, introducing innovative approaches to recruit and build youth participation in design and programming, and advocating for the best interests for youth with USAID staff and implementing partners, as well as with external stakeholders such as GOU entities and other donors. The Specialist will be responsible for maximizing youth outcomes within EYCD's portfolio and supporting ECYD-funded youth integration in other USAID/Uganda sectors' programs, including democracy and governance, economic growth, and health. The Specialist will demonstrate technical leadership on youth and collaborate with other USG agencies and donors, the Government of Uganda (GOU), and multilateral agencies on youth-related programs, strategies, and activities.

(2) Statement of Duties to be performed.

A. Project Management and Leadership (55 percent of time)

Manage USAID-funded activities, including providing technical, financial, and programmatic oversight of grants and contracts while serving as a USAID Agreement/Contracting Officer's Representative (AOR/COR). The Specialist will be the AOR for at least one local partner award estimated to be \$10 million over five years. The Specialist will also serve as the Task Manager for the Higher Education and Youth component of the Integrated Child and Youth Development (ICYD) Activity, a five-year, \$148 million activity. In this capacity, the Specialist will work with the Youth Team Leader on three youth-focused activities within ICYD: teacher training, accelerated youth education programs, and workforce skills development.

As an AOR/COR, the Specialist will ensure that USAID-supported activities achieve USG and USAID strategic objectives, especially those related to youth; review and approve annual workplans, performance monitoring plans, and quarterly/annual reports; review quarterly financial accruals and pipelines; conduct at least quarterly site visits; and assist with monitoring, evaluation, and learning (MEL).

Analyze health, social, economic, political, and other trends affecting youth development in Uganda, and identify opportunities to address these issues through EYCD programming, where possible and appropriate. Increase awareness within EYCD and, to a limited extent, the Mission of the most effective interventions for improving health, education, livelihood, and civic participation among youth.

Provide strategic guidance and leadership to implement the youth-focused aspects of the CDCS, including coordination and strategic alignment of education and HIV/AIDS programs within EYCD. Provide strategic input and technical expertise on proposed service delivery activities, policy initiatives, and research proposals.

Contribute to annual budget planning, program reporting, briefing memos, and other taskers or required products on an ongoing basis.

B. Coordination, Advocacy, and Communications (45 percent of time)

Engage youth themselves in order to best map their needs, inform Mission activities, and evaluate programs in youth development.

Cultivate and maintain a wide range of contacts with government, private sector, and voluntary institutions, as well as other multilateral and bilateral donors, to explain and advocate for USAID youth priorities across different funding streams (PEPFAR, basic education, higher education) and to ensure coordination and collaboration.

Ensure that USAID positions and communications are strategic, coordinated, and reflect theories, concepts, principles, practice, and current research in youth development activities. Requires close collaboration and communication with other technical/senior advisors working in the related areas.

Provide strategic and technical mentoring to USAID implementing partners and staff, when necessary and appropriate.

Play a lead role in public outreach and communications for the youth activities across EYCD.

Summarize information and conclusions in written and oral form, for presentation to senior USG and other decision-makers, and for incorporation into USAID/Uganda activity documents, as appropriate.

Share lessons learned from youth programming and promote utilization of that knowledge across different USAID and Embassy offices, as well as external stakeholders (e.g., Ministry of Gender, Labor, and Social Development [MGLSD], Ministry of Education and Sports [MOES], Development Partners Groups [DPGs]).

Through close consultation with the MGLSD, MOES, and other key partners, including organizational development experts as needed, ensure USAID's support to the MGLSD and MOES promotes and fosters their goals and objectives for supporting youth and children in Uganda.

Emphasize the need for coordination, cooperation and information sharing among the different programs involving youth across sectors and within the Embassy. Foster USG leadership to advance a cross-sector youth agenda in development and diplomacy (e.g., Trafficking in Persons, Public Affairs Section annual Youth Conference, Department of Labor activities on exploitative labor). Represent USAID on interagency working groups as needed, including the PEPFAR OVC Collaborative and the Young African Leadership Initiative (YALI).

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

(3) Supervisory Relationship.

The Specialist receives direct supervision from the EYCD Youth and Higher Education Unit Leader. The EYCD Office Director may provide guidance and assign tasks as needed to accomplish broader Agency and Mission goals and objectives. Accomplishments are evaluated for conformance with policy and accomplishment of USAID/Uganda objectives.

(4) Supervisory Controls

None, although the Specialist is expected to mentor Mission and IP staff working with youth.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

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

To ensure compliance with the entire set of this solicitation instructions (please see page 6 to 9 – III. EVALUATION AND SELECTION FACTORS and IV. SUBMITTING AN OFFER sections), **the offer package must be completed and signed (hand or electronic signature) where indicated - and offerors must include in their offers information to demonstrate that they:**

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

Education:

Bachelor's degree in education, child development, social work, psychology, sociology, social welfare, development, or a related discipline is required.

Prior Work Experience:

Minimum of seven (7) years of progressively responsible professional experience with implementing and managing programs supporting youth development is required.

Language Proficiency:

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

Job Knowledge:

--Knowledge of global and local best practices in youth development, including outreach, recruitment, and activity design, implementation, and MEL, is required.

--Knowledge of the Uganda youth context and key players, including relevant GOU strategies and policies, as well as the structure and functioning of MGLSD, MOES, and other GOU entities working in the youth space is required.

--Knowledge of Positive Youth Development, Youth Build, or other youth development frameworks.

Skills and Abilities:

--Track record in managing for results – including managing the technical, budgetary, and human resource aspects of grants and contracts – within strict contracting rules and regulations in a complex, high-workload environment is required.

--Experience developing policies and procedures governing the design, implementation, and MEL of youth programs at all levels is required. Ability to develop creative approaches to new or unfamiliar problems is required.

- Strong leadership, interpersonal, and communication (written and oral) skills are required.
- Demonstrated ability to build and maintain positive working relationships with a variety of stakeholders, including senior-level officials within the Embassy, GOU, and DPGs, as well as with implementing partners and NGOs, is required.
- Ability to present and defend USG development policies and programs and to explain and interpret host-country attitudes, priorities, and concerns to senior USG officials is required.
- Ability to independently and effectively, plan, organize, and manage workload in a fast-paced, dynamic work-environment, is required.
- Experience with advancing a learning agenda by obtaining and evaluating data, then presenting it in meaningful terms to others is required.
- Ability to prepare factual and interpretive reports addressing complex subject matter is required.

III. EVALUATION AND SELECTION FACTORS

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

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

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

To ensure compliance with the entire set of this solicitation instructions (please see page 8 to 9, IV SUBMITTING AN OFFER section), **the offer package must be complete, and signed (hand or electronic signature) where indicated - and offerors must include in their offers information to demonstrate** that they have attained the required education level and meet the experience requirements, etc.

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

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

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

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

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

1. Skills and Abilities (80 points):

- Track record in managing for results – including managing the technical, budgetary, and human resource aspects of grants and contracts – within strict contracting rules and regulations in a complex, high-workload environment is required (10 points).
- Experience developing policies and procedures governing the design, implementation, and MEL of youth programs at all levels is required. Ability to develop creative approaches to new or unfamiliar problems is required (10 points).
- Strong leadership, interpersonal, and communication (written and oral) skills are required (10 points).
- Demonstrated ability to build and maintain positive working relationships with a variety of stakeholders, including senior-level officials within the Embassy, GOU, and DPGs, as well as with implementing partners and NGOs, is required (10 points).
- Ability to present and defend USG development policies and programs and to explain and interpret host-country attitudes, priorities, and concerns to senior USG officials is required (10 points).
- Ability to independently and effectively, plan, organize, and manage workload in a fast-paced, dynamic work-environment, is required (10 points).
- Experience with advancing a learning agenda by obtaining and evaluating data, then presenting it in meaningful terms to others is required (10 points).
- Ability to prepare factual and interpretive reports addressing complex subject matter is required (10 points).

2. Job Knowledge (20 points):

- Knowledge of global and local best practices in youth development, including outreach, recruitment, and activity design, implementation, and MEL, is required.
- Knowledge of the Uganda youth context and key players, including relevant GOU strategies and policies, as well as the structure and functioning of MGLSD, MOES, and other GOU entities working in the youth space is required.
- Knowledge of Positive Youth Development, Youth Build, or other youth development frameworks.

3. Prior Work Experience (pass/fail):

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

Minimum of seven (7) years of progressively responsible professional experience with implementing and managing programs supporting youth development is required.

4. Education and Professional Qualifications (Pass/Fail):

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

Bachelor's degree in education, child development, social work, psychology, sociology, social welfare, development, or a related discipline is required.

Evaluation Factors have been assigned the following points:

Skills and Abilities - 80 points

Job Knowledge - 20 points

Education – **Pass/Fail**

Language Proficiency - **Pass/Fail**

Prior Work Experience - **Pass/Fail**

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

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

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

IV. SUBMITTING AN OFFER

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

(i) A complete DS-174 Employment Application for Locally Employed Staff or Family Member (<https://eforms.state.gov/Forms/ds174.pdf>; [click at this link for latest version]. Offerors are required to complete sections 1 through 6 (use **additional pages**, if needed).

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

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

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

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

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

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

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

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

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

Documents should be arranged and scanned in this order:

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

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

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

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

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

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

SOL NUMBER TITLE OF POSITION, LAST, FIRST CANDIDATE NAME –
Ex: 72061723R10015 Project Management Specialist (Youth), Smith, Jose

V. LIST OF REQUIRED FORMS FOR PSC HIRES

1. 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 the forms for obtaining medical and security clearances.

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

VI. BENEFITS/ALLOWANCES

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

VII. TAXES

Successful Offeror will be subject to Ugandan tax laws.

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

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

USAID Acquisition Regulation (AIDAR), Appendix J, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including contractual General Provisions (https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)

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

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: APPRO: 72-1921/251031 BFY/FUND: GH-H/2021/2025 OBLIG: 617-MO-2022-FSN-SALARIESPEPFAR	1	LOT	UGX TBD	UGX TBD at Award after negotiations with Contractor

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

AAPD/CIB No.	Title/Issued Date	Subject Category
<u>AAPD 21-04 Revision 3 (PDF 382K)</u>	EXECUTIVE ORDER 14042 ON ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL AWARDS (FAR Deviation No. M-OAA-DEV- FAR-22-01c) – <i>December 14, 2012</i> <u>AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities.</u> [165K PDF] <u>AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts</u> [166K PDF] <u>AAPD 21-04 ATTACHMENT 6: Overview of Applicability of FAR 52.223-99</u> [200K PDF]	Acquisition Management, PSCs
<u>AAPD 21-01 (PDF 221K)</u>	Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J – <i>March 26, 2021</i>	Acquisition Management

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>.

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

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

[END SOLICITATION]