



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061723R10016

ISSUANCE DATE: June 15, 2023

CLOSING DATE/TIME: July 14, 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
Supervisory Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061723R10016
- 2. ISSUANCE DATE** June 15, 2023
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** July 14, 2023, 4:45 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov
- 5. POSITION TITLE:** Project Management Specialist (Health)
- 6. MARKET VALUE:** UGX 219,900,268 to 324,611,127 per annum, equivalent to FSN-12. 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 (Health).

The Office of Health & HIV/AIDS (OHH) Team is responsible for one of USAID's largest and most complex bilateral assistance health programs. Currently, there are six technical units: 1: Health System Strengthening Unit (HSS), 2: President's Malaria Initiative Unit (PMI), 3: the HIV & TB Unit (HIV/TB) and its PEPFAR sponsored activities, 4: Family Health Unit (FHU), 5: Strategic Information Unit (SI) which provides support to the Office and other technical teams, and 6: Global Health Security Agenda (GHSA) and Emerging Pandemic Threats Unit. The OHH Team is headed by a U.S. Foreign Service Officer who reports directly to the Mission Director.

This senior position ensures that the Mission has the necessary management and technical expertise to handle and successfully implement health programs and activities in USAID/Uganda's portfolio by serving as the Project Management Specialist (Health) - (PMS (Health)/Specialist) is served as Deputy FH Unit Leader in the FH Unit.

The PMS (Health) provides support to the FH Unit Leader in directing and guiding the strategic, programmatic, technical, and financial directions of this technically complex and challenging portfolio; provides technical and programmatic leadership in the areas of maternal, newborn, and child health, reproductive health, family planning, nutrition, national surveys, and health systems (commodities and logistics, human resources, financing etc.) as it relates to these areas; works closely with the HIV/TB, the PMI Unit, the GHSA Unit, and the HSS Unit on cross-cutting issues and projects such as developing health systems, strengthening laboratories, integrating service delivery, responding to COVID and other pandemic priorities, and increasing private sector initiatives, and the Education team on linkages between education and health; provides technical guidance to other offices in the mission on topics such as health in Northern Uganda, relationships to livelihoods and food programs, epidemic preparedness and response and other related issues; together with the FH Unit Leader, actively participates as a USAID/Uganda representative in central-level Government of Uganda/Ministry of Health (GOU/MOH) policy, advocacy, planning and monitoring activities as well as donor and Implementing Partner (IP) coordination and technical meetings; represents the FH Unit in health global alliances like the Global Alliance for Vaccines and Immunizations (GAVI) and the Global Alliance for Improved Nutrition (GAIN), and will also participate in relevant GOU Technical Working Groups; serves as acting FH Unit Leader during the absence of the FH Unit Leader, including attendance and participation in OHH and Mission meetings.

The PMS (Health) reports to the Supervisory Project Management Specialist (FH Unit Leader) and has supervisory responsibilities.

Background: The FH Unit is headed by the Supervisory Project Management Specialist (FH Unit Leader) who is responsible for providing leadership and direction of the unit and in turn reports to the OHH Deputy Director.

The FH Unit focuses on: (1) improved health for children under the age of 5 and women of reproductive age activities to address barriers that prevent women from accessing health services through the promotion of gender equity. (2) poor hygiene and sanitation to ensure USAID integrates water, sanitation, and hygiene interventions with the larger goals of improved nutrition. (3) challenges that come with Uganda's rapidly growing population by working with stakeholders in the public and private sectors to support the availability, affordability, and quality of voluntary family planning and reproductive health. The FH Unit also works in concert with the Feed the Future Initiative to prevent under-nutrition with economic growth and agriculture programs.

(2) Statement of Duties to be performed.

1. Project Planning and Management (35 percent of time)

Assesses the Family Health portfolio, the performance of partners, the available budget, the need for additional activities or ending activities, and designs new projects or activities to achieve its strategic objectives.

Participates and gives strategic guidance to design teams at each stage of project design for new activities, including drafting and getting approval for concept papers, writing scopes of work, evaluating applications/proposals, and starting up new projects.

Ensures that IPs abide by their reporting requirements, including quarterly reports, trip reports, accruals, Program Monitoring Plans (PMP), annual reports, and other requirements such as reporting for the OP or other requests. This includes supportive supervision of other project managers in the group; as necessary. Participates in routine USAID/Uganda IPs meetings to discuss technical and programmatic direction of the USAID/Uganda OHH strategy.

Manages projects as AOR/COR and/or Activity Manager, which includes review and approval of workplans, budgets, quarterly and annual reports, performance monitoring plans, monitoring activities through field visits, and ensuring that financial reporting (accruals/vouchers) are submitted to OFM as required.

Identifies opportunities and strengthens existing opportunities for integration of health with other areas of the Mission, such as Education, HIV/AIDS, Economic Growth, etc.

Provides technical advice and makes recommendations on the need for short-term technical assistance from USAID/Washington central projects and writes the technical components of the scope of work for the consultants.

Works with the Program Office, the Office of Financial Management (OFM), and the Office of Acquisition and Assistance (OAA) to help track health projects/activities, annual funding amounts, field support, MAARDS, and management units.

Monitors the FHT budget; works in collaboration with the designated Financial Analyst to ensure that budgets are up to date; reprogramming is completed; budgetary changes are approved by FHT/TL, and OHH Office Director; OHH teams and Offices receiving OP funds are informed of minimum and maximum budget expectations for Country Operating Plan, Malaria Operating Plan (MOP), and Operational Plan (OP) planning; coordination with other teams for projects with multiple funding sources.

Provides technical support to FHT Unit members in reviewing, understanding, and responding to quarterly accruals and pipeline analysis; ensuring that the FH Unit is prepared and “on the same page” for Mission reviews.

Prepares reports and responses to AID/W requests for information.

2. Strategic and technical leadership (30 percent of time)

Provides senior/high level technical advice to the Mission and the MOH in the areas of child health, maternal, neonatal health, reproductive health, nutrition, family planning and related health systems issues, and will be involved in strategic decision making, budget allocations, and project designs.

Provides technical input into the FH Unit’s strategic planning and reporting as part of the Foreign Assistance Framework Operational Plan and Reporting Process (OP).

Provides strategic direction and technical input to key USAID, governmental and non-governmental partners on their strategies, workplans and monitoring and evaluation as it relates to Maternal, neonatal, and Child Health, Water and Sanitation, Family Planning, Nutrition, and other activities within the FH portfolio.

Provides leadership and acts as FH Unit Leader in the absence of the FH Unit Leader.

Engages, alongside the FH Unit Leader, in Health Donor meetings and Health Policy Advisory Committees to advise, comment and participate in strategic decisions affecting health in Uganda.

Engages in health sector strategic planning with the MOH, other donors and partners, including regular participation in Technical Working Group(s) and related committees, and planning, monitoring, and supervisory visits such as the annual Joint Review Mission and the Area Team Visits.

Represents USG in multilateral coordination efforts for the global alliances like the Global Fund for AIDS, Tuberculosis and Malaria (GFATM), GAVI, GAIN, including giving technical and strategic advice, and input to GFATM proposal, audit, and review processes.

Represents USAID at all appropriate fora relating to family health—including meetings with potential partners, local conferences, meetings, working groups and launches, and occasional international events.

Represents the FH Unit at appropriate Mission meetings with and/or in the absence of the FH Unit Leader – e.g., PEPFAR Country Team, OHH Staff Meeting, Senior Management, etc.

Drafts talking points, assists with high level visits (e.g., Congressional, political appointees, senior representatives from USG), develops/updates briefing materials as it relates to family health and the rest of the FH Unit activities.

3. Supervision and Staff Support (20 percent of time)

Supervises at a minimum, two technical Cooperating Country National (CCNs) who are AOR/CORs, which includes developing annual work objectives, mentoring, facilitating professional development, completing ad hoc and annual performance reviews, and providing performance feedback.

Works with the FH Unit staff to determine training needs, helps identify appropriate training opportunities, and ensures fair participation in training by staff, with approval of the FH Unit Leader.

Undertakes quarterly integrated support supervision with technical and other Mission staff - in OFM, OAA, etc.

Collaborates with the Program Office, OFM, and OAA to coach and mentor FH Unit members, as needed, in effective project and financial management.

4. Project Monitoring and Evaluation and Budget (15 percent of time)

In collaboration with the monitoring and evaluation officer(s), manages the Family Health analytical agenda for national health surveys such as the Demographic Health Survey and Service Provision Assessment.

Manages the Performance Monitoring Plan for the FH Unit.

Supports the FH Unit Leader in coordinating the portfolio and pipeline reports and the procurement plans for the health portfolio.

Leads budget allocation discussions for FH funds and makes recommendations to the FH Unit Leader.

Prepares reports and responses to AID/W requests for information.

Supports the FH Unit Leader to monitor the health budget and work in collaboration with the OHH Financial Analyst to ensure that budgets are up to date, reprogramming is completed, and budgetary changes are approved by FH Unit Leader and OHH Team Leadership.

Monitors the FH budget through quarterly accruals and pipeline analysis for projects in the Unit and participates in Mission portfolio and pipeline reviews.

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 PMS (Health) receives broad policy guidance and technical instruction from and will be supervised by the FH Unit Leader. Assignments are primarily in terms of program objectives and desired results. Accomplishments are evaluated for conformance with policy and accomplishment of USAID/Uganda objectives. The PMS (Health) keeps the supervisor updated through copying on relevant correspondence, periodic status reports and verbal briefings, and support supervision.

(4) Supervisory Controls.

The PMS (Health) supervises three (3) technical CCNPSCs, who are Agreement/Contracting Officer Representatives (A/CORs) (i) Project Management Specialist (Nutrition), (ii) Project Management Specialist (Water, Sanitation & Hygiene), (iii) Project Management Specialist (Nutrition & Child Health).

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 8 to 12 – 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:

Master's in public health, social or behavioral sciences, health, or other related fields is required.

Prior Work Experience:

--Minimum of seven (7) years of work experience in health/public health, and/or in health/public health organizations, of which:

--At least five (5) years of experience in programming and managing public health programs with donor, international, NGO/CSO and/or GOU organizations.

Language Proficiency:

Minimum of level 4 – fluent in English (written and oral) language. Knowledge of one or more Ugandan local official languages is required.

Job Knowledge:

--Detailed and broad knowledge of current technical information and programmatic approaches in maternal and child health, family planning and reproductive health, infectious diseases and control, nutrition, HIV/AIDS, and environmental health, water, and sanitation, and how they affect different populations, geographically, socioeconomically, with other disease burdens (e.g. people living with HIV), internally displaced persons, and otherwise disadvantaged in order to give detailed advice to other decision makers and be involved in key strategic decisions within the Mission and with other donors, and with high levels of the GOU.

--Detailed and broad knowledge of Uganda's political situation, legal and regulatory frameworks, donor relationships and priorities as it relates to health and health systems.

--Detailed and broad knowledge of USAID technical and business processes in order to advise senior management on key issues related to health, and to represent USG to donors and to GOU.

--Detailed working knowledge of health systems, health sector strategic planning, health financing, public accounting systems, result based financing, localization, and decentralization.

--Clear understanding of how gender and other social cultural norms impacts on health.

--Working knowledge of USAID and GOU/MOH monitoring and evaluation systems.

--Thorough knowledge of Uganda's economic, political, social, and cultural characteristics and the history of development assistance.

--Management and supervisory experience, including human resource management.

--Knowledge of USAID's business processes would be an advantage.

Skills and Abilities:

--Ability to establish and maintain effective working relationships within the USG Mission including USAID (Mission and Headquarters), State Department, the Centers for Disease Control and Prevention (CDC), The Department of Defense, the National Institutes of Health, and Peace Corps.

--Ability to establish and maintain effective working relationships with IPs, private sector partners, non-government organizations, other donor partners, and both central and district level Government of Uganda counterparts.

--Strong Analytical ability to: a) analyze ongoing public health interventions to assess their efficacy and efficiency; and b) obtain, analyze, and evaluate data and prepare precise and accurate reports for other decision-makers.

--Multitask and exercise sound judgment and decision-making in a very fast paced, dynamic environment. Independently and effectively plan, organize, manage, and evaluate important, responsible, and complex projects for individual and teamwork.

--Consistently demonstrate excellent technical and project management skills to review and provide substantive feedback on documents including concept papers, proposals, program descriptions/scopes of work, annual submissions for various operational plan planning processes, oral and written feedback to IPs, and other technical and programmatic documents.

- Identify significant economic, political, and social trends in the host country and assess their important and impact on USAID development assistance objectives and programs.
- Draft factual and interpretive reports covering complex subject-matter.

- Ability to work in and appreciate a culturally diverse office, and able to translate local customs and culture to American counterparts and senior staff, as necessary.

- Work collaboratively, professionally, and positively with all other USAID staff to achieve team objectives. Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, accepting divergent points of view, able to set forth new ideas, and able to help find consensus to achieve team goals.

- Ability to lead a team when necessary, allowing for two-way communication, bringing divergent views together to consensus, and exercising fair judgment and decision-making.

- Ability to positively appraise staff, write annual performance evaluations, and set mutually agreed-upon and achievable work objectives for staff that s/he supervises.

- Demonstrated ability to communicate effectively, both orally and in writing – and able to help others do the same.

- Excellent computer skills including Microsoft Office, web-based databases, and electronic filing, including the ability to help others, and the ability to learn new programs quickly is required to adequately perform in this position.

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 11 to 12, 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 (ORFs) 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. Job Knowledge (45 points):

--Detailed and broad knowledge of current technical information and programmatic approaches in maternal and child health, family planning and reproductive health, infectious diseases and control, nutrition, HIV/AIDS, and environmental health, water, and sanitation, and how they affect different populations, geographically, socioeconomically, with other disease burdens (e.g. people living with HIV), internally displaced persons, and otherwise disadvantaged in order to give detailed advice to other decision makers and be involved in key strategic decisions within the Mission and with other donors, and with high levels of the GOU. **(15 points)**

--Detailed and broad knowledge of Uganda's political situation, legal and regulatory frameworks, donor relationships and priorities as it relates to health and health systems. **(1 point)**

--Detailed and broad knowledge of USAID technical and business processes in order to advise senior management on key issues related to health, and to represent USG to donors and to GOU. **(1 point)**

--Detailed working knowledge of health systems, health sector strategic planning, health financing, public accounting systems, result based financing, localization, and decentralization. **(5 points)**

--Clear understanding of how gender and other social cultural norms impacts on health. **(2 points)**

--Working knowledge of USAID and GOU/MOH monitoring and evaluation systems. **(5 points)**

--Thorough knowledge of Uganda's economic, political, social, and cultural characteristics and the history of development assistance. **(1 point)**

--Management and supervisory experience, including human resource management. **(15 points)**

--Knowledge of USAID's business processes would be an advantage. **(0 points)**

2. Skills and Abilities (40 points):

--Ability to establish and maintain effective working relationships within the USG Mission including USAID (Mission and Headquarters), State Department, the Centers for Disease Control and Prevention (CDC), The Department of Defense, the National Institutes of Health, and Peace Corps. **(2 points)**

--Ability to establish and maintain effective working relationships with IPs, private sector partners, non-government organizations, other donor partners, and both central and district level Government of Uganda counterparts. **(3 points)**

--Strong Analytical ability to: a) analyze ongoing public health interventions to assess their efficacy and efficiency; and b) obtain, analyze, and evaluate data and prepare precise and accurate reports for other decision-makers. **(6 points)**

--Multitask and exercise sound judgment and decision-making in a very fast paced, dynamic environment. Independently and effectively plan, organize, manage, and evaluate important, responsible, and complex projects for individual and teamwork. **(6 points)**

--Consistently demonstrate excellent technical and project management skills to review and provide substantive feedback on documents including concept papers, proposals, program descriptions/scopes of work, annual submissions for various operational plan planning processes, oral and written feedback to IPs, and other technical and programmatic documents. **(5 points)**

--Identify significant economic, political, and social trends in the host country and assess their important and impact on USAID development assistance objectives and programs. **(2 points)**

--Draft factual and interpretive reports covering complex subject-matter. **(1 point)**

--Ability to work in and appreciate a culturally diverse office, and able to translate local customs and culture to American counterparts and senior staff, as necessary. **(3 points)**

--Work collaboratively, professionally, and positively with all other USAID staff to achieve team objectives. Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, accepting divergent points of view, able to set forth new ideas, and able to help find consensus to achieve team goals. **(6 points)**

--Ability to lead a team when necessary, allowing for two-way communication, bringing divergent views together to consensus, and exercising fair judgment and decision-making. **(3 points)**

--Ability to positively appraise staff, write annual performance evaluations, and set mutually agreed-upon and achievable work objectives for staff that s/he supervises. **(1 point)**

--Demonstrated ability to communicate effectively, both orally and in writing – and able to help others do the same. **(1 point)**

--Excellent computer skills including Microsoft Office, web-based databases, and electronic filing, including the ability to help others, and the ability to learn new programs quickly is required to adequately perform in this position. **(1 point)**

3. Prior Work Experience (15 points):

--Minimum of seven (7) years of work experience in health/public health, and/or in health/public health organizations. **(7 points)**

--At least five (5) years of experience in programming and managing public health programs with donor, international, NGO/CSO and/or GOU organizations. **(8 points)**

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**

Master's in public health, social or behavioral sciences, health, or other related fields is required.

Evaluation Factors have been assigned the following points:

Job Knowledge - 45 points
Skills and Abilities - 40 points
Prior Work Experience - 15 points

Education – **Pass/Fail**

Language Proficiency - **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: 72061723R10016 Project Management Specialist (Health), 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-C-PO//2021/2022 OBLIG: 617-MO-2022-FSN-SALARIESPOP	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]