



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061719R10014

ISSUANCE DATE: July 8, 2019

CLOSING DATE/TIME: July 19, 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.

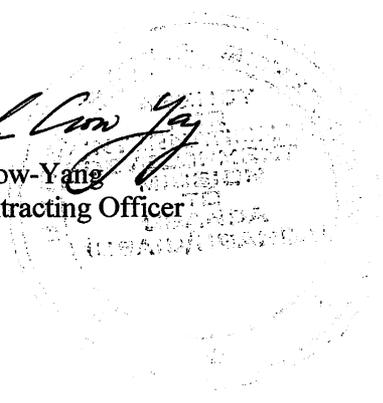
Offers must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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
Supvy. Contracting Officer



I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061719R10014
- 2. ISSUANCE DATE:** July 8, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** July 19, 2019, 4:45:00 PM Uganda Time
- 4. POSITION TITLE:** Development Program Specialist (Budget)
- 5. MARKET VALUE:** UGX 137,483,245 – 202,072,484 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.
- 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 Development Program Specialist (Budget) position.

The position is located in the Office of Program and Policy Development (OPPD) of USAID/Uganda Mission. As a senior professional within the Mission, the DPS (Budget):

--provides guidance to all offices on the full range of USAID programs and development assistance strategies, policies, and budgeting processes, and furnishes official information to the USAID Front Office, U.S. Embassy, the Government Uganda (GOU), and other donors on USAID/Uganda programs, policies, development objectives, programs, activities and resources;

- helps guide the formulation and overall management of USAID/Uganda's development assistance budget;
- independently performs a broad range of advisory, analytical, operational and informational services in connection with USAID/Uganda's approximately \$450 million/year development and humanitarian assistance program.
- oversees all of the program budget and operations functions of the PPD Office, including annual program planning as it relates to funding, and budget documents;
- manages the Mission's annual Operational Year Budget (OYB), including providing expert advice on the requesting, allocation and distribution of funds for the Mission's program objectives for all sectors of USAID's assistance portfolio;
- interprets the programmatic impact of U.S. Government (USG) appropriation legislation and programming and policy directives established by USAID/Washington. S/he monitors the obligation, commitment of, and accrual against, all program funds;
- provides expert responses to all program-budget and operations-related enquiries from both Mission and USAID/Washington staff;
- furnishes official, verifiable information as needed and of the appropriate format and content, for USAID and U.S. Embassy senior management, USG interagency partners, the GOU, and other donor organizations in Uganda, related to the current, historical and planned U.S. development assistance budget in Uganda; and
- acts on ad-hoc public enquiries about U.S. assistance to Uganda that are addressed to the U.S. Ambassador, the USAID Mission Director, USAID Washington bureaus and the Uganda Desk Officer, as required and appropriate.

(2) Statement of Duties to be performed.

A. Program Management Support - 60%

A1. Provide highly-specialized, expert advice to all levels of USAID Mission staff regarding how USG foreign-assistance and Agency policies impact the Mission's strategic and programmatic budget planning. Advise the Mission on legislative and policy directives regarding multiple funding sources, including all USAID/State Department fund accounts and donations from third-party development actors. Advise USAID staff on the correct preparation of budgetary information in program documents, and interprets how the USAID Automated Directives System (ADS) series 200 and 300 affect planning, design and implementation of programs.

A2. Prepare the Mission's annual planning documents such as the Operational Plan (OP), Performance Plan and Report (PPR) and Congressional Budget Justification (CBJ), as well as various budget planning documents, such as the Embassy-wide Integrated Country Strategy and the related Mission Resource Requests. Assure that these major program budget documents contain the correct financial data, and that these comprehensive annual budget requests are consistent with the USAID programming policies, and guidelines, and with the USAID/Uganda's Country Development Cooperation Strategy (CDCS). Assure, to the best of his/her ability, that the allocation of budget allowances are timely and sufficient to minimize disruptions to activity management, and consistent with the corresponding appropriations legislation, Agency and Mission policies, and in-line with Mission management priorities. Interpret guidance for

Congressional Notifications (CNs), and reviews planned obligation amounts justified to the Congress in the CBJ to determine if any additional CN is required to be submitted before obligation of program funds in a fiscal year. Prepare text and financial information for the required notifications for processing by USAID/W for submission to Congress.

A3. Independently prepare the annual Operating Year Budget (OYB) based on Agency/Bureau guidance and Mission resource needs. Assure that the budget allocations are adjusted to meet funding requirements of bilateral and Global Field Support activities, and also with the assigned Congressional earmarks and directives targets. Manage the Mission OYB obligation process, including the preparation of, and amendments to, bilateral grant agreements with the GOU.

A4. In consultation with the Mission technical offices, identify any Mission need for program funds early in the fiscal year, and ensure the timely preparation and submission of the corresponding requests for those funds to USAID/Washington, and reconcile the program funds budget allowances for each appropriation with the USAID Africa Bureau. Advise on the planning and allocation of the Mission's Program Design and Learning (PD&L) funds, ensuring that annual budget requests accurately reflect the Mission's needs. Manage the PD&L pipeline on behalf of the Mission and completes budget change notices when required for program funds.

B. Information Analysis and Reporting - 40%

B1. Update the Mission program-funding pipeline and mortgage analyses reports, and, in conjunction with the Mission Office of Financial Management (OFM), analyze and make recommendations regarding possible re-allocation or re-obligation of these funds to meet Mission portfolio needs.

B2. Lead various Mission Quarterly Financial Review and portfolio review meetings. Review bilateral agreements to be negotiated and executed with the GOU for consistency with program plans and budgetary allocations and accuracy. Provide substantive advice to the Mission's technical offices in terms of resource allocations, budget allowances, CN requirements, obligation plans, and earmark/directive attributions which may influence USAD program operations. While working with all technical teams, the DPS (Budget) may be assigned additional specific "backstopping" responsibilities for one team in particular as circumstances require.

B3. Furnish official information in response to requests from GOU officials related to USAID assistance programs, development objectives and various activities, including financial details and budgetary levels for Uganda, across the USG. Act as a key USAID contact with senior GOU officials on USAID programming, budgeting and on ad hoc issues of important to the USAID Mission. Prepare responses to requests from Ugandan, U.S. public and other donor agencies for information regarding USG financial assistance in Uganda. In keeping with increased whole-of-government planning and reporting processes, serve as principal point of contact across USG to collect budget data regarding several interagency efforts, including USAID-implemented PEPFAR funding, humanitarian assistance and data.

B4. Oversee the OPS Master budget planning system. This role includes data entry, report-making, reconciliation with the Phoenix financial management system, database management, and creation of queries. This role will also include serving as supervisor to another FSN (Development Program Specialist (Budget)) who will support use of the OPS Master system as well as support on all nature of budget taskers from USAID/Washington.

The DPS (Budget) 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 DPS (Budget) reports directly to the Program Office Director or his/her designate. The DPS (Budget) functions with substantial independence, with minimum detailed supervision and mentoring. There is a collaborative working relationship with other members of the OPPD. The DPS (Budget) works at the highest levels in the Mission; technical Team Leaders and their staff, as well as frequent contacts with the Mission Director and the Deputy Mission Director.

(4) Supervisory Controls:

Supervision of the FSN-10 Development Program Specialist (Budget).

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:

A university degree in accounting, business administration, social science or related fields is required.

Prior Work Experience:

At least five (5) years of progressively responsible work experience, which includes program management work in a social science field, business administration, communications or information management;

Experience in program planning and budgeting, or in an administrative area where emphasis is placed on solid analysis, critical thinking, excellent judgment, writing, and expository abilities within a team framework; and

Limited experience in information systems is required.

Language Proficiency:

Level IV (fluent) speaking and writing skills in English is required.

Job Knowledge:

A good working knowledge of international organizations planning, accounting and budgeting systems and general procedures is preferred, along with a general knowledge of the general development context of Uganda.

Must possess knowledge of the principles of effective teamwork.

Skills and Abilities:

Strong on-the-job initiative, plus good time management and communication skills;

Ability to work effectively on operational and policy matters with senior and mid-levels professionals within and outside of USAID, including the GOU, the private sector and the donor/client communities, while maintaining the flexibility to deal simultaneously with a wide variety of problems;

Ability to analyze complex programs, budget data, and relationships, and to prepare and critique analytical reports;

Ability to render advice with objectivity; to operate efficiently and effectively in a multi-cultural, diverse organization; and to work under pressure within a team environment to meet tight deadlines for high quality products;

Ability to ensure that key USAID goals, priorities, values, and other issues are considered in providing advice on program decisions and to ensure that USAID/Uganda's strategic visions are reflected in the management of its programs, customers, and partners; and

Excellent skill in team participation, excellent writing and communication skills are essential and required.

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 are not eligible to apply.

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

Skills and Abilities (total 60 points):

Strong on-the-job initiative, plus good time management and communication skills;

Ability to work effectively on operational and policy matters with senior and mid-levels professionals within and outside of USAID, including the GOU, the private sector and the donor/client communities, while maintaining the flexibility to deal simultaneously with a wide variety of problems;

Ability to analyze complex programs, budget data, and relationships, and to prepare and critique analytical reports;

Ability to render advice with objectivity; to operate efficiently and effectively in a multi-cultural, diverse organization; and to work under pressure within a team environment to meet tight deadlines for high quality products;

Ability to ensure that key USAID goals, priorities, values, and other issues are considered in providing advice on program decisions and to ensure that USAID/Uganda's strategic visions are reflected in the management of its programs, customers, and partners;

Excellent skill in team participation, excellent writing and communication skills are essential and required;

Ability to manage and supervise staff constructively within an American organizational structure; and

Ability to negotiate and build consensus across teams and viewpoints.

Prior Work Experience (total 20 points):

At least five (5) years of progressively responsible work experience, which includes program management work in a social science field, business administration, communications or information management;

Experience in program planning and budgeting, or in an administrative area where emphasis is placed on solid analysis, critical thinking, excellent judgment, writing, and expository abilities within a team framework; and

Limited experience in information systems is required.

Job Knowledge (total 20 points):

A good working knowledge of international organizations planning, accounting and budgeting systems and general procedures is preferred, along with a general knowledge of the general development context of Uganda.

Must possess knowledge of the principles of effective teamwork.

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.

A university degree in accounting, business administration, social science or related fields is required.

Evaluation Factors have been assigned the following points:

Skills and Abilities - 60 points

Job Knowledge - 20 points

Work Experience - 20 points

Language Proficiency - **Pass/Fail**

Education – **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. 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 USAID Supervisory Executive Officer) clearly indicating the position for which you are applying and describing how you meet the minimum requirements

(iii) A Curriculum Vitae/Resume.

The curriculum vitae/resume should contain sufficient information to make a valid determination that the offeror fully meets the requirements as stated in this solicitation.

This information should be clearly identified in the curriculum vitae/resume. Failure to provide information sufficient to determine the qualifications for the position will result in loss of full consideration.

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

4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "Standards of Ethical Conduct for Employees of the Executive Branch," available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

[END SOLICITATION]