



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061718R10004

ISSUANCE DATE: June 18, 2018

CLOSING DATE/TIME: July 17, 2018, 4:45 P.M. Ugandan Time

SUBJECT: Solicitation for Cooperating Country Personal Service 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 PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Frederick Onyango
Supervisory Executive Officer



I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061718R10004
- 2. ISSUANCE DATE:** June 18, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** July 17, 2018, 4:45 PM Ugandan Time
- 4. POSITION TITLE:** Project Management Specialist (Reading) - **Readvertized**
- 5. MARKET VALUE:** UGX 191,547,014 – UGX 282,336,746 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.
- 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.
- 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:**

I. General Statement of Purpose of the Contract:

USAID/Uganda is seeking for qualified Ugandans for the position of Project Management Specialist (Reading). As a Basic Education Reading Specialist (Specialist), the incumbent is responsible for advancing USAID/Uganda early grade reading goals.

The incumbent is a member of the Education, Youth, and Child Development Office (EYCD) and shares responsibilities with other team members in achieving the overall goals of USAID/Uganda's CDCS. Specifically, the incumbent spends a major portion of time on activities related to the quality delivery of basic education reading services at the national level, and as a technical specialist in early grade reading for the Mission. The incumbent works closely with the Education Development Officer, and is expected to be the lead in providing early grade reading input and guidance to EYCD, the Mission, and the Ministry of Education and Sports. The incumbent will have a leadership role in program management of the Mission's early grade reading and related awards, providing appropriate oversight, robust responses to CLA, and overall direction for the overall early grade reading efforts of the Uganda Mission.

The position requires significant programmatic and technical knowledge and a thorough knowledge of reading acquisition and measurement best practices as well as major Ugandan reading education policy. The incumbent works closely with other education, youth/workforce development, and child protection team members to strategically adapt USAID/Uganda's

reading efforts to the goals of its Country Development Coordination Strategy 2.0. An estimate of the time the incumbent should devote to each area is indicated in Section 14.

II. Statement of Duties to be Performed:

1. EYCD Program Management and Oversight 50%

The incumbent has principal responsibility for strategically managing activities to improve national level systems and policies in the Education sector under EYCD with a specialized focus on early grade reading. The position requires substantial programmatic and technical knowledge regarding the major educational policies that address early grade reading. The activities include:

- AOR/COR/Activity Manager for performance and impact evaluations (P&IE) of large education reading programs with emphasis on Early Grade Reading Assessment (EGRA).
- The job holder is required to lead in adapting the Mission's early grade reading efforts in response to Collaboration, Learning, and Adaptation (CLA) assessments and independent performance and impact evaluations at both the program level and in collaboration with USAID, Ministry, donors, and other stakeholders.
- AOR/COR/Activity Manager (or alternate) for the School Health and Reading Program and/or the Literacy Achievement and Retention Activity, and/or other related programs as assigned, with an emphasis on achieving early grade reading results and leading the strategic adaptation of USAID/Uganda's reading efforts with CDCS 2.0. Activity management will be guided by designation letters from the Contracting Officer, including financial and pipeline analysis, tracking of deliverables and results, technical expertise to resolve challenges in improving early grade reading results, and general knowledge of Uganda specific issues such as violence in schools, adolescent pregnancies, child marriages, etc.
- AOR/COR or Activity Manager of Basic Education Reading Programs currently in the initial design phase.
- Contribute to overall EYCD Office management of items such as the Mission Operations Plan, PPR reporting, development of office-wide documents such as a PMP, portfolio reviews.

2. Technical Guidance 50%

The incumbent serves as a basic education reading technical specialist and shares responsibility with the Education Development Officer in representing EYCD on various external education committees and with internal USAID stakeholders. S/he will ensure EYCD/USAID's views and goals regarding early grade reading are well articulated during various internal and external education fora, including the Education Development Partners, Education Sector Consultative Committee, Education Sector Review, the Basic Education Working Group, other MOES working groups, CDCS 2.0 integration working groups, and others as assigned including as high as the Permanent Secretary and State Minister for Primary Education levels.

The incumbent is expected to frequently and articulately promote early grade reading as the essential starting point for a literate population in support of the U.S. Government's early grade reading strategy. Literacy is an essential prerequisite supporting the U.S. Government's strategic goals in health (including HIV/AIDs), democratic governance, and economic growth.

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.

III. Supervisory Relationship:

Supervised by USDH Education Officer. The Specialist will apply a highly-technical body of knowledge about early grade reading pedagogy and assessment with minimal supervision.

IV. Supervisory Controls:

None. However, s/he has oversight responsibilities over the entire Basic Reading portfolio – a 104 Million Dollar over five years with another 20 Million Dollar in design stage.

10. OPEN TO: All qualified Ugandans are eligible to submit an offer in response to this solicitation.

11. PHYSICAL DEMANDS: The work 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 master's degree in literacy, early grade reading, or another clearly relevant education or other social science subject is required. Doctorate is preferred.

Work Experience:

At least 15 years of progressively responsible professional experience working in the education sector, five years of which must have been in early grade reading, is required.

If with a doctorate; 10 years' experience is acceptable.

Significant involvement with primary education systems reform programs and major program implementation experience in multiple districts is preferred. Early primary classroom experience teaching reading is advantageous.

Language Proficiency:

Excellent command of written and spoken English, Level IV (fluent).

Job Knowledge:

Strong background in current status of early grade reading pedagogy and achievement, including instruction in local languages with a later transition to English as a model of teaching early grade reading in Uganda is required.

Grounding in the historical development of education in Uganda; personal knowledge of typical conditions in primary schools; familiarity with the Ministry of Education and Sports (MoES) and its affiliated institutions (the Uganda National Examinations Board, National Curriculum Development Center, etc.); well-grounded in knowledge of Ugandan basic education systems (i.e.: curriculum design, teacher training, classroom effectiveness, educational management, literacy development and testing and evaluation, etc.); comprehensive understanding of factors that interact to impede learning, especially reading at the early primary level is required.

A strong technical knowledge of general early grade reading assessment is required.

A demonstrated strong knowledge of early grade reading pedagogy required.

Substantive knowledge of quantitative and qualitative methods for measuring early grade reading skills preferred.

Skills and Abilities:

Excellent writing and interpersonal communication skills; ability to form positive and productive working relationship at all levels; ability to use word-processing and spreadsheets programs.

Ability to obtain, analyze and evaluate complex data and to prepare precise and accurate factual and analytical reports.

Ability and willingness for limited travel within Uganda.

III. EVALUATION AND SELECTION FACTORS

Offerors are required to address each of the Evaluation Factors in their application to demonstrate what experience, training, education and/or awards they have received that are relevant to each factor.

All applications that are compliant with application instructions and meet minimum qualifications will be evaluated and scored based on the documentation submitted with the application. These applications will be evaluated based on scoring of the Evaluation Factor responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks. USAID reserves the right to invite the highest and/or competitively ranked candidates for an interview and/or conduct reference checks only on those individuals.

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

1. Education (Pass/Fail)

Applicants without a relevant degree will not be considered for award or proceed forward in the evaluation process. A master's degree in education or other clearly relevant social science subject is required.

2. Prior Work Experience (pass/fail)

At least 15 years of progressively responsible professional experience working in the education sector, five years of which must have been supporting education reform programs or initiatives, preferably with a focus on early grade reading.

3. Technical Knowledge (30 points)

- In-depth knowledge of the basic education sector in Uganda, including its historical development; current state of systems (i.e., curriculum design, teacher training, classroom effectiveness, educational management, literacy development and testing and evaluation, etc.); and factors that interact to impede learning, especially reading at the early primary level. **(10 points)**
- Familiarity with the Ministry of Education and Sports (MOES) and its affiliated institutions, including the Uganda National Examinations Board, National Curriculum Development Center, and others. **(10 points)**
- State-of-the-art knowledge of international best practices in the area of early grade reading pedagogy and achievement, including instruction in local languages with a later transition to English. **(5 Points)**
- Strong technical grounding in early grade reading assessment and substantive knowledge of quantitative and qualitative methods for measuring early grade reading skills. **(5 points)**

4. Job Knowledge (25 points)

- Significant involvement with primary education systems reform programs and major program implementation experience in multiple districts. **(10 points)**
- Demonstrated strategic planning, policy, and problem solving experience on complex bilateral/multi-lateral and/or public sector programs. **(10 points)**
- Early primary classroom experience teaching reading. **(5 points)**

5. Interpersonal and Management Skills and Abilities (25 points)

- Demonstrated skills in conceptualizing programs, policies, and plans and developing strategies for their implementation. **(5 points)**
- Demonstrated ability to work on a team and to form positive and productive working relationships at all levels. **(5 points)**
- Demonstrated ability to obtain, analyze and evaluate complex data, make meaningful recommendations, and prepare precise and accurate factual and analytical reports. **(5 Points)**

- Demonstrated ability to develop and maintain a wide range of senior level contacts in the public and private sectors. **(5 Points)**
- Excellent command of written and spoken English, Level IV (fluent). Ability to clearly express ideas and concepts accurately both verbally and in writing. **(5 Points)**
- Ability and willingness for limited travel within Uganda. **(pass/fail)**

Evaluation Factors have been assigned the following points:

Education – Pass/Fail

Prior Work Experience – Pass/Fail

Technical Knowledge - 30 points

Job Knowledge - 25 points

Interpersonal and Management Skills and Abilities - 25 points

Interview Performance (20 points; only applicable if invited for an interview)

Satisfactory Professional Reference Checks – Pass/Fail

Evaluation Factor Total – 100 points

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 **signed** AID-302-3 Offeror Information for Personal Services Contracts (<https://www.usaid.gov/forms/aid-302-3>)
 - (ii) Cover letter 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

The Project Management Specialist (Reading) will be compensated 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 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]