



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061718R10003

ISSUANCE DATE: June 18, 2018

CLOSING DATE/TIME: June 29, 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: 72061718R10003

2. ISSUANCE DATE: June 18, 2018

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: June 29, 2018, 4:45 PM Ugandan Time

4. POSITION TITLE: Project Management Specialist (Youth & Child Development)

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.

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 (Youth & Child Development).

The incumbent 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. S/he serves as a senior technical advisor, advising senior leadership at the Mission on policies and programs for vulnerable children and youth in Uganda, including innovations and new strategic directions. The senior advisor is also responsible for management and coordination of USG interagency and inter-sectoral youth and children development activities. She/he will have comprehensive knowledge and experience in youth and children, with a specific focus on effectively addressing the needs of highly vulnerable children (0-18 years) including safety, wellbeing, growth and development and developing sustainable programmatic interventions that will improve the health, livelihoods, educational opportunities, and access to civic and democratic processes for youth (12-30) in Uganda.

II. Statement of Duties to be Performed:

A. Project Management and Leadership (55%)

Provide project management of USAID funded grants and activities, includes technical, financial and programmatic oversight of grants and contracts as required by USAID Agreement Officer Representative/Contracting Officer Representative (AOR/COR) designation. Ensure USAID supported activities are implemented within the USG foreign assistance framework and are directly linked to attainment of USG and USAID's strategic objectives with an emphasis on vulnerable children and youth; review and approval of annual workplans, performance monitoring plans, and quarterly/annual reports; reviewing quarterly financial accruals and pipelines; quarterly (minimum) site visits; and monitoring of planned outcomes.

Analyze health, social, economic, political, and other trends affecting activities in youth development across sectors, and in line with cross-sector themes important to the Mission, such as gender, nutrition and disability. Develop internal awareness and capacity in achieving outcomes in wellbeing through multi-sector youth development activities including emphasis on education, civic participation and livelihoods. Increase awareness of the most effective interventions for improving health, education, and livelihood outcomes among youth through technical leadership and outreach.

Provide strategic guidance and leadership to the implementation to the Country Development Cooperation Strategy (CDCS). This multi-year youth strategy seeks to improve the health, livelihoods, educational opportunities, and access to civic and democratic processes for youth (12-30) in Uganda. Oversee and manage the Mission's contribution to the youth strategy including coordination and strategic alignment of education, health and HIV/AIDS programs. Develop and forge strategic partnerships with development partners, government agencies and civil society organizations supporting children and youth. Provide strategic input and technical expertise on proposed service delivery activities, policy initiatives, and research proposals.

B. Outreach and Communications (45%)

Ensure the Mission consultation with the Ministry of Gender, Labor and Social Development (MGLSD), UNICEF and youth through different funding streams, including PEPFAR, child survival, malaria and education is strategic, integrated/coordinated and reflects theories, concepts, principles, practice and current research in the development, implementation and management of children and youth focused activities. Requires close collaboration and communication with other technical/senior advisors working in the same areas. Provide strategic and technical mentoring to USAID implementing partners and staff.

Play a lead role in public outreach and communications for the youth activities across the health, education, economic growth and governance programs. Summarize information and conclusions in written and oral form, for presentation to senior USG and other decision makers, and for incorporation into other USAID/Uganda activity documents, as appropriate. Organize site visits, conferences, and seminars to ensure maximum exposure to emerging trends and various points of view, and for monitoring activities. Share lessons learned from youth programming and promote utilization of that knowledge across different USAID and Embassy offices.

Under the guidance of Uganda's national frameworks including the National Development Plan, the National Policy and Orphans and Other Vulnerable Children, the National Youth Policy, the Peace, Recovery and Development Plan, and others, provide strategic guidance in USAID's support to the MGLSD and the Ministry of Education and Sports (MOES) to support vulnerable children and youth. Through close consultation with the MGLSD, MOES, UNICEF 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.

Cultivate and maintain a wide range of contacts with government, private sector, and voluntary institutions as well as other multilateral and bilateral donors on matters related to youth to ensure proper activity design and implementation. Engage youth themselves in order to best map their needs, inform Mission activities, and evaluate programs in youth development. 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 and Department of Labor activities on exploitive labor). Represent USAID on other interagency working groups as needed, including the PEPFAR OVC Technical Working Group.

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:

The senior advisor receives direct supervision from the EYCD Youth and Workforce 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.

IV. Supervisory Controls:

None though will be expected to mentor Agency and Mission staff working with youth and vulnerable children.

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:

Masters' degree in a field relevant to development assistance in the social sectors such as health, education, social welfare or development.

Work Experience:

At least 15 years of progressively responsible, professional experience in the field of youth and child development of which at least seven years' experience in development assistance, or related work for USAID, other donor agencies, host government organizations or civil society/private sector organizations in the field of youth and child development; and five years of which the candidate was living and working in a developing country required.

Language Proficiency:

Level IV (fluent) English language proficiency, speaking and writing, is required. Knowledge in other local languages is desirable.

Job Knowledge:

Knowledge of US Government policies, regulations, procedures, and documentation.

Skills and Abilities:

Track record in managing for results and attention to the development of evidence base.

Experience in managing grants and contracts, including technical, budgetary and human resource components.

Experience developing policies and procedures governing the development, management, administration, implementation and evaluation of youth and children development programs at all levels.

Able to develop creative approaches to new or unfamiliar problems.

Experience with youth workforce development and developing the socio-economic security of vulnerable households is preferred.

Strong leadership and strong interpersonal skills (written and oral) in order to manage and coordinate multi-agency, multi-sectoral activities.

Ability to build and maintain positive working relationships with a variety of stakeholders including the U.S. Ambassador, USAID Mission Director and other heads of USG Agencies, senior levels Government officials, senior level managers and technical staff of development and implementing partners.

Must be able to represent and defend USG development policies and programs and to explain and interpret host-country attitudes, priorities and concerns to senior USG officials.

Multitask and exercise sound judgment and decision-making in a very fast paced, dynamic environment.

Independently and effectively plan, organize and manage and evaluate important, responsible and complex activities to accomplish broader Agency and Mission goals.

Advance a learning agenda; obtain, analyze and evaluate data; present in meaningful terms to others.

Excellent analytical skills to develop policies and programs and review and provide substantive feedback on concept papers, program designs, workplans, quarterly and annual reports and other government and donor documents.

Prepare factual and interpretive reports addressing complex, subject matter. Provide information and advice with detachment and objectivity.

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)

Masters' degree in a field relevant to development assistance in the social sectors such as health, education, social welfare or development.

2. Work Experience (45 points in total):

At least 15 years of progressively responsible, professional experience in the field of youth and child development of which:

--at least seven years' experience in development assistance, or related work for USAID, other donor agencies, host government organizations or civil society/private sector organizations in the field of youth and child development; and

--five years of which the candidate was living and working in a developing country required.

3. Job Knowledge (15 points in total):

Knowledge of US Government policies, regulations, procedures, and documentation.

4. Skills and Abilities (40 points in total):

Track record in managing for results and attention to the development of evidence base.

Experience in managing grants and contracts, including technical, budgetary and human resource components.

Experience developing policies and procedures governing the development, management, administration, implementation and evaluation of youth and children development programs at all levels.

Able to develop creative approaches to new or unfamiliar problems.

Experience with youth workforce development and developing the socio-economic security of vulnerable households is preferred.

Strong leadership and strong interpersonal skills (written and oral) in order to manage and coordinate multi-agency, multi-sectoral activities.

Ability to build and maintain positive working relationships with a variety of stakeholders including the U.S. Ambassador, USAID Mission Director and other heads of USG Agencies, senior levels Government officials, senior level managers and technical staff of development and implementing partners.

Must be able to represent and defend USG development policies and programs and to explain and interpret host-country attitudes, priorities and concerns to senior USG officials.

Multitask and exercise sound judgment and decision-making in a very fast paced, dynamic environment.

Independently and effectively plan, organize and manage and evaluate important, responsible and complex activities to accomplish broader Agency and Mission goals.

Advance a learning agenda; obtain, analyze and evaluate data; present in meaningful terms to others.

Excellent analytical skills to develop policies and programs and review and provide substantive feedback on concept papers, program designs, workplans, quarterly and annual reports and other government and donor documents.

Prepare factual and interpretive reports addressing complex, subject matter. Provide information and advice with detachment and objectivity.

Evaluation Factors have been assigned the following points:

Education – Pass/Fail

Work Experience – 45 points

Job Knowledge – 15 points

Skills and Abilities – 40 points

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.

Satisfactory Professional Reference Checks – Pass/Fail

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

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]