USAID | UGANDA
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: SOL-72061719R00020 (0001)
ISSUANCE DATE: December 2, 2019
CLOSING DATE AND TIME: January 10, 2020, 16:45 PM Kampala Time

Subject: Solicitation for **Resident Hire U.S. Personal Service Contractor (USPSC)**

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** 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 offer.

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

Sincerely,

Fredrick Onyango
Supervisory Executive Officer

UNITED STATES GOVERNMENT AGENCY FOR INTERNATIONAL DEVELOPMENT MISSION TO UGANDA (USAID/UGANDA)

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72061719R00020 (0001)

2. ISSUANCE DATE: December 2, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: January 10, 2020, 4:45 PM Kampala Time

4. POINT OF CONTACT: Ms. Grace Nakaddu, gnakaddu@usaid.gov

5. POSITION TITLE: Organizational Capacity Development (OCD) Advisor: PEPFAR Local Partners Initiative Coordinator (Resident Hire) **(Readvertized)**

6. MARKET VALUE: $64,490 - $83,840, equivalent to GS-12
Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: Initial two year contract from date of appointment with option to extend for three one-year periods. Exercising the options to extend will depend on continuing need of services, availability of funds, and satisfactory or better performance.

8. PLACE OF PERFORMANCE: Kampala, Uganda with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: In order to be considered for this position, the offeror must be a United States (U.S.) Citizen or Resident Alien – resident in Uganda.

10. SECURITY LEVEL REQUIRED: The successful Offeror must obtain a U.S. Government Employment Authorization.

11. STATEMENT OF DUTIES:

(1) General Statement of Purpose of the Contract

The USAID Uganda Mission is seeking for an Organizational Capacity Development Advisor: PEPFAR Local Partners Initiative Coordinator to coordinate the transition of the majority of its HIV investments to local Ugandan entities.

The incumbent must exercise flexibility, leadership, and professionalism in the execution of responsibilities related to program design; program implementation; strategy planning; operations and management; and strategic communications.

The position is located in the HIV Team within the Office of Health and HIV (OHH).

(2) Statement of Duties to be Performed.

The President's Emergency Plan for AIDS Relief (PEPFAR) is the single largest sector program in the USAID/Uganda portfolio. PEPFAR investments in Uganda have resulted in substantial progress toward HIV/AIDS epidemic control, the point at which new HIV infections have decreased and fall below the total number of deaths among HIV-infected individuals.

As Uganda approaches epidemic control, PEPFAR has directed agencies to shift the majority of PEPFAR investments to indigenous partners to promote sustainability and local ownership of the "maintenance phase" in epidemic control. Uganda is a "tier 1" focus country for shifting 70 percent of global PEPFAR resources to local partners by 2020. USAID has begun to transition its PEPFAR portfolio from only international prime implementing partners to predominantly local entities. This transition is complex and requires dedicated professional coordination to ensure that the mission achieves its goal while minimizing programmatic and fiduciary risks.

1. Program Design - (40%)

--A&A Activity Design: Participate in design teams and lead activity designs for acquisition and assistance activities that contribute to the local partner transition strategy. Activity design includes the processes and products described in the USAID/Uganda Mission Order on Project and Activity Design and USAID Automated Directive System (ADS) 201.

--G2G Activity Design: Participate in design teams for Government-to-Government (G2G) activities that contribute to the local partner transition strategy. G2G activity design includes the processes and products described in ADS220.

--Illustrative tasks: Serve as activity design team member or leader, contribute to design process deliverables including market research, project/activity description or statement of work development, mandatory and elective analyses (ex: gender, environment), activity checklists, and Senior Obligation Alignment Review (SOAR) approvals. Participate in assessments of potential partners' financial and technical capacities. Contribute to G2G design deliverables including statements of work, budgets, and implementation letters.

2. Program Implementation - (35%)

--Agreement / Contracting Officer's Representative Duties: Obtain certification and serve as A/COR or alternate A/COR for activities within the Office of Health and HIV. Serve as the implementer's primary liaison at USAID responsible for oversight and management of awards according to the terms of the award document (contract, agreement, etc.). Activities may include technical PEPFAR activities or risk management and capacity building activities.

--Illustrative tasks: Participate in work planning, review and accept deliverables, oversee technical interventions, provide approvals per the award as needed, monitor and evaluate programmatic progress, track spending and report on finances, approve vouchers, and support USAID's collaboration, learning, and adapting approach to award management.

3. Strategy Development- (10%)

--Local Partner Strategy Development: Develop the USAID/Uganda PEPFAR local partner transition strategy.

--Country Operational Planning: Ensure that the local partner transition strategy is reflected in the programmatic and management sections of the COP.

--USAID/Uganda Strategy Alignment: Ensure that USAID/Uganda's PEPFAR investments are aligned with the vision in the USAID/Uganda Country Development Cooperation Strategy (CDCS).

--Illustrative tasks: Incorporate feedback from USAID/Washington, the Office of the Global AIDS Coordinator, and the PEPFAR Uganda interagency team into subsequent drafts of the USAID/Uganda local partner strategy. Participate in preparation of COP budget and staffing tables, presentation of Uganda's approach for the COP approval meetings. Participate in the CDCS mid-point stocktaking exercise, portfolio reviews, and future CDCS revisions or drafts.

4. Operations and Management- (10%)

--Staffing Analysis: Analyze USAID/Uganda's ongoing needs for long and short term staff and consultants to support the overall local partner transition and individual designs and assessments associated with the transition.

--Hiring and SOW development: Once needs are identified, draft position descriptions, statements of work, purchase orders, etc. necessary to mobilize new human resources to advance the local partner transition strategy.

--Resource planning: Monitor human and financial resource availability for the planning and implementation of the local partner transition strategy.

--Illustrative tasks: Review staffing needs against available staff, write terms of reference and program descriptions, analyze PEPFAR management and operations budgets, draft staffing tables for the COP, liaise with Washington and Mission actors to identify mechanisms for bringing on short term technical assistance for local partner strategy development and implementation.

5. Strategic Communications- (5%)

--Communications to implementing partners: Ensure regular and relevant communication to implementing partners throughout the transition to local ownership. Incorporate feedback from implementing partners into the local partner transition plan. Document challenges and best practices related to local partner transitions.

--Communications within the Mission & Embassy: Share information and incorporate feedback from offices within USAID/Uganda and other PEPFAR agencies including the Centers for Disease Control and Prevention (CDC) and Department of Defense (DoD) and PEPFAR Coordination Office (PCO) who play critical roles in transitioning the USAID PEPFAR portfolio to local entities.

--Communications with Washington: Proactively communicate with the Office of HIV and AIDS in the Global Health Bureau at USAID/Washington and other parts of the Agency and PEPFAR. Respond to requests for information from headquarters and ensure transparency about the transition to local partners. Ensure that risks in transitioning the portfolio are documented and shared with headquarters.

--Illustrative tasks: Draft the weekly newsletter on the USAID/Uganda local partner transition, maintain the internal transition website, represent USAID/Uganda on conference calls, webinars, and in person meetings on the local partner transition initiative.

Position Elements

Post Entry Training: The OCD Advisor shall annually complete Financial Disclosure Report (OGE 450 form) and attend mandatory annual Ethics training conducted at USAID/Uganda by the Legal Advisor. On-the-job training will be provided relating to USG specific procedures, regulations, and methods. The contractor will be required to attend and successfully complete appropriate training courses, subject to

course offerings and the availability of funds, including: Contracting/Agreement Officer Representative (COR/AOR) courses leading to COR/AOR certification; Project Design; Public Financial Management Risk Assessment; (A&A 104) Acquisition and Assistance Management for Contracting / Agreement Officers' Representatives, and Introduction to the Program Cycle.

Available Guidelines: USAID Automated Directives (ADS) Chapter 201; Agency Policies, USAID/Uganda Mission Orders, policy and guidelines; USAID/USAID Country Development Cooperation Strategy.

Exercise of Judgment: In instances not clearly covered by written guidelines, the incumbent will use his/her own personal, well-informed judgement in devising innovative approaches to setting priorities and resolving technical, administrative, managerial and/or policy problems. The use of initiative, tact, diplomacy, discretion and patience is required in dealing with colleagues at USAID, other USG government agencies, implementing partners, the Government of Uganda as well as representative from donor organization to resolve problems that arise during the course of work for which there is often no clear or immediate solution.

Authority to Make Commitments: The contractor has no independent authority to commit funds on behalf of the U.S. Government. However, the contractor establishes priorities based on available guidelines and professional judgement and makes recommendations to USAID on specific activity issues or problems. As an AOR/COR, the contractor shall have authority and responsibility to provide technical oversight and activities management to achieve program goals. S/he will have the authority to represent USAID in the articulation of program objectives.

Nature, Level, and Purpose of Contacts: The contractor shall maintain strong working relations with USAID colleagues and members of other US Government Agencies. S/he must establish and maintain a wide range of working level contacts with the Office Health and HIV, Implementing partners, USG agencies, donors, community members, and government health workers at Ministerial and lower levels.

Support Items: The contractor will be provided with the support services, equipment, and supplies necessary to perform the work.

(3) Supervisory Relationship:

The OCD will report directly to the HIV Unit Leader.

(4) Supervisory Controls:

This is not a supervisory position.

12. PHYSICAL DEMANDS:
The work requested does not involve undue physical demands, though travel may occupy 10% of work time.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

USAID/Uganda expects to award a personal services contract for an resident hire U.S. citizen, or U.S. Resident Alien for a two year period, which period may be extended by three one-year periods based on continued need, availability of funds, and employee performance.

The successful offeror must be capable of securing a USG "Employment Authorization – Facility Access". The offeror must be able to secure a medical clearance.

Offerors meeting the required qualifications for the position will be evaluated based on documentation submitted with the offer and obtained through reference checks. USAID reserves the right to contact previous employers for relevant information concerning performance and may consider such information in its evaluation. The highest-ranking applicants may be selected for an interview.

USAID reserves the right to conduct telephonic interviews with the most highly ranked applicants and make the interview a deciding factor in selection.

The 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.

Required professional qualifications include the following and offerors must address all the elements as part of their offer in response to this resident hire PSC solicitation.

Education: Master's degree (or equivalent level experience) in public health, international relations, international development, or a related field.

In lieu of a Master's degree, a Bachelor's degree in one of the above named disciplines and equivalent years of related work experience.

Work Experience:

With a Master's degree, three years substantive and increasingly responsible experience in development program management and/or health systems development;

Demonstrated experience with and understanding of health fields (i.e. HIV/AIDS, Malaria, Family Health, Strategic Information);

Experience with USAID, USG, other multilateral or other bilateral organizations, NGOs or implementing partners.

Or

With a Bachelor's degree, five years substantive and increasingly responsible experience in development program management and/or health systems development;

Demonstrated experience with and understanding of health fields (i.e. HIV/AIDS, Malaria, Family Health, Strategic Information);

Experience with USAID, USG, other multilateral or other bilateral organizations, NGOs or implementing partners.

Language, Communication, and Computer Skills:

Demonstrated Level IV (fluent) English language proficiency in speaking, reading and writing;

Excellent written and verbal communication skills; and

Ability to use standard computer programs for word processing, spreadsheets and presentations.

Technical Skills and Abilities:

Demonstrated ability to apply techniques for strategic planning, implementation, management, monitoring, and evaluation of health programs;

Demonstrated technical ability related to health systems strengthening and quality improvement/performance based monitoring;

Demonstrated proficiency in strategy development, strategic communications, program management, budget cycle management, monitoring, evaluation, and learning, donor coordination, and program design;

Ability to understand complex and multi-sectoral programs;

Ability to apply exception conceptual, analytical, and reasoning skills; and

Ability to analyze large amounts of disparate information and use that information to target a variety of audiences.

Teamwork and Interpersonal Skills:

Excellent analytical and time management skills;

Project management ability, including ability to lead and work with multi-cultural teams;

Demonstrated diplomacy and tact to be sensitive to USAID relationship with the host government, other donors, and private and public organizations;

Ability to work calmly, and effectively to manage multiple tasks simultaneous or work under pressure;

Excellent organization skills to effectively coordinate multiple disciplines.

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. FAR provisions of this solicitation are available at https://www.acquisition.gov/browse/index/far.

Applicants who do not meet basic qualifications are considered not qualified for the position. Qualified applicants possessing the above minimum requirements will be assessed based on the following factors:

Offerors are required to address each of the Quality Ranking Factors (QRF) 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 QRF 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.

1. Technical Skills and Abilities (total 35 points):

Demonstrated ability to apply techniques for strategic planning, implementation, management, monitoring, and evaluation of health programs;

Demonstrated technical ability related to health systems strengthening and quality improvement/performance based monitoring;

Demonstrated proficiency in strategy development, strategic communications, program management, budget cycle management, monitoring, evaluation, and learning, donor coordination, and program design;

Ability to understand complex and multi-sectoral programs;

Ability to apply exception conceptual, analytical, and reasoning skills; and

Ability to analyze large amounts of disparate information and use that information to target a variety of audiences.

2. Teamwork and Interpersonal Skills (total 30 points):

Excellent analytical and time management skills;

Project management ability, including ability to lead and work with multi-cultural teams;

Demonstrated diplomacy and tact to be sensitive to USAID relationship with the host government, other donors, and private and public organizations;

Ability to work calmly, and effectively to manage multiple tasks simultaneous or work under pressure;

Excellent organization skills to effectively coordinate multiple disciplines.

3. Prior Work Experience (total 25 points):

With a Master's degree, three years substantive and increasingly responsible experience in development program management and/or health systems development;

Demonstrated experience with and understanding of health fields (i.e. HIV/AIDS, Malaria, Family Health, Strategic Information);

Experience with USAID, USG, other multilateral or other bilateral organizations, NGOs or implementing partners.

Or

With a Bachelor's degree, five years substantive and increasingly responsible experience in development program management and/or health systems development;

Demonstrated experience with and understanding of health fields (i.e. HIV/AIDS, Malaria, Family Health, Strategic Information);

Experience with USAID, USG, other multilateral or other bilateral organizations, NGOs or implementing partners.

4. Language, Communication, and Computer Skills (total 10 points):

Demonstrated Level IV (fluent) English language proficiency in speaking, reading and writing;

Excellent written and verbal communication skills; and

Ability to use standard computer programs for word processing, spreadsheets and presentations.

5. Education (pass/fail): Offerors will be given a passing score if they have a relevant degree.

Master's degree (or equivalent level experience) in public health, international relations, international development, or a related field plus three years of experience OR Bachelor's degree in one of the above named disciplines plus five years of experience.

Evaluation Factors have been assigned the following points:

Technical Skills and Abilities - 35 points
Teamwork and Interpersonal Skills - 30 points
Prior Work Experience - 25 points
Language, Communications and Computer Skills - 10 points

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

Total Possible Points: 100
Evaluation Factor Total – 100 points, and **Pass** for Education and Reference Check

Offerors invited to an interview and/or 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. Eligible offerors are required to complete and submit:

A. A **hand signed** offer form AID 309-2, "Offeror Information for Personal Services Contracts with Individuals," available at: http://www.usaid.gov/forms;

B. Cover letter clearly indicating the position for which you are applying;

C. Curriculum vitae/resume specifically which **MUST** include:

(i) Paid and non-paid experience, job title, location(s), dates held (month/year) and hours worked per week for each position;

-- Dates (month/year) and locations for all international field experience must also be detailed;

-- Any experience that does not include dates (month/year), location, and hours per week will not be counted towards meeting the solicitation requirements.
(ii) Specific duties performed that fully detail the level and complexity of the work.

(iii) Names and contact information (phone and email) of your current and/or previous supervisor(s).

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

D. Supplemental [separate] document specifically addressing each QRF as outlined in the solicitation.

E. Valid work permit.

2. Offers must be received by the closing date and time specified in **Section I, item 3,** and submitted by email to gnakaddu@usaid.gov copy to cnatividad@usaid.gov.

No other form of submission will be permitted (e.g. courier, fax or hand delivery). The US Government will not be responsible for incomplete/corrupted or missing information in electronic submissions and these offers may not be accepted. USAID will only confirm receipt and print out the electronic submission. USAID will not ensure quality or completeness of electronic files attached to the e-mails. The Offeror assumes all risk related to an electronic submission. Late offers or delayed electronic submissions will not be accepted.

3. Offeror submissions must clearly reference the number of this Solicitation to ensure the offer is for the position in this Solicitation.

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, the resident American and Alien: the contractor will be compensated in accordance with AIDAR Appendix D. Resident American and Aliens are not eligible for fringe benefits, differentials or allowances. They are eligible for contributions to health insurance and life insurance. Benefits include sick and annual leave as described in AIDAR Appendix D (https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR), Appendix D, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"** available at : 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 and 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
AAPD 18-02 (PDF 310K)	Changes to the Medevac Policy for USPSCs and TCNPSCs –May 23, 2018	Personal Services Contracts
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
AAPD 15-02-Revised (PDF 145 kb) AAPD 15-02 Revised (Word 118 kb)	AAPD 15-02 REVISED - This AAPD 15-02 REVISED extends implementation of the USAID policy for Leave and Holidays, including family and medical leave, for U.S. personal services contractors (USPSCs) by deviation from AIDAR Appendix D, § 12, clause (GP) #5. This policy is effective as indicated on page 2, section II, of the AAPD.	Personal Services Contracts

AAPD 10-01 (PDF 47 kb)	PERSONAL SERVICES CONTRACTS -- CHANGES IN USG REIMBURSEMENT AMOUNTS FOR HEALTH INSURANCE AND PHYSICAL EXAMINATION COSTS – 01/08/10	Personal Services Contracts
AAPD 06-10 (PDF 80 kb)	PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY – October 30, 2006	Personal Services Contracts
CIB 99-15 (PDF 51 kb)	Changes to AIDAR Concerning Resident Hires and Deviations – 08/99	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]