



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: SOL-72061722R00009 (0001)

ISSUANCE DATE: September 22, 2022

CLOSING DATE/TIME: October 21, 2022, 16:45 PM Kampala Time

Subject: Solicitation for **US Personal Service Contractor (USPSC) and Third Country National (TCNPSC)**

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 offer.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1 at: kampalausaidjobs@usaid.gov

Sincerely,

Anne Martin
Deputy Executive Officer

ATTACHMENT 1**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** SOL-72061722R00009 (0001)
2. **ISSUANCE DATE:** September 22, 2022
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** October 21, 2022, 4:45 PM Kampala Time
4. **POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov or 0414-306-001
5. **POSITION TITLE:** Senior Strategic Information Advisor – Epidemiologist (**Readvertized**)
6. **MARKET VALUE:** \$95,973 - \$124,764, equivalent to GS-14.
Final compensation will be negotiated within the listed market value.
7. **PLACE OF PERFORMANCE:** Kampala, Uganda. The contractor may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.
8. **PERIOD OF PERFORMANCE:** The base period will be two years, estimated to start or about November 2022. Based on Agency need, the Contracting Officer may exercise three one-year periods for dates estimated as follows:

Base period	November 2022 to November 2024
Option period 1	November 2024 to November 2025
Option period 2	November 2025 to November 2026
Option period 3	November 2026 to November 2027

9. **PLACE OF PERFORMANCE:** Kampala, Uganda.
with possible domestic travel of up to 50 percent as stated in the Statement of Duties.
10. **ELIGIBLE OFFERORS:** United States (U.S.) citizen or Resident Alien – offshore or resident in Uganda and Third Country National (TCN) per AIDAR Appendix J.
11. **SECURITY LEVEL REQUIRED:** The successful offeror must obtain a U.S. Government Employment Authorization – Facility Access only.
12. **STATEMENT OF DUTIES**

(1) General Statement of the Purpose of the Contract

USAID/Uganda is seeking qualified candidates for the position of U.S. Personal Services Contractor (USPSC) - Senior Strategic Information Advisor - Epidemiologist.

The Office of Health and HIV (OHH) is USAID/Uganda's largest technical office with more than 70 staff positions and over \$310 million in program funding. Currently, OHH is divided into six technical units: Health Systems Strengthening, HIV & Tuberculosis, U.S. President's Malaria Initiative, Family Health, Global Health Security and Emerging Pandemic Threats, and Strategic Information. OHH manages a wide array of programs, many of which are

integrated in design. Each element of the portfolio contributes to country-led health program approaches that focus on integration of services; leveraging host country and other donor investments; strengthening health systems; a focus on women and girls; improved evaluation and innovation to promote adapting and learning; and science and technology.

The Strategic Information Unit collects and analyzes data and information related to each of the technical units; advises OHH on program monitoring, evaluation, reporting, and learning (MERL); guides and coordinates the MERL work of over 50 implementing partners (IPs); supports the President's Emergency Plan for AIDS Relief (PEPFAR) with strategic information for planning and implementation; and advises and supports the Ministry of Health (MOH) on Uganda's health management information system.

The Senior Advisor serves as a technical subject matter expert on MERL and strategic information and plays a key role in supporting cross-cutting activities with Strategic Information Unit staff, other OHH team members, IPs, and host country and other stakeholders. S/he advises the Mission and other stakeholders, including the MOH and health development partners, on best practices and participates in relevant sector-wide technical working groups. The Senior Advisor plays a critical role in mentoring and guiding Strategic Information and other OHH staff, USG interagency colleagues, IPs, and host country and other stakeholders to build their capacity to use strategic information for evidence-based decision making.

(2) Statement of Duties to be Performed

The Senior Advisor will provide technical assistance to OHH and other USAID staff, USG interagency colleagues, IPs, the MOH, and other collaborating partners in the development, coordination, and evaluation of health management information systems that encompass a variety of data components beyond epidemiology and service utilization statistics. The Senior Advisor will provide leadership on the harmonization and alignment of USAID's project-supported information systems/databases with the MOH's health information systems.

The Senior Advisor is responsible for providing technical direction and expertise to the Strategic Information Unit, including coaching and mentoring staff to build their skills, and performing quality assurance reviews of their work products to ensure the accuracy of data and the utility of their analyses. The Senior Advisor is actively involved in the planning, design, monitoring, implementation, and evaluation of OHH awards and plays a critical role in coordination of all components of strategic information under the OHH portfolio, such as analysis of progress and project design for inclusion in the annual PEPFAR Country Operational Plan, USAID/Uganda's Country Development Cooperation Strategy and Performance Management Plan, PEPFAR Oversight and Accountability Review Team reviews, and other planning and reporting documents and processes.

The Senior Advisor maintains highly collaborative interagency relationships and ensures that data generated by program monitoring and other strategic information systems are of high quality and used for program planning, policy development, advocacy, and program evaluation. The Senior Advisor represents USAID within multiple technical working groups, and maintains collaborative working relationships with host government officials, donors, USG agencies, and non-governmental organizations.

(i) Technical Leadership and Expertise - (50 percent):

Provide technical leadership and expertise in strategic information and epidemiology for the development and implementation of programmatic interventions, program monitoring, operational research, data analysis and use, surveillance, and health informatics to OHH, USAID, the broader USG, IPs, and host country stakeholders.

Lead the development of evaluation plans, develop evaluation statements of work, and coordinate the implementation of evaluations. Develop and implement qualitative and quantitative studies, surveys, and surveillance activities. Work with USG strategic information leads to ensure that evaluation findings and performance data are integrated into the Mission's programmatic decision-making.

Make recommendations to facilitate incorporation of evidenced-based epidemiological data into OHH activity design and implementation.

Provide technical guidance to OHH, IPs, and other stakeholders for developing appropriate indicators and establishing baselines in the planning, implementing, monitoring, and evaluation of OHH program activities to track and measure the accomplishment of project objectives.

Develop and train OHH staff in the use of appropriate data management systems to measure and track progress made toward achieving targets based on required indicators. Advise on and design enhancements to data collection and program monitoring tools and systems.

Synthesize trends at the regional/national levels, incorporate learning from all analyses into current and future programming, and share this extensively across all stakeholders.

Guide the Strategic Information Unit in the analysis and interpretation of quantitative and qualitative data from various sources including Site Improvement through Monitoring System (SIMS), Data for Accountability, Transparency, and Impact (DATIM), the District Health Information System 2 (DHIS 2), Patient Reported Outcomes Measurement Information System (PROMIS), the Orphans and Vulnerable Children (OVC) Management Information System (MIS), the HIV-based Real Time Integrated Database (HIBRID), and facility and partner-level data.

Guide the Strategic Information Unit in the development and presentation of user-friendly reports and dashboards for use in evidence-based decision making, Country Operational Plan planning, enhancing program monitoring and oversight, service delivery quality improvement, and enhancing program performance.

Develop guidance and frameworks for local procedures, policies, and processes that will institutionalize and support capacity development for high quality design and MERL.

Facilitate knowledge management, through the exchange of technical information and ideas, to foster collaboration on cross-cutting issues and promote effective collaboration and program/project synergies.

Keep abreast of and alert colleagues to trends in current public health literature, reports, international guidelines and standards, and best practices in public health strategic information.

(ii) Program Performance Management - (35 percent):

Serve as principal advisor to OHH Contracting/Agreement Officer's Representatives (C/AORs) on the planning, implementation, management, monitoring, results reporting, advocacy, and performance improvement of USAID's strategic information activities.

Serve as a C/AOR, alternate C/AOR, or activity manager for awards that focus on performance of strategic information-related activities and provision of strategic information-related technical assistance. As C/AOR, or activity manager, the Senior Advisor will ensure suitable monitoring and reporting systems are in place; provide technical input in the development of Performance Monitoring Plans; review, approve, and ensure compliance with IPs' annual work plans and budgets; monitor expenditures and pipelines; process appropriate and timely funding actions in USAID's Global Acquisition and Assistance System, in coordination with the Office of Acquisition and Assistance and the Office of Financial Management; conduct regular site visits to monitor activities and verify asset use; guide IPs to adhere to USAID and USG policies and procedures; review all written reports submitted by IPs and furnish feedback; and maintain project activity files.

Guide OHH C/AORs to ensure suitable monitoring and reporting systems are in place; provide technical input in the development of Performance Monitoring Plans; provide significant guidance to the design and implementation of the strategic information and MERL components of health projects and activities. Ensure that strategic information and

MERL components of all OHH program activities are implemented in compliance with relevant USAID, USG, PEPFAR, and President's Malaria Initiative guidelines, policies, regulations, and procedures.

In partnership with relevant C/AORs and activity managers, provide monitoring and evaluation of overall OHH IP performance against established benchmarks and targets. Analyze portfolio/program-level results across a range of dimensions and variables for OHH and other relevant stakeholders.

Provide vision and leadership to OHH team, assuring linkages and coordination among USAID/Uganda technical offices and with USG interagency-supported health activities.

Contribute to the development of operational plans, including the PEPFAR Country Operational Plan, quarterly PEPFAR Oversight and Accountability Review Team reviews, the Country Development Cooperation Strategy, and the USAID Operational Plan.

Respond to strategic information-related "taskers" and other *ad hoc* and recurring reporting requirements from the Mission, USAID/Washington, PEPFAR, Congress, and others.

Mentor and train staff to further build and deepen technical strategic information skills and leadership capabilities. Deepen the Strategic Information Unit's skills in graphic presentation of data (data visualization) as well as the team's skills in preparing analyses responsive to the information needs of an array of internal and external stakeholders.

Vet analyses and work products of the Strategic Information Unit for data accuracy and soundness of data interpretation and analysis.

(iii) Internal and External Representation and Reporting - (15 percent):

Develop good working relations and ongoing strategic information-related technical exchange with relevant internal and external stakeholders to contribute to a broader strategic information learning community.

Participate as a senior Mission representative in national-level technical, programmatic, and policy meetings, and in consultations with other health development partners, donors, government officials, and IPs.

Represent USAID in relevant host government, USG interagency, and other health development partner working groups and in technical discussions on issues related to strategic information programming. Attend regional and international meetings, such as conferences on strategic information, epidemiology, and other relevant topics and share insights with colleagues in OHH.

Organize and share epidemiological and programmatic data, analyses, and tools with USG partners and other international organizations. Develop and deliver scientific presentations, reference materials, and speeches, as requested, on epidemiology and strategic information-related subjects for informational, advocacy, and coordination purposes.

Work closely with host government counterparts, bilateral and multilateral agencies, and other key stakeholders to strengthen collaboration among strategic information activities and initiatives throughout Uganda to build capacity and enhance the long-term sustainability of strategic information program activities.

POSITION ELEMENTS

Post Entry Training: On-the-job training will be provided relating to USAID-specific procedures, regulations, and methods, including the Automated Directives Systems, Mission Orders, and databases, including, but not limited to: SIMS, DATIM, DHIS2, PROMIS, the OVC MIS, HIBRID, Panorama, and health facility and

implementing partner-level data. Formal C/AOR certification courses, program/project activity management, and other training courses appropriate to the Senior Advisor position will be offered, subject to course offerings and the availability of funds.

Available Guidelines: Strategic Framework for U.S. Foreign Assistance; Agency policy statements; Operational Plans; strategies and guidance, including the Uganda Country Development Cooperation Strategy 2016-2021; the Automated Directives System; results frameworks; and work plans.

Exercise of Judgment: Substantial judgment (discretion) is used daily in giving technical guidance to USG, USAID, and GOU colleagues, and to IPs; and in representing USAID in multiple-stakeholder fora. Within the authority extended to C/AORs, exercises significant judgment in resolving technical and/or operational problems encountered. Collaborates with and provides guidance to OHH C/AORs regarding strategic information components of awards. Substantial judgment is required in analyzing and determining whether to recommend approval of actions regarding strategic information.

Authority to Make Commitments: None. The Senior Advisor shall not make any unauthorized commitments for the USG. However, the incumbent exercises the authority given to activity managers and C/AORs and may make administrative arrangements consistent with USAID's Automated Directives System guidance and Mission policy. The Senior Advisor acts and establishes priorities based on professional judgment and available guidelines such as PEPFAR Country Operational Guidance and Monitoring, Evaluation & Reporting indicator reference guides. Guidance is sought when needed, and the Senior Advisor's supervisor is informed of activity and project status. Within the scope of the authority delegated, the Senior Advisor may suggest to ranking counterpart and IP officials that they make a recommendation to USAID on a specific activity issue or problem.

Nature, Level, and Purpose of Contacts: The Senior Advisor must be able to develop and maintain contacts with all levels of staff in OHH as well as the wider USAID/Uganda Mission and USG interagency strategic information-epidemiology counterparts. The Senior Advisor maintains an extensive range of mid- to senior-level contacts in host government, among health development partners/donors, USAID/Uganda implementing partners, and Ugandan health sector circles for purposes of advising strategic information-related and epidemiological aspects of project implementation; obtaining, interpreting, and discussing strategic information relevant to program activities; and providing guidance and procedures for strengthening strategic information. Primary contacts are at the MOH and other USG agencies. The Senior Advisor represents USAID in international and national technical fora, with multiple stakeholders.

Sunday Pay: Sunday pay is not authorized under this contract.

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

(3) Supervisory Relationship

The Senior Advisor works under the general supervision of the Strategic Information Unit Lead. Accomplishments are evaluated through periodic and annual evaluations for conformance with policy and accomplishment of USAID/Uganda objectives and individual work objectives reflecting the "Specific Duties and Responsibilities" of the Senior Advisor's position description.

(4) Supervisory Controls

The Senior Advisor may be assigned to supervise up to two Cooperating Country National Personal Services Contractor staff. In addition, the Senior Advisor will be responsible for oversight of several institutional contractors supporting the Strategic Information Unit.

If a third country national (TCN) is selected for award, during the period of this contract, the TCN personal services contractor must provide at least 5 hours per week of training to a cooperating country national (CCN) designated by USAID. The PSC Supervisor will establish a training plan with benchmarks to measure the TCNPSC's progress toward achieving this training deliverable.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To ensure compliance with the entire set of this solicitation instructions (please see page 9 to 13 – III. EVALUATION AND SELECTION FACTORS and IV. SUBMITTING AN OFFER sections), **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:**

- (1) have attained the required education level; and
- (2) meet the experience requirements, etc.

USAID/Uganda expects to award a personal services contract for a United States (U.S.) Citizen or Resident Alien - offshore or resident in Uganda or Third Country Nationals (TCNs) for a two year base period. Based on Agency need, the Contracting Officer may exercise three one-year contract extension periods.

The successful Offeror must be capable of securing a U.S. Government Employment Authorization – Facility Access only. S/he must be able to secure a medical clearance to serve in Uganda.

In order to be considered for the position, an offeror must meet the Minimum Qualifications listed below. Consideration and selection will be based on a panel evaluation of the Evaluation Factors. Offerors meeting the required qualifications for the position will be evaluated based on the information/ documentation presented in the offer.

Additionally, interviews and writing samples may be requested only from the top scoring offerors. Please note that not all offerors will be interviewed or contacted.

USAID reserves the right to conduct telephonic interviews with the highest-ranked offerors and make the interview a deciding factor in selection.

Reference checks will be conducted on those Offerors selected for the interview. The Offeror's references must be able to provide substantive information about the Offeror's past performance, skills, and abilities.

USAID reserves the right to obtain from previous employers and other sources - in addition to the ones provided by the offeror - relevant information concerning the Offeror's past performance, technical knowledge, required skills, including teamwork and team-building experience and may consider such information in its evaluation.

If an offeror does not wish USAID to contact a current employer for a reference check, this should be stated in the offeror's cover letter, and USAID will delay such reference check pending communication with the offeror.

USAID will not pay or reimburse for any expenses associated with the application, evaluation process (e.g., interviews, writing samples, writing tests) unless expenses are pre-authorized.

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

A. EDUCATION

Master's Degree in epidemiology, public health, demography, statistics, or other field related to strategic information in international development and/or public health.

B. PRIOR WORK EXPERIENCE

--At least seven years of progressively responsible experience gathering, synthesizing, analyzing, and managing strategic information to facilitate evidence-based program planning and management.

--At least three of those years must include progressively responsible experience providing effective strategic information and/or monitoring and evaluation oversight and senior-level advisory services to international development activities, including those involving proactive decision making on financial and human resources by cooperating partners and contractors.

C. TECHNICAL SKILLS AND ABILITIES

Strong ability to analyze and interpret data from an array of sources and translate into analyses, graphics, and reports that are easily understood by audiences with varying strategic information technical ability.

Skill in applying data analysis and research findings to conceptualizing programs, policies, and plans and in developing strategies for their management and implementation.

Strong qualitative and quantitative data collection and analytical skills and advanced data visualization and presentation skills.

Demonstrated in-depth knowledge of state-of-the-art approaches to strengthen strategic information and monitoring and evaluation systems, in both the public and private sectors.

Skills in health and/or PEPFAR program monitoring, evaluation, informatics, reporting and data management, information systems, and implementation science/operations research.

Skills in epidemiology and/or familiarity with methodologies for conducting epidemiological investigations, surveillance, and descriptive or analytical studies.

D. TEAMWORK AND INTERPERSONAL SKILLS

Demonstrated ability to work collaboratively with senior managerial and technical USAID, USG, or non-government organization (NGO) counterparts; host-country counterparts; donors; and other stakeholders.

Proven ability to effectively mentor, train, and build local capacity related to strategic information and monitoring and evaluation.

Ability to perform quality assurance reviews of work products to ensure the accuracy of data and the strength and usefulness of their analyses.

Ability to work effectively and collegially with a broad range of USG personnel and partners, and to coordinate and collaborate with donors, IPs, the GOU, and other external stakeholders.

Demonstrated ability to provide strategic leadership and consensus building among large and diverse teams for complex projects.

Ability to work both independently and as part of a multi-cultural team to achieve overall goals and objectives.

Ability to work effectively in a team environment as a team member, leader, or supervisor.

Demonstrated ability to navigate and manage politically and culturally sensitive issues in a diplomatic manner and consider divergent viewpoints on policy, project, research, and administrative matters.

E. LANGUAGE, COMMUNICATION, AND COMPUTER SKILLS

Strong written and verbal communication skills. Fluent in English (Foreign Service Institute Level 4) and proven ability to communicate quickly, clearly, and concisely both orally and in writing.

Ability to facilitate meetings and make logical and persuasive oral presentations to senior officials, USG interagency colleagues, IPs, and other stakeholders in a multi-cultural context.

Demonstrated ability to communicate ideas concisely and persuasively.

Demonstrated ability to effectively draft technical papers, reports, strategic program designs, or other written documents.

Ability to communicate technical information to technical and nontechnical audiences.

Excellent computer and software skills, including ability to manage large amounts of data in Microsoft Excel, databases, and other commercial off-the-shelf and custom programs related to strategic information and epidemiology.

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 selection criteria below.

To ensure compliance with the entire set of this solicitation instructions (please see page 12 to 13 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 five Quality Ranking Factors (ORFs) that must be addressed as required in the supplemental document – Item IV – Submitting an Offer 1 (D).

Offerors **must**, therefore, **address each of the five Quality Ranking Factors (ORFs) 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.

The five Quality Ranking Factors (ORFs) that must be addressed as required in the supplemental document – Item IV – Submitting an Offer 1 (D) are:

1. TECHNICAL SKILLS AND ABILITIES (35 points in total):

Strong ability to analyze and interpret data from an array of sources and translate into analyses, graphics, and reports that are easily understood by audiences with varying strategic information technical ability.

Skill in applying data analysis and research findings to conceptualizing programs, policies, and plans and in developing strategies for their management and implementation.

Strong qualitative and quantitative data collection and analytical skills and advanced data visualization and presentation skills.

Demonstrated in-depth knowledge of state-of-the-art approaches to strengthen strategic information and monitoring and evaluation systems, in both the public and private sectors.

Skills in health and/or PEPFAR program monitoring, evaluation, informatics, reporting and data management, information systems, and implementation science/operations research.

Skills in epidemiology and/or familiarity with methodologies for conducting epidemiological investigations, surveillance, and descriptive or analytical studies.

2. TEAMWORK AND INTERPERSONAL SKILLS (30 points in total):

Demonstrated ability to work collaboratively with senior managerial and technical USAID, USG, or non-government organization (NGO) counterparts; host-country counterparts; donors; and other stakeholders.

Proven ability to effectively mentor, train, and build local capacity related to strategic information and monitoring and evaluation.

Ability to perform quality assurance reviews of work products to ensure the accuracy of data and the strength and usefulness of their analyses.

Ability to work effectively and collegially with a broad range of USG personnel and partners, and to coordinate and collaborate with donors, IPs, the GOU, and other external stakeholders.

Demonstrated ability to provide strategic leadership and consensus building among large and diverse teams for complex projects.

Ability to work both independently and as part of a multi-cultural team to achieve overall goals and objectives.

Ability to work effectively in a team environment as a team member, leader, or supervisor.

Demonstrated ability to navigate and manage politically and culturally sensitive issues in a diplomatic manner and consider divergent viewpoints on policy, project, research, and administrative matters.

3. PRIOR WORK EXPERIENCE (25 points in total):

At least seven years of progressively responsible experience gathering, synthesizing, analyzing, and managing strategic information to facilitate evidence-based program planning and management.

At least three of those years must include progressively responsible experience providing effective strategic information and/or monitoring and evaluation oversight and senior-level advisory services to international development activities, including those involving proactive decision making on financial and human resources by cooperating partners and contractors.

4. LANGUAGE, COMMUNICATION, AND COMPUTER SKILLS (10 points in total):

Strong written and verbal communication skills. Fluent in English (Foreign Service Institute Level 4) and proven ability to communicate quickly, clearly, and concisely both orally and in writing.

Ability to facilitate meetings and make logical and persuasive oral presentations to senior officials, USG interagency colleagues, IPs, and other stakeholders in a multi-cultural context.

Demonstrated ability to communicate ideas concisely and persuasively.

Demonstrated ability to effectively draft technical papers, reports, strategic program designs, or other written documents.

Ability to communicate technical information to technical and nontechnical audiences.

Excellent computer and software skills, including ability to manage large amounts of data in Microsoft Excel, databases, and other commercial off-the-shelf and custom programs related to strategic information and epidemiology.

5. EDUCATION (Pass/Fail):

Master's Degree in epidemiology, public health, demography, statistics, or other field related to strategic information in international development and/or public health.

Applicants without a relevant degree will not be considered for award or proceed forward in the evaluation process.

Total Possible Points: 100

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

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

Total Possible Points: 100

Evaluation Factor Total – 100 points, and Pass for Reference Checks

USAID policy specifies that U.S. citizens or resident aliens (USNs) are preferred over third country nationals (TCNs). Therefore, USN and TCN offers will not be evaluated together. USAID will evaluate USN offers first and if the CO determines that there are no qualified USNs, only then will USAID evaluate TCN offers.

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit:

A. A **signed (hand or electronic signature)** 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. United States (U.S.) citizens or Resident Alien (currently resident in Uganda) must attach a copy of a valid work permit.

F. **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:

(i) **Signed (hand or electronic signature)** offer form AID 309-2

(ii) Cover Letter

(iii) Completed Curriculum vitae/resume

(iv) Supplemental documents

(v) Valid work permit – if applicable

G. 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 by email to EXO and HR Specialist at: kampalausaidjobs@usaid.gov **Incomplete or late applications will not be considered.**

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 applications 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.

For this position, the subject line must read: SOL NUMBER TITLE OF POSITION, LAST, FIRST CANDIDATE NAME OR (72061722R00009 (0001) Senior Strategic Information Advisor - Epidemiologist, Smith Jose

4. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - Please be advised that, upon award, the contractor will be required to show proof that the contractor is fully vaccinated against COVID-19 on or before the first date of onboarding, or submitting an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contractor may be terminated*. USPSCs/TCNPSCs performing overseas must follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

*See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the forms relating to:

1. Security Eligibility/Employment Authorization – Facility Access only
2. Medical Clearances and Certifications

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances:

1. BENEFITS:

- a) Employer's FICA Contribution
- b) Contribution toward Health & Life Insurance
- c) Pay Comparability Adjustment
- d) Annual Increase (pending a satisfactory performance evaluation) if applicable
- e) Eligibility for Worker's Compensation
- f) Annual and Sick Leave

2. ALLOWANCES:

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101), available at https://aoprals.state.gov/content.asp?content_id=282&menu_id=101

- a) Temporary Lodging Allowance (Section 120)
- b) Living Quarters Allowance (Section 130)
- c) Post Allowance (Section 220)
- d) Supplemental Post Allowance (Section 230)
- e) Separate Maintenance Allowance (Section 260)
- f) Education Allowance (Section 270)
- g) Education Travel (Section 280)
- h) Post Differential (Chapter 500)
- i) Payments during Evacuation/Authorized Departure (Section 600)

3. In accordance with AIDAR Appendix J, sec. 4(c)(2)(ii), the Mission Director has approved compensation for a TCNPSC Senior Strategic Information Advisor - Epidemiologist under the Alternate Classification Procedure.

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare, and applicable State Income taxes; TCNPSC tax requirements per AIDAR Appendix J.

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

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

1. USAID Acquisition Regulation (AIDAR), Appendix D “Direct USAID Contracts with a U.S. Citizen or U.S. Resident Alien for Personal Services Abroad” including **contract clause “General Provisions,”** available at: <https://www.usaid.gov/ads/policy/300/aidar>

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 **contract clause “General Provisions,”** available at: <https://www.usaid.gov/ads/policy/300/aidar>

2. PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

Subpart 52.2—Text of Provisions and Clauses

ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)

(a) *Definition.* As used in this clause - *United States or its outlying areas* means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority*. This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals*. As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

3. **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	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: Appropriation: 72-1921/221031 BBFY Fund: GH-C-AIDS/2021/2022 DOAG: 617-DO1-RES-22-PO.2-01-HIV-AO	1	LOT	USD TBD	USD TBD at Award after negotiations with Contractor
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: TBD	1	LOT	USD TBD	USD TBD at Award after negotiations with Contractor
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: TBD	1	LOT	USD TBD	USD TBD at Award after negotiations with Contractor
3001	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: TBD	1	LOT	USD TBD	USD TBD at Award after negotiations with Contractor

4. 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> - as indicated and applicable to USPSC offshore or resident hires.

AAPD/CIB No.	Title/Issued Date	Subject Category
AAPD 21-05 (PDF 422K)	REVISED AND EXPANDED FRINGE BENEFITS FOR USPSCs (AIDAR Dev. No. M-OAA-DEV-AIDAR-22-1c) – <i>November 23, 2021</i> USPSC Paid Parental Leave Timekeeping/Payroll Process [41K PDF]	Personal Services Contracts
AAPD 21-04 Revision 3 (PDF 382K)	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> AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities. [165K PDF] AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts [166K PDF] AAPD 21-04 ATTACHMENT 6: Overview of Applicability of FAR 52.223-99 [200K PDF]	Acquisition Management, PSCs
AAPD 21-01 (PDF 221K)	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
AAPD 18-02 Revision 2 (PDF 77K)	This AAPD is to update the Medevac clause for U.S. personal services contractors (USPSCs) performing abroad, and USPSCs who are on official travel status abroad on temporary duty or training. The purpose of this Revision 2 is to reflect an extension to the class deviation, resulting in a new AAPD expiration date. – February 16, 2022	Personal Services Contracts
AAPD 10-01 (PDF 47 kb)	PERSONAL SERVICES CONTRACTS -- CHANGES IN USG REIMBURSEMENT AMOUNTS FOR HEALTH INSURANCE AND PHYSICAL EXAMINATION COSTS – <i>01/08/10</i>	Personal Services Contracts
AAPD 06-10 (PDF 80 kb)	PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY – <i>October 30, 2006</i>	Personal Services Contracts
AAPD 06-08 (PDF 35 kb)	AIDAR, APPENDICES D AND J: USING THE OPTIONAL SCHEDULE TO INCREMENTALLY FUND CONTRACTS – <i>JUNE 23, 2006</i>	Personal Services Contracts

5. **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 **5CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

6. **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]