



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061721R10005

ISSUANCE DATE: December 15, 2020

CLOSING DATE/TIME: December 26, 2020, 4:45:00 PM Uganda Time

SUBJECT: Solicitation for a Cooperating Country National Personal Services Contractor (CCNPSC) (*Local Compensation Plan*)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** 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 1.

Sincerely,

Sean Mendoza
Supvy. Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061721R10005
- 2. ISSUANCE DATE:** December 15, 2020
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 26, 2020, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** Grace Nakaddu, EXO Specialist, gnakaddu@usaid.gov or 0414-306-001.
- 5. POSITION TITLE:** Administrative Assistant (EXO)
- 6. MARKET VALUE:** UGX 50,500,012 – 73,751,394 per annum, equivalent to FSN-07. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uganda. Final Compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract provisions and clauses and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply; always subject to the right of early termination.

The initial term of the contract will be five years, which shall include a probationary period of six months. Employees who do not meet the required standards for their position during this six months period may be reassigned to another position or terminated at the convenience of the U.S. Government. Employees are expected to demonstrate qualifications and general suitability for continued employment during the probationary period. If with written justification, the probationary period may be extended for another period not exceeding six months.

- 8. PLACE OF PERFORMANCE:** Kampala, Uganda with possible travel as described in the Statement of Work.
- 9. ELIGIBLE OFFERORS:** “Cooperating Country National” shall mean the individual engaged to serve in the Cooperating Country under this contract.

10. SECURITY LEVEL REQUIRED: Employment Authorization

11. STATEMENT OF DUTIES:

(1) General Statement of Purpose of the Contract

USAID/Uganda is seeking for qualified individuals to fill the Administrative Assistant (EXO) position in the Executive Office (EXO), USAID/Uganda but seconded to the Front Office.

The primary purpose of this position is to perform duties assigned by the Deputy Mission Director, perform special Front Office functions, serve as Roving Administrative Assistant/back up Administrative Assistant/Office Manager to USAID/Uganda offices and teams.

The Roving Administrative Assistant reports to the Deputy Mission Director and when assigned to other offices, the day-to-day supervision will be from the appropriate Office Director.

(2) Statement of Duties to be performed.

A. DEPUTY MISSION DIRECTOR'S DUTIES (30%)

A1. Perform office management and administrative duties for the Deputy Mission Director by ensuring policies and practices are implemented which facilitate work. Plan, establish prioritize, organize and carry out administrative and clerical function including the preparation of drafts and finals for various documents such as cables, letters, memoranda, reports, tables, or other similar routine correspondence as requested.

A2. Review documents submitted for the Deputy Mission Director's signature to ensure that they are grammatically correct, free of spelling or typographic errors and adhere to format. Ensure changes, new procedures and decisions made by the Deputy Mission Director are communicated to the responsible office in a timely manner.

A3. Maintain Deputy Mission Director's calendar and schedule of appointments for meetings and conferences with Embassy staff, the Government of Uganda (GOU), officials of other donor agencies, implementing partners, other public and the private sector organizations. Ensure that priority meetings are scheduled, changes are made and communicated in time with all concerned, and that conflicting bookings are avoided at all times.

A4. Set up meetings and track appointments to ensure enough time for the Deputy Mission Director to prepare for day-to-day activities and perform other priority work. Remind the Deputy Mission Director to ensure his/her promptness.

A5. Control access to the Deputy Mission Director by screen telephone calls and visitors, refereeing to other offices, when based on considerable personal knowledge of the organization, objective and lines of communication. Keep track of calls to be returned and using judgment and initiative, place calls when appropriate and in a priority order.

A6. Assemble correspondence, reports, briefers, and other pertinent background materials for the Deputy Mission Director use in speeches, presentations and conferences.

B. SPECIAL FRONT OFFICE FUNCTIONS (30%)

B1. Prepare invitations and ensure they are promptly dispatched with agendas or other related materials.

B2. Prepare correspondence and documents of a non-technical or non-substantive nature as requested by the Mission Director. Research for background materials and data from offices and other staff.

B3. Prepare requests for Motorpool transportation within and outside Kampala for the Front Office and visiting personnel as well as hotel reservations for visiting personnel.

B4. On a recurring basis, order and always maintain an adequate stock of supplies, arranges orders for office use.

B5. Maintain Front Office important information lists including guest lists, current telephone lists, implementing partners and activities lists, frequently us GOU, donor, POV/NGO and other contact for

easy referral.

B6. Coordinate representational functions.

B7. Screen publications, directives, periodical and newspapers. Communicate this information to Front Office staff and maintain a file of correspondence and notes on significant events.

C. ROVING DUTIES (40%)

C1. Perform and coordinate a variety of secretarial, clerical, and administrative duties especially when the Front Office Administrative Assistant and other Office Managers are on vacation or sick leave and also during particular busy periods.

C2. Using automation, draft or prepare in final varied documents, with a high standard of accuracy to reflect professionalism of the respective office and the Mission.

C3. Maintain a system of working files for the Front Office as well as other offices when assigned.

C4. Manage time and attendance and leave schedules for the Front Office as well as other offices when assigned.

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.

(3) Supervisory Relationship:

The Roving Administrative Assistant receives general direction from the Deputy Mission Director and the Supervisory Executive Officer. Supervisory guidance is frequently not available; the Roving Administrative Assistant is expected to accomplish work assignments on own initiative. Other Division Chiefs will provide supervision of a specific nature.

(4) Supervisory Controls:

Full supervision of other Mission staff is not contemplated. However, the Roving Administrative Assistant reviews documents prepared by others to ensure they adhere to format, grammatical and punctuation standards.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

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.

To ensure compliance with the entire set of this solicitation instructions (please see page 6 to 8 – III. EVALUATION AND SELECTION FACTORS and IV. PRESENTING AN OFFER sections), **the offer package must be complete and signed—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.

Education:

Completion of secondary school (advanced level) is required. Certificate in administrative or business administration and other studies such as computer applications advantageous.

Prior Work Experience:

Three years of progressively responsible work experience in a position which provided an opportunity for on-the-job training in protocol and diplomatic customs matter.

Language Proficiency:

Level IV English ability (proficiency) written and oral communication skills is required.

Job Knowledge:

A good knowledge of the GOU protocol guides, general etiquette and protocol source references and USAID general office practices, regulations on unclassified correspondence control and handling, and files management.

Good knowledge of the English grammar, spellings and punctuations, good sense of document formats and layouts as well as mail handling instructions.

Demonstrated knowledge of the USAID organizational functions, personnel and practices of the activities to which service is provided.

Skills and Abilities:

Minimum of level II typing ability.

Must be familiar with computer software such as Word, Excel, Power Point, etc.

Must be devoted to accuracy in overall work approach or willing to learn fast.

Must project professional, courteous, and client-oriented skills to successfully handle and facilitate both telephone and visitors to the office(s) and perform in a cross-cultural and interagency environment.

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©](#). 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>.

Offers will be initially screened for compliance with the solicitation instructions and eligibility in accordance with the qualification criteria below.

To ensure compliance with the entire set of this solicitation instructions (please see page 7 – 8 IV. PRESENTING AN OFFER section), **the offer package must be complete and hand signed—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 four Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Presenting an Offer 1 (iv).

Offerors **must**, therefore, **address each of the four Quality Ranking Factors (QRFs) 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.

Current employees serving a probationary period are not eligible to apply. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The four Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Presenting an Offer 1 (iv) are:

1. Job Knowledge (45 points):

A good knowledge of the GOU protocol guides, general etiquette and protocol source references and USAID general office practices, regulations on unclassified correspondence control and handling, and files management (*15 points*).

Good knowledge of the English grammar, spellings and punctuations, good sense of document formats and layouts as well as mail handling instructions (*20 points*).

Demonstrated knowledge of the USAID organizational functions, personnel and practices of the activities to which service is provided (*10 points*).

2. Skills and Abilities (45 points):

Minimum of level II typing ability (*10 points*).

Must be familiar with computer software such as Word, Excel, Power Point, etc. (*10 points*).

Must be devoted to accuracy in overall work approach or willing to learn fast. (*15 points*).

Must project professional, courteous, and client-oriented skills to successfully handle and facilitate both telephone and visitors to the office(s) and perform in a cross-cultural and interagency environment. (*10 points*).

3. Prior Work Experience (10 points):

Three years of progressively responsible work experience in a position which provided an opportunity for on-the-job training in protocol and diplomatic customs matters. (*10 points*)

4. Education (pass/fail):

Offerors will be given a passing score if they have a relevant level of education. Offerors without a relevant level of education will not be considered for award or proceed forward in the evaluation process.

Completion of secondary school (advanced level) is required. Certificate in administrative or business administration and other studies such as computer applications advantageous.

Evaluation Factors have been assigned the following points:

Job Knowledge - 45 points

Skills and Abilities - 45 points

Work Experience - 10 points

Education – **Pass/Fail**

Language Proficiency - **Pass/Fail**

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

Evaluation Factor Total – 100 points, and Pass for Education, Language Proficiency and Reference Checks.

Offerors invited to an interview and written test will be evaluated based upon the same criteria described above. In addition, offerors determined to be competitively ranked may also be evaluated on interview performance, written evaluations and/or satisfactory professional reference checks.

IV. PRESENTING AN OFFER

1. Eligible Offerors are required to complete and submit (**Requirements (i) - (v) below are critical for compliance of the offer. Therefore, candidates MUST pay due attention to these:**

(i) A typed and **hand signed** (around Section 6 – Declaration) DS-174 Employment Application for Locally Employed Staff or Family Member (<https://eforms.state.gov/Forms/ds174.pdf>; Version Exp. 06/2022). Offerors are required to complete sections 1 through 6. (Make sure to use **additional Work Experience pages (Section 4)**, if needed, to provide complete work history).

(ii) Cover letter (addressed to the USAID Supervisory Executive Officer) clearly indicating the position for which you are applying and describing how you meet the minimum requirements.

(iii) Complete curriculum vitae/resume. In order to fully evaluate your application, the resume must include:

(a) Paid and non-paid experience, job title, dates held (month/year). **Please specify unpaid or part time work. Any experience that does not include dates (month/year) will not be counted towards meeting the solicitation requirements. (NOTE: Resume and DS-174 work experience should match.)**

(b) Specific duties performed that fully detail the level and complexity of the work.

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

(d) Name and contact information (phone and email) of three (3) professional references. At least one of the references must be a prior or current direct supervisor.

(iv) Supplemental [separate] document specifically addressing each QRF as outlined in the solicitation.

(v) Copies of Academic Transcripts.

(vi) 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.

(vii) 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 to the Point of Contact at KampalaHR@state.gov. **Incomplete or late applications will not be considered.**

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.

3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions and how to complete and submit forms for obtaining medical and security clearances.

VI. BENEFITS/ALLOWANCES

As a matter of policy and as appropriate, a PSC is normally authorized the following benefits and allowances - in accordance with the U.S. Mission to Uganda's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, retirement plan, and medical insurance subsidy. Final compensation for Offerors will be negotiated within the listed market value.

VII. TAXES

Successful Offeror will be subject to Ugandan tax laws.

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

1. 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>

LINE ITEMS

| ITEM NO (A) | SUPPLIES/SERVICES (DESCRIPTION) (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|----------------|--|-----------------|-------------|-------------------|--|
| 0001 | Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: BBFY Fund: OE/2021 Appro:72211000 | 1 | LOT | UGX TBD | UGX TBD at Award after negotiations with Contractor |

3. Acquisition & Assistance Policy Directives and Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts (<https://www.usaid.gov/work-usaid/aapds-cibs>).

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]