



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061721R10002

ISSUANCE DATE: October 19, 2020

CLOSING DATE/TIME: November 18, 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:** 72061721R10002
2. **ISSUANCE DATE:** October 19, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** November 18, 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:** Project Management Specialist (Agriculture)
6. **MARKET VALUE:** UGX 203,022,426 – 299,294,360 per annum, equivalent to FSN-12. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uganda. Final Compensation will be negotiated within the listed market value.
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 Project Management Specialist (Agriculture) position.

The PMS serves as Unit Leader for the Agriculture Sector Development Unit (ASD), within USAID/Uganda’s Office of Economic Growth (EG). The Unit supports and oversees a portfolio of approximately \$33 million in USAID Feed the Future (FTF) and other mission funding to support the agriculture sector. S/he provides strategic, technical and managerial leadership and oversight to the ASD team and collaborates with all Mission staff in achieving the country team’s overall objectives and specific intermediate results. The PMS is a key expert in developing and managing mission programs, projects and activities under the portfolio and ensures the Mission has the necessary management and technical expertise to handle and successfully implement the FTF agriculture program and other ASD activities. S/he is closely involved with Government of Uganda (GOU) officials, the private sector, other donors and stakeholders in the development of concepts, writing requests for proposals/

applications (RFP/As), Statements and Scopes of Work (SOWs) and other procurement-related documents in alignment with GOU economic development objectives and U.S. Country Development Cooperation Strategy (CDCS) goals. S/he also plays a key advisory role throughout the entire procurement process. The PMS is the Mission's foremost though leader for effective stakeholder engagement that enhances collaboration and coordination of USAID/Uganda's agriculture work with the GOU, the private sector, and other development partners. S/he is the leading expert in identifying opportunities for the U.S. Government's (USG's) engagement with key public and private sector stakeholders in the agriculture sector and in developing and maintaining strong partnerships with these stakeholders in order to influence policy, programming, and other decision-making processes. The PMS is required to perform work-related travel.

(2) Statement of Duties to be performed.

1. Strategic and Technical Leadership - 40%

Provides senior/high level technical advice to Mission and relevant GoU ministries, particularly the Ministry of Agriculture, Animal Industry and Fisheries (MAAIF) in the areas of agriculture inputs, policy, cooperative development, and research, and will be involved in strategic decision making, budget allocations, and project design and management.

Develops and implements a strategic approach to agricultural sector development, in collaboration with other USAID support offices and technical teams as appropriate.

Contributes to the Mission's strategic planning for the Global Food Security Strategy / Feed the Future Initiative, and reporting as part of the Foreign Assistance Framework Operational Plan and Reporting Process (OP).

Engages, alongside the Feed the Future Coordinator and Office Director in Agriculture Sector Donor Meetings and other Advisory Committees to advise, comment and participate in strategic decisions affecting agriculture sector development in Uganda.

Engages in agriculture sector strategic planning with MAAIF, other development partners and stakeholders, including regular participation in the agriculture sector working group, and relevant platforms and committees.

Provides strategic direction and technical input to key USAID governmental and non-governmental partners on their strategies, workplans and monitoring and evaluation as it relates to Feed the Future.

Provides leadership and acts as Feed the Future Coordinator, EG Deputy Office Director or Office Director in the absence of those individuals.

Drafts talking points, assisting with high level visits (e.g. Congressional, political appointees, senior representatives from the USG), developing/updating briefing materials as it relates to agriculture sector and Feed the Future activities.

2. Managing for Results - 25%

The PMS is the Mission's source of technical and organizational leadership on the design, implementation, monitoring and evaluation of agriculture sector development programs. S/he ensures that agriculture activities achieve their intended results. The PMS:

Analytically assesses the Feed the Future/ASD portfolio in terms of strategic portfolio direction, performance, the available budget, and the need for future activities to support objectives.

Identifies new and strengthens existing opportunities for integration of agriculture with nutrition, resilience, and environment and natural resources activities, and elevating engagement with and support to private businesses to achieve agriculture sector development objectives.

Participates or takes the lead on each stage of project design for new activities, including drafting and getting approval for concept papers, writing scopes of work, evaluating applications/proposals, and starting up new projects.

Participates in routine USAID/Uganda implementing partner meetings to discuss technical, and programmatic direction of the USAID/Uganda EG and/or Feed the Future strategy.

Manages projects as C/AOR and/or Activity Manager, which includes review and approval of workplans, budgets, accruals, quarterly and annual reports, performance monitoring plans (PMP), monitoring activities through field visits and ensuring that financial reporting (accruals/vouchers) are submitted to FMO as required.

Works with the Program Office, Financial Management Office and the Office of Acquisition and Assistance to track agriculture projects/activities, annual funding amounts, field support, and GLAAS actions.

In collaboration with the EG M&E officer, manages the EG learning agenda and PMP for agriculture.

To support the EG Director and Feed the Future Coordinator in managing the portfolio and pipeline reports and the procurement plans for the agriculture portfolio, leads budget allocation discussions for Feed the Future/agriculture funds and makes recommendations for budget and programming, and work in collaboration with the EG Financial Analyst to ensure that budgets are up to date, reprogramming is completed, and budgetary changes are approved by the EG Director.

Provides technical advice and makes recommendations on the need for short-term technical assistance to support the ASD unit and writes the technical components of the scope of work for the consultants.

Prepares reports and responses to USAID/Washington requests for information.

3. Representation and Managing Relationships - 25%

Represents the USG in multilateral coordination efforts for Feed the Future, including giving technical and strategic advice and input.

Represents USAID at all appropriate fora relating to agriculture sector development – including meetings with potential partners, local conferences, meetings, working groups and launches, and occasional international events and articulates the USAID/ USG position on programs and strategies to these audiences and stakeholders.

Represent EG at appropriate Mission meetings with and/or in the absence of the Feed the Future Coordinator, Deputy Office Director or Office Director – e.g. Feed the Future interagency meetings, country team, EG Staff Meeting, USAID Senior Management, etc.

Establishes and maintains senior-level contacts and professional relationships with GoU counterparts, the private sector, and a wide range of NGOs and the wider civil society, research institutions, and universities in to ensure strong collaboration and coordinated programming.

Ensures coordination with other USG and GoU agencies active in the agricultural sector, to the extent that these are complementary to or integrated with USAID-funded programs.

Alongside the senior Agricultural Advisor and the EG Office Director, develops and maintains relationships with the Agricultural Donor Group to keep the Mission apprised of activities financed or led by other donors, such as the World Bank, European Union, DFID, DANIDA, UNDP, and bilateral donors in the agriculture sector.

Develops and maintains relations and contacts with technical offices/ bureaus in Washington, as well as with the USAID East Africa to ensure and effective and timely program support.

4. Supervision, Coaching/Mentoring and Staff Support - 15/%

Supervises at a minimum, two technical FSNs and mentors one U.S. Direct Hire Foreign Service Agriculture Officer, which includes developing annual work objectives, mentoring, facilitating professional development, completing ad hoc and annual performance reviews, and providing performance feedback. Delegates work appropriately to ASD Unit members to maximize unit productivity and provide professional development opportunities.

Coaches and mentors ASD Unit members to efficiently and effectively carry out duties and responsibilities, in collaboration with the Feed the Future Coordinator, Program Office, the Office of Financial Management and the Office of Acquisition and Assistance.

Supports with ASD Unit staff to determine training needs, identifies appropriate training opportunities, and ensures fair participation in training by ASD staff.

Mentors and supports ASD Unit staff to identify and/ review and/ set periodic team priorities and tracks progress in implementing set priorities.

Mentors and supports ASD Unit staff to adequately identify and document constraints and solutions to achieving team priorities.

Works with the Senior Agriculture Advisor to help ensure consistent focus on Feed the Future strategic goals and objectives.

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 PMS will receive broad policy guidance and technical instruction from and will be supervised by the Feed the Future Coordinator. The PMS exercises considerable latitude in carrying out the duties of the position and routinely is provided only broad guidance and direction. Assignments are primarily in terms of program objectives and desired results. Accomplishments are evaluated for conformance with policy and accomplishment of USAID\Uganda objectives. The PMS is required to keep the supervisor updated through copying on relevant correspondence, periodic status reports and verbal briefings, and support supervision.

(4) Supervisory Controls:

The PMS will supervise at least two Foreign Service National Program management specialists.

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 8 to 12 – 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:

Master's degree in agriculture/agribusiness, business administration, development economics, development/business law, international development or other relevant fields is required.

Prior Work Experience:

- Eight (8) years of relevant work experience of which, at least five (5) years is with USAID/USG or other multilateral or bilateral organization(s).
- Demonstrated experience in development partner coordination and relationship management required.
- Demonstrated experience in managing or leading teams.

Language Proficiency:

Level IV - fluent in English (written and oral) language. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. Therefore:

- Ability to communicate effectively and accurately.
- Ability to draft reports, correspondence, briefings and other written products in accurate and grammatically correct English with little or no editing required, often under tight deadlines.

Job Knowledge:

- In-depth knowledge of the GOU's national development plans, its agriculture sector development plans and related investment plans. This includes a deep understanding of the strategies and modalities of development partner contributions to the development of Uganda's agriculture sector, as well as knowledge of the opportunities and constraints to Uganda's agriculture sector growth, and the roles of the public and private sector.
- Demonstrated degree of specialized knowledge and experience to be applied in identifying and analyzing complex issues related to programs.

--In-depth understanding of USG foreign assistance to Uganda and familiarity with central aspects of USG policy in Uganda.

--Understanding and appreciation of the U.S. Mission's strategic direction, its chief accomplishments and its challenges in order to skillfully articulate the rationale, objectives and priorities for the provision of USG foreign assistance to Uganda.

--Specific knowledge of partnership building with corporate and/or government partners.

--Sound knowledge of the way USAID conducts business, including budgeting and programming and procurement procedures is essential.

--Understanding of the objectives, methodology and status of USAID/Uganda's programs and projects.

Understanding of major challenges frequently faced by transition post-conflict emerging economies such as Northern Uganda, and hands-on-experience is valuable and a plus.

Skills and Abilities:

This position requires

--superb communication skills,

--commitment to transparency and teamwork,

--outstanding ability to exercise sound and independent judgment,

--discretion and patience on a daily basis,

--flexibility and the ability to accept and react to changing policy direction with sound analyses, professionalism and poise,

--working under pressure and the need to assume other job responsibilities for short periods of time.

More specifically, the PMS is required to:

1) Work effectively in teams. The ability to participate in and/or lead internal and external teams, adapt to the existing management team, and be a good listener is essential. The PMS must be able to respond professionally and adjust priorities in often fluid, changing, and challenging situations with minimal guidance. The PMS must be able to resolve complex planning and implementation issues with colleagues in technical offices and other parts of the mission that may arise during the course of work, for which there often is not a clear solution. The PMS must have excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, accepting divergent points of view, able to set forth new ideas, and able to help find consensus to achieve team goals. The PMS must be able to lead a team when necessary, allowing for two-way communication, bringing divergent views together to consensus, and exercising fair judgment and decision-making. The PMS must demonstrate ability to work in and appreciate a culturally diverse office, and able to translate local customs and culture to American counterparts and senior staff as necessary. The PMS must be able to provide information and advice with detachment and objectivity, and orient, coach and mentor fellow Ugandan and U.S. personnel, as described in the duties.

2) Communicate effectively. The PMS must have the ability to communicate effectively, both orally and in writing – and able to help others do the same. The PMS must be able to communicate information in a transparent, accurate, concise and meaningful oral and written form. The PMS must be able to exercise excellent communication skills to appropriately represent USAID/Uganda's programs and priorities to a wide range of outside parties including senior corporate representatives, senior Ugandan officials up to the minister level, USAID senior management, and others. Verbal communication skills will be used to negotiate partnership parameters, manage expectations of resource partners at senior levels, and to resolve activity implementation issues with counterparts, partners and team members. The PMS must use excellent communication skills to

establish and develop sustainable working relationships within the U.S. Mission, including USAID, State Department, U.S. Department of Agriculture, Treasury Department, The Department of Defense, U.S. African Development Foundation, and Peace Corps. Ability to establish and maintain effective working relationships with implementing partners, private sector partners, other donor partners, and both central and district level GOU counterparts is a must.

- 3) Achieve results. The PMS must be able to independently conceive, plan, organize, manage, and evaluate important, diversified and complex work projects efficiently and accurately for individual and teamwork. Such skills are essential to meet deadlines and ensure that activities for which the PMS has the lead go smoothly, particularly in the event of competing priorities and/or time pressures. The PMS must demonstrate excellent technical and project management skills to review and provide substantive feedback on documents including concept papers, proposals, program descriptions/scopes of work, annual submissions for performance reports, operational planning, oral and written feedback to implementing partners, and other technical and programmatic documents.
- 4) Be flexible and versatile. The PMS must possess the ability to remain calm in a fast-moving work environment. The PMS must also be able to work calmly, tactfully, and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily duties and responsibilities.
- 5) Be a thought leader. The PMS must have the ability to identify significant economic, political and social trends in the host country and assess their importance and impact on USAID development assistance objectives and programs. S/he should exhibit critical thinking for addressing current assistance challenges, as well as mitigating near future challenges through creative solutions. PMS must be able to draft factual and interpretive reports that cover complex subject-matter and provide recommendations for USAID intervention.
- 6) Have excellent computer skills. These include Microsoft Office, the Google suite, web-based databases, and electronic filing, including the ability to help others, and the ability to learn new programs quickly is required to adequately perform in this position.

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 11 – 12 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 (total 40 points):

--In-depth knowledge of the GOU's national development plans, its agriculture sector development plans and related investment plans. This includes a deep understanding of the strategies and modalities of development partner contributions to the development of Uganda's agriculture sector, as well as knowledge of the opportunities and constraints to Uganda's agriculture sector growth, and the roles of the public and private sector.

--Demonstrated degree of specialized knowledge and experience to be applied in identifying and analyzing complex issues related to programs.

--In-depth understanding of USG foreign assistance to Uganda and familiarity with central aspects of USG policy in Uganda.

--Understanding and appreciation of the U.S. Mission's strategic direction, its chief accomplishments and its challenges in order to skillfully articulate the rationale, objectives and priorities for the provision of USG foreign assistance to Uganda.

--Specific knowledge of partnership building with corporate and/or government partners.

--Sound knowledge of the way USAID conducts business, including budgeting and programming and procurement procedures is essential.

--Understanding of the objectives, methodology and status of USAID/Uganda's programs and projects.

--Understanding of major challenges frequently faced by transition post-conflict emerging economies such as Northern Uganda, and hands-on-experience is valuable and a plus.

2. Skills and Abilities (total 40 points):

1) Work effectively in teams. The ability to participate in and/or lead internal and external teams, adapt to the existing management team, and be a good listener is essential. The PMS must be able to respond professionally and adjust priorities in often fluid, changing, and challenging situations with minimal guidance. The PMS must be able to resolve complex planning and implementation issues with colleagues in technical offices and other parts of the mission that may arise during the course of work, for which there often is not a clear solution. The PMS must have excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, accepting divergent points of view, able to set forth new ideas, and able to help find consensus to achieve team goals. The PMS must be able to lead a team when necessary, allowing for two-way communication, bringing divergent views together to consensus, and exercising fair judgment and decision-making. The PMS must demonstrate ability to work in and appreciate a culturally diverse office, and

able to translate local customs and culture to American counterparts and senior staff as necessary. The PMS must be able to provide information and advice with detachment and objectivity, and orient, coach and mentor fellow Ugandan and U.S. personnel, as described in the duties.

2) Communicate effectively. The PMS must have the ability to communicate effectively, both orally and in writing – and able to help others do the same. The PMS must be able to communicate information in a transparent, accurate, concise and meaningful oral and written form. The PMS must be able to exercise excellent communication skills to appropriately represent USAID/Uganda’s programs and priorities to a wide range of outside parties including senior corporate representatives, senior Ugandan officials up to the minister level, USAID senior management, and others. Verbal communication skills will be used to negotiate partnership parameters, manage expectations of resource partners at senior levels, and to resolve activity implementation issues with counterparts, partners and team members. The PMS must use excellent communication skills to establish and develop sustainable working relationships within the U.S. Mission, including USAID, State Department, U.S. Department of Agriculture, Treasury Department, The Department of Defense, U.S. African Development Foundation, and Peace Corps. Ability to establish and maintain effective working relationships with implementing partners, private sector partners, other donor partners, and both central and district level GOU counterparts is a must.

3) Achieve results. The PMS must be able to independently conceive, plan, organize, manage, and evaluate important, diversified and complex work projects efficiently and accurately for individual and teamwork. Such skills are essential to meet deadlines and ensure that activities for which the PMS has the lead go smoothly, particularly in the event of competing priorities and/or time pressures. The PMS must demonstrate excellent technical and project management skills to review and provide substantive feedback on documents including concept papers, proposals, program descriptions/scopes of work, annual submissions for performance reports, operational planning, oral and written feedback to implementing partners, and other technical and programmatic documents.

4) Be flexible and versatile. The PMS must possess the ability to remain calm in a fast-moving work environment. The PMS must also be able to work calmly, tactfully, and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily duties and responsibilities.

5) Be a thought leader. The PMS must have the ability to identify significant economic, political and social trends in the host country and assess their importance and impact on USAID development assistance objectives and programs. S/he should exhibit critical thinking for addressing current assistance challenges, as well as mitigating near future challenges through creative solutions. PMS must be able to draft factual and interpretive reports that cover complex subject-matter and provide recommendations for USAID intervention.

6) Have excellent computer skills. These include Microsoft Office, the Google suite, web-based databases, and electronic filing, including the ability to help others, and the ability to learn new programs quickly is required to adequately perform in this position.

3. Prior Work Experience (total 20 points):

--Eight (8) years of relevant work experience of which, at least five (5) years is with USAID/USG or other multilateral or bilateral organization(s).

--Demonstrated experience in development partner coordination and relationship management required.

--Demonstrated experience in managing or leading teams.

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.

Master's degree in agriculture/agribusiness, business administration, development economics, development/business law, international development or other relevant fields is required.

Evaluation Factors have been assigned the following points:

Job Knowledge - 40 points
Skills and Abilities - 40 points
Work Experience - 20 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: DV-GFSI/2017/2018 APPRO:7217/181021	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.nsf/OGE%20Regulations>.

[END SOLICITATION]