



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061721R10001

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:** 72061721R10001
- 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 (Decentralized Tuberculosis)
- 6. MARKET VALUE:** UGX 145,734,783 – 214,194,284 per annum, equivalent to FSN-11. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uganda. Final Compensation will be negotiated within the listed market value.
- 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 (Decentralized Tuberculosis) (PMS-TB) position located in the USAID/Uganda’s Office of Health & HIV (OHH) - HIV & TB sub-team.

The PMS-TB position is encumbered by a key member of the HIV & TB sub-team responsible for providing technical and professional leadership in the planning, implementation, monitoring and overseeing mission supported TB activities. The PMS/TB's role includes planning, designing, organizing, directing, and coordinating development programs and monitoring and evaluation of activities implemented by NGOs, CBOs, UN agencies, and other partner organizations through grants, cooperative agreement and/or contracts.

The PMS reports to the Infectious Diseases Unit Leader under the HIV & TB Sub-Team.

BACKGROUND:

The dynamic, diverse, and fast-paced OHH within the USAID/Uganda mission is seeking a qualified professional to provide support to the Mission's TB control and prevention activities. The position is located in the OHH, the largest Team in USAID/Uganda responsible for one of USAID's largest and most complex bilateral assistance health programs. The OHH encompasses five technical sub-teams namely: the Health Systems Strengthening Unit (HSS), the Family Health (FHT), the HIV & TB (HIV/TB) and its PEPFAR sponsored activities, the President's Malaria Initiative Unit (PMI) and its sub-units for Emerging Pandemic Threats and the Global Health Security Agenda (GHSA), and the Strategic Information (SI) which provides support to the OHH and other Mission technical teams. The OHH is headed by a US Foreign Service Officer who reports directly to the Mission Director.

Together, these OHH sub-teams manage a wide array of programs, many of which are cross-cutting and integrated in design. Each element of the portfolio contributes to the Global Health Initiative (GHI), seeking country-led health approaches that focus on integration of services, leveraging host country and other donor investments, strengthening health systems, a focus on women and girls, improved application of evaluation, innovation, and science and technology.

The OHH's operating year budget is approximately \$230 million focused on a wide range of projects in HIV/AIDS, TB, Health Systems, Malaria, Reproductive Health and Family Planning, Maternal and Child Health, Nutrition, and Emerging Pandemic Threats. The PMS-TB ensures that Mission's TB activities integrate with the broader OHH activities in order to leverage resources and maximize impact.

The HIV & TB sub-team is a high performing group of 16 individuals including cross-cutting persons that manage activities totaling approximately USD 100 million. The Service Delivery Program requires intensive multi-agency planning, extensive Government of Uganda (GoU) consultation, Technical Working Group alliances and consultations, and donor coordination at the program level.

(2) Statement of Duties to be performed.

The PMS-TB has responsibility for ensuring:

- coordination of USAID-funded TB programs through a variety of governmental and nongovernmental partners at national, district, and community levels,
- program activities work to strengthen improved TB service delivery,
- the program is aligned with national priorities, strengthens existing systems and structures,
- that USAID supported programs implement innovative, high impact, scientifically proven, evidence based interventions, new technologies and approaches that will advance the National TB program goals and objectives, while at the same time continuously learn and adapt strategic approaches in accordance with the Mission's continuous learning and adaptability agenda,
- that the Mission's TB programs are implemented in an integrated manner with other Mission's health, HIV/AIDS, education, and nutrition programs,

--the exploration of opportunities for collaboration with other Mission activities beyond OHH especially the Economic Growth Office, in order to address non-health related causes of critical vulnerability among TB patients.

A. Program Management (40%)

Provide oversight of activities related to TB program in USAID/Uganda's cooperative agreements/contracts. Key program management activities include:

- Participate in program management teams for OHH TB and integrated service delivery/ technical assistance projects,
- Participate in Mission review of technical proposals in the area TB and integrated health service delivery,
- Evaluate the performance of IP organizations involved in TB and integrated health service delivery activities,
- Conduct periodic field visits to identify and assess the quality of services and the impact of program inputs, and to ensure regular communication with IPs and counterparts at all levels,
- Monitor program resources allocated to TB and health service delivery activities to ensure that they are being used effectively to implement their respective programs,
- Collaborate with the USAID health communication programs to advance TB advocacy, communication and social mobilization objectives,
- Collaborate with USAID health system strengthening programs to ensure that system wide issues affecting TB program implementation are addressed,
- Exercise good judgment and discretion in resolving program-related issues and conflicts,
- Report implementation obstacles to relevant OHH team members, and make appropriate recommendations to resolve them,
- Act as agreement officer's representative/alternate, for large complex awards,
- Review partner work plans, budgets, implementation activities, and reporting requirements,
- Prepare required authorization documents for signature of the responsible Mission official, and track disbursements to program partners, and
- Prepare and amend USAID documentation, including, Action Memoranda, scopes of work, and budgets for assigned activities in a timely and efficient manner and consistent with USAID regulations and policies.

B. Technical Oversight (25%)

- Provide sound technical advice that will strengthen the Mission's efforts in TB service delivery in the public and private sector,
- Provide overall technical guidance and leadership on TB to OHH Implementing Partners (IPs), emphasizing evidence-based best practices,

- Conduct and analyze program evaluations to redefine concepts and criteria for new and expanding programs,
- Provide technical guidance and leadership on USAID/Uganda TB activities,
- Work with the national TB program to define the national research agenda on TB and inform Ministry of Health (MoH) policies and guidelines;
- Participate in strategic and policy level discussions involving TB control and prevention,
- Ensure integration of TB in HIV, nutrition and other relevant health services,
- Participate in activity learning reviews, field monitoring visits and Site Improvement Monitoring Systems (SIMS) visits,
- Practice technical assistance to IPs through regular and frequent review program data and facilitate learning across TB/HIV IPs, and
- Seek opportunity of integration of TB services with other Mission activities.

C. Coordination with key stakeholders (35%)

- Represent USAID in interagency PEPFAR technical working groups (TWGs),
- Participate in national level technical, programmatic and policy meetings and consultations related to TB with other donors, government officials and IPs,
- Ensure technical and programmatic synergy within USAID/Uganda-supported TB activities and between those of government and other development partners by facilitating exchange of technical information and identifying and fostering opportunities for partnership on technical and programmatic activities,
- Maintain close contact with relevant national, district and local government officials, particularly in focal areas regarding TB, health and education HIV/AIDS service delivery,
- Participate in the coordination between USAID, other U.S. government implementers and key stakeholders, involved in improving services in Uganda both in the public and private sectors,
- Represent USAID on key national level technical working groups and task forces,
- Maintain regular contact with professional counterparts at the national level,
- Represent the interests of USAID program objectives, using both diplomacy and technical clarity in discussions related to program concerns and issues, and
- Adjust in assigned duties and responsibilities within the larger OHH Team, as needed.

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-TB must function with substantial independence, with minimal supervision and mentoring. The PMS-TA is supervised by the Infectious Diseases sub-team Leader under the HIV & TB Sub-Team and works collaboratively with other OHH Team members.

Performance will be evaluated in regard to the effectiveness in which the PMS-TB carries out the primary duties and upon the completion of annual work objectives established with the Infectious Diseases sub-team Leader.

(4) Supervisory Controls:

Formal supervision over staff is not contemplated. However, the PMS-TB provides overall technical guidance and leadership to the OHH Team and IPs on USAID/Uganda TB activities.

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 11 – 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:

A Master’s Degree in Public Health, Medicine, International Health or related field is required.

Prior Work Experience:

--Minimum six (6) years of progressively responsible professional experience in clinical medicine or public health including experience in the field of TB and HIV.

--Work experience should include at least three (3) years of planning, developing, implementing and managing public health programs in resource poor settings.

--Experience working in health service delivery is particularly desirable.

Language Proficiency:

Level IV (fluent) English language proficiency, speaking and writing is required.

Job Knowledge:

- Sound knowledge of TB epidemiology, national program priorities, key stakeholders, resources, and approaches for ending TB in Uganda
- Sound knowledge and competencies in HIV/TB concepts especially in relation to human resources for health, leadership and governance, health financing, supply chain management systems, and strategic information,
- Thorough knowledge of the concepts, principles, techniques and practices of the multisectoral response to TB, HIV/AIDS and health programs,
- Thorough knowledge of Uganda's economic, political, social and cultural characteristics and the history of development assistance, in particular the response to TB and HIV/AIDS in Uganda, including current trends and directions,
- Thorough knowledge of Uganda's development prospects, priorities and TB and HIV/AIDS resources,
- Solid understanding of USAID's business processes for acquisition and assistance including planning, formation and administration,
- Solid understanding of how to manage USAID's procurement and assistance instruments,
- Solid understanding of how USAID partners do business.

Skills and Abilities:

- Demonstrated ability to work effectively as a member of a high performing team is necessary,
- Experience in analyzing TB and HIV/AIDS epidemiological data and translating data into practice,
- Excellent analytical, technical and project management skills to review and provide substantive feedback on concept papers, proposals, program descriptions/scopes of work, performance reports and other technical and programmatic documents,
- Ability to develop and maintain effective working-level and management-level contacts within service delivery activities of the government and NGOs,
- Ability to work effectively with team and interagency environments,
- Excellent computer skills including Word, Excel, Database software, E-mail and the internet,
- Strong management skills, including financial management, administrative and monitoring skills to track the performance of IPs and activities,
- Ability to present information, analyses and recommendations in clear written and oral formats, and
- Ability to travel to regions and districts within Uganda.

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 10 – 11 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 (40 points):

--Sound knowledge of TB epidemiology, national program priorities, key stakeholders, resources, and approaches for ending TB in Uganda

--Sound knowledge and competencies in HIV/TB concepts especially in relation to human resources for health, leadership and governance, health financing, supply chain management systems, and strategic information,

--Thorough knowledge of the concepts, principles, techniques and practices of the multisectoral response to TB, HIV/AIDS and health programs,

--Thorough knowledge of Uganda's economic, political, social and cultural characteristics and the history of development assistance, in particular the response to TB and HIV/AIDS in Uganda, including current trends and directions,

--Thorough knowledge of Uganda's development prospects, priorities and TB and HIV/AIDS resources,

--Solid understanding of USAID's business processes for acquisition and assistance including planning, formation and administration,

--Solid understanding of how to manage USAID's procurement and assistance instruments,

--Solid understanding of how USAID partners do business.

2. Work Experience (35 points):

--Minimum six (6) years of progressively responsible professional experience in clinical medicine or public health including experience in the field of TB and HIV.

--Work experience should include at least three (3) years of planning, developing, implementing and managing public health programs in resource poor settings.

--Experience working in health service delivery is particularly desirable.

3. Skills and Abilities (25 points):

--Demonstrated ability to work effectively as a member of a high performing team is necessary,

--Experience in analyzing TB and HIV/AIDS epidemiological data and translating data into practice,

--Excellent analytical, technical and project management skills to review and provide substantive feedback on concept papers, proposals, program descriptions/scopes of work, performance reports and other technical and programmatic documents,

--Ability to develop and maintain effective working-level and management-level contacts within service delivery activities of the government and NGOs,

--Ability to work effectively with team and interagency environments,

--Excellent computer skills including Word, Excel, Database software, E-mail and the internet,

--Strong management skills, including financial management, administrative and monitoring skills to track the performance of IPs and activities,

--Ability to present information, analyses and recommendations in clear written and oral formats, and

--Ability to travel to regions and districts within Uganda.

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.

A Master's Degree in Public Health, Medicine, International Health or related field is required.

Evaluation Factors have been assigned the following points:

Job Knowledge - 40 points
Work Experience - 35 points
Skills and Abilities - 25 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: GH-H-/2019/2023 APPRO: 72-1919/231031	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]