



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061722R10018

ISSUANCE DATE: May 2, 2022

CLOSING DATE/TIME: May 31, 2022, 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- (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.

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 Attachment 1 at:
kampalausaidjobs@usaid.gov

Sincerely,

Anne M.
Martin

Digitally signed
by Anne M.
Martin
Date: 2022.04.26
08:18:16 +03'00'

Anne Martin
Deputy Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061722R10018
- 2. ISSUANCE DATE:** May 2, 2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** May 31, 2022, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov
- 5. POSITION TITLE:** USAID Development Program Specialist (Economist)
- 6. MARKET VALUE:** UGX 219,900,268 – 324,611,127 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 to a year. Employees who do not meet the required standards for their position during this probation 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’s Economic Growth (EG) Office works to reduce poverty and hunger in Uganda by fostering private and public investment in key growth sectors such as agriculture and energy, while supporting the sustainable use of Uganda’s natural resources. USAID is helping vulnerable people improve their resilience and nutritional status through their active participation in local and regional markets.

In line with the U.S. Agency for International Development (USAID)’s Economic Growth Policy, the USAID Development Program Specialist (Economist) works to advance USAID’s commitment to promoting inclusive, sustained, and resilient economic growth in Uganda. The Specialist leads the USAID EG Office’s efforts to promote and transition to market-based approaches and represents the agency’s efforts to the Government of Uganda (GOU), USG interagency, international, and bilateral organizations, other development partners, and private sector firms.

The Specialist reports to the Deputy Director, EG and supervises the EG Program Support Unit of five (5) Cooperating Country National Personal Services Contractors, including one (1) Administrative Assistant, two (2) Project Management Assistants, one (1) Project Management Specialist (Budget), and one (1) Project Management Specialist (M&E).

(2) Statement of Duties to be performed.

A. Technical and Strategic Leadership (70%)

1. Serve in an advisory capacity to the EG for strategy and program identification, design, evaluation and performance monitoring, and activity implementation by providing relevant economic information and analysis. This include analysis and reporting on current economic conditions, the GOU's fiscal policy, trade and investment policies, other donor initiatives and positions, and private sector and civil society initiatives with implications for USAID EG activities.
2. Analyze economic policies and economic trends for their impact on Uganda's economic development and their potential implications for USAID's EG program and results achievement. Prepare reports and briefing materials on economic issues and developments as appropriate and useful to the EG Office.
3. Provide economic expertise in the design and implementation of USAID programs working in the areas of food security, agriculture, natural resource management, energy, and economic growth. Use economic analysis, including but not limited to cost-benefit analysis, cost effectiveness analysis, impact evaluations, assessment of market dynamics, and political economy analysis, to inform the design and implementation of USAID EG programs and activities.
4. Serve as USAID EG's technical professional and lead on agricultural economics and market-based approaches for reducing poverty and hunger and increasing agricultural productivity and exports. Provide high level technical guidance to the Mission, and other development partners on issues pertaining to economic development and agricultural markets.
5. Provide professional technical assistance and support to private sector firms, trade, and professional associations, accrediting bodies, and public sector stakeholders in one or more of the following areas: policy development and implementation of market-shaping interventions, economic development and trade promotion, market-based approaches for development objectives, and revenue-generating business models.
6. Through literature review, research, and regular communication with local and international stakeholders, keep abreast of emerging developments in organizational development approaches. Advise accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID's approaches for the economic growth program.
7. In collaboration with colleagues, support the development of innovative monitoring and evaluation approaches and tools to support measuring the impact and outcomes of economic growth activities. Coordinate evidence and learning agenda as relates to economic growth policy, including collecting evidence, data, and lessons learned.

B. Representation (15%)

1. Build and maintain strong relationships with GOU officials including senior advisors and officials at ministerial level, representatives from the university and research community. Maintain collaborative working relationships with private business, and donor community as needed to perform responsibilities. As needed, serve as the Mission's focal point on committees and working groups organized within the USAID Mission, by other donors or the GOU, on issues related to economics, agriculture, natural resource management, private sector development, and trade.

2. Represent USAID at designated national, regional, and international meetings that relate to economic development, agricultural markets, natural resources, energy, and private sector engagement, including regular participation in national level technical working groups, trade associations, commodity platforms and related committees.
3. Establish strategic working relationships with senior GOU at relevant Ministries and at the national and district level, development partners, civil society organizations, private sector companies, and professional associations to enhance regular and timely sharing of information on issues related to private sector engagement, including changes in key policies, and the legal and regulatory environment that could affect the implementation of USAID's EG programs.

C. Supervision, Management, and Staff Support (15%)

1. Supervise the EG Program Support Unit comprised of five (5) other CCNPSCs. Supervisory functions include developing annual work objectives, identifying appropriate training opportunities, mentoring, and coaching in facilitation of professional development, and conducting regular performance reviews and address any performance challenges that may arise.
2. Work with direct reports to determine training needs, help identify appropriate training opportunities and ensure fair participation in training. Support the capacity building of the unit and individual team members.
3. Provide professional advice and guidance to direct reports on matters relating to EG, budget, M&E and how to best support the EG Office to ensure effective service cascade.

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 Specialist works under the general supervision of the Deputy Director, EG.

(4) Supervisory Controls:

The Specialist supervises the EG Program Support Unit of five (5) CCNPSCs - including (1) Administrative Assistant, two (2) Project management Assistants, one (1) Project Management Specialist (Budget), and one (1) Project Management Specialist (M&E).

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 9 – III. EVALUATION AND SELECTION FACTORS and IV. SUBMITTING AN OFFER sections), **the offer package must be completed 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.

Education:

Master's degree in Economics, Agricultural Economics, Environmental Economics, Business Administration, Finance/Accounting, Public Policy, International Development, Social or Behavioral Sciences, or related field is required.

Prior Work Experience:

--A minimum of seven (7) years of progressively responsible experience in economic/socio-economic research and analysis, or private sector business development is required.

--Experience collaborating with and/or working for the USG, donor agencies, host country government, private-sector institutions, or other related organizations, is required.

Language Proficiency:

English Level 4 (Fluent) is required, and English proficiency will be tested. Excellent Oral and communication skills. Ability to provide comprehensive reports, including minutes of meetings.

Job Knowledge:

Thorough knowledge of the Ugandan economy and agricultural markets as well as local economic policy-making institutions. The understanding and interpretation of key economic and social indicators.

Familiarity with foreign assistance program identification, design, implementation, monitoring and evaluation. Some knowledge of USAID development assistance as well as its policies and procedures for the procurement of technical services would be an advantage.

Ability to obtain, evaluate, and analyze data, and to prepare precise, accurate, and complete reports; as well as recognize significant developments and trends reflected in the data and bring them to the attention of colleagues and supervisors.

Skills and Abilities:

--Strong computer skills are required. This include the ability to be fully functional in Windows, MS Outlook, word processing and spreadsheets, using the internet to solve problems and research information and the ability to create and maintain simple databases.

--Strong writing and analytical skills are required. This includes the ability to obtain, organize, and draft clear and concise reports; analyze and evaluate data and reports, provide accurate assessments to U.S. government senior managers. Must be conversant with basic techniques of statistical and econometric analysis.

--Must possess excellent interpersonal, negotiation and communication skills. This includes the ability to work effectively in teams and manage conflict, the ability to work effectively in a multicultural setting, the ability to maintain frequent and extensive contacts with GOU ministries and departments, local governments, academic institutions, development partner groups, and NGOs, other development partners and key private sector organizations, and implementing partners of USAID's interventions.

--Ability to exercise good judgment and work independently while carrying out multiple tasks and adjusting to sometimes rapidly-changing priorities. This includes the ability to develop own work schedule and approaches for accomplishing tasks and independently resolve problems which may arise in accomplishing the tasks.

--Ability to lead and motivate team members in a constructive and respectful manner.

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>.

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 8 to 9, 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 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 – Submitting an Offer 1 (iv) are:

1. Job Knowledge (40 points):

Thorough knowledge of the Ugandan economy and agricultural markets as well as local economic policy-making institutions. The understanding and interpretation of key economic and social indicators.

Familiarity with foreign assistance program identification, design, implementation, monitoring and evaluation. Some knowledge of USAID development assistance as well as its policies and procedures for the procurement of technical services would be an advantage.

Ability to obtain, evaluate, and analyze data, and to prepare precise, accurate, and complete reports; as well as recognize significant developments and trends reflected in the data and bring them to the attention of colleagues and supervisors.

2. Skills and Abilities (40 points):

--Strong computer skills are required. This include the ability to be fully functional in Windows, MS Outlook, word processing and spreadsheets, using the internet to solve problems and research information and the ability to create and maintain simple databases.

--Strong writing and analytical skills are required. This includes the ability to obtain, organize, and draft clear and concise reports; analyze and evaluate data and reports, provide accurate assessments to U.S. government senior managers. Must be conversant with basic techniques of statistical and econometric analysis.

--Must possess excellent interpersonal, negotiation and communication skills. This includes the ability to work effectively in teams and manage conflict, the ability to work effectively in a multicultural setting, the ability to maintain frequent and extensive contacts with GOU ministries and departments, local governments, academic institutions, development partner groups, and NGOs, other development partners and key private sector organizations, and implementing partners of USAID's interventions.

--Ability to exercise good judgment and work independently while carrying out multiple tasks and adjusting to sometimes rapidly-changing priorities. This includes the ability to develop own work schedule and approaches for accomplishing tasks and independently resolve problems which may arise in accomplishing the tasks.

--Ability to lead and motivate team members in a constructive and respectful manner.

3. Prior Work Experience (20 points):

--A minimum of seven (7) years of progressively responsible experience in economic/socio-economic research and analysis, or private sector business development is required.

--Experience collaborating with and/or working for the USG, donor agencies, host country government, private-sector institutions, or other related organizations, is required.

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 Economics, Agricultural Economics, Environmental Economics, Business Administration, Finance/Accounting, Public Policy, International Development, Social or Behavioral Sciences, or related field 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. SUBMITTING 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 signed (hand or electronic signature) (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 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:

- (1) DS-174
- (2) Cover Letter
- (3) Complete Curriculum vitae/resume
- (4) Supplemental documents
- (5) Academic Transcripts

(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 in Section I at kampalausaidjobs@usaid.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.**

For this position, the subject line of the email MUST read:

SOL NUMBER TITLE OF POSITION, LAST, FIRST CANDIDATE NAME -
Ex: 72061722R10018 USAID Development Program Specialist (Economist), Smith, Jose

4. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors.** The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.*

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. **RESERVED.**

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	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: BBFY Fund: DV-GFSI/2021/2022 APPRO: 7221/221021 617-MO-2021-FSN-SALARIES-FTF	1	LOT	UGX TBD	UGX TBD at Award after negotiations with Contractor

4. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

AAPD/CIB No.	Title/Issued Date	Subject Category
AAPD 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

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 5 CFR 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]