



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061720R10019

ISSUANCE DATE: July 28, 2020

CLOSING DATE/TIME: August 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,

Fredrick Onyango
Supvy. Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061720R10019
- 2. ISSUANCE DATE:** July 28, 2020
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** August 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:** Program Management Specialist (Gender)
- 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 Program Management Specialist (Gender).

The Gender Specialist is based in USAID/Uganda’s Program and Policy Development Office. Working closely with USAID’s Program Office and technical teams throughout the Mission, the Gender Specialist serves as the Gender Advisor for the Mission and reports directly to the Deputy Program Officer.

The Gender Specialist provides intellectual leadership and serves as the expert professional, technical advisor responsible for leading the development and support of gender concerns in USAID/Uganda’s

programs. The Gender Specialist has the lead analytical and programmatic responsibility for ensuring a thorough consideration of gender issues and impacts surrounding USAID's investments. The Gender Specialist also takes the lead in incorporating gender and inclusive development issues and considerations into key USAID strategic-planning, including the Country Development Cooperation Strategy (CDCS), the Journey to Self-Reliance approach, and promoting awareness and consideration of these concepts within the Mission and Uganda's larger development community.

As a USAID programming policy priority, the primary function of this position is to support all technical offices in USAID/Uganda in their efforts to integrate gender and inclusive development concerns into new project designs and on-going programming. Technical offices include Health and HIV/AIDS (OHH), Economic Growth (EG), Education, Youth and Child Development (EYCD), Democracy Rights and Governance (DRG) and Humanitarian Assistance and Transitions (HATO). The Gender Specialist also develops and maintains a Mission-wide overview of how USAID/Uganda is addressing gender issues and is capable of carrying out USAID's broader representational interests. The Gender Specialist serves as an active participant and USAID's representative in the Government of Uganda's (GOU) Gender Development Partners Group; establishes active, practical relations with the GOU Ministry of Gender, Labor and Social Development and with the National Planning Authority (responsible for the preparation of the GOU's National Development Plan); the international community including United Nations entities and other donors; and USAID Implementing Partners.

The Gender Specialist leads the design, and conducts (when appropriate), gender analyses of proposed strategies and programs and provides substantial input into policy analysis, research, project design implementation, and monitoring, evaluation and learning to ensure engendered approaches.

BACKGROUND

USAID/Uganda's Gender Specialist provides technical, representative and programmatic support to the United States Agency for International Development (USAID) Mission in Kampala, Uganda. Uganda is a strategic priority for U.S. foreign assistance due to its size, location, and role in the region and a priority gender-based violence GBV-country for U.S. assistance. USAID/Uganda is responsible for the development and management of the U.S. Government's foreign assistance program focused on strengthening of democratic institutions, improving health and education status, supporting economic development and food security. USAID/Uganda directs most of its programs in health and education, democracy and governance, agriculture/food security and environment through cooperative agreements and contracts to a wide range of international and local organizations and international and local non-governmental organizations (NGOs).

Because Uganda continues to strive to address gender inequalities and gender-based violence (GBV), there is an acute need for an experienced Gender Specialist that provides gender leadership and support to all USAID/Uganda's programs. Promoting gender equality and inclusivity is an integral part of all USAID programs and practices, but is often inadequately addressed at the implementation, and evaluation stages of programming. However, increased emphasis on gender issues from the Secretary of State and the USAID Administrator has been translated into a number of policies, strategies and action plans, including the 2012 USAID Gender Equality and Female Empowerment Policy, The Women Entrepreneurship and Economic Empowerment Act 2018, United States Strategy to Prevent and Respond to Gender-Based Violence Globally, Counter-Trafficking in Persons Policy, United States National Action Plan on Women, Peace and Security, and Ending Child Marriages and Meeting the Needs of Married Children: the USAID Vision for Action, the Private Sector Engagement Policy and the Journey to Self-Reliance. Through the steady implementation of these policies, USAID/Uganda plans strengthen gender and social development considerations to the forefront of its development agenda.

(2) Statement of Duties to be performed.

S/he also monitors compliance with USAID gender requirements and designs and, as needed, delivers gender training to the Mission and its implementing partners, including the development of resource materials, as necessary. The Gender Specialist works with technical offices to ensure data for gender-related indicators are collected, and provides expertise to technical offices regarding monitoring, assessing and evaluating social and gender performance, outcomes and impacts of USAID/Uganda-funded projects and activities.

A. INTEGRATE GENDER INTO PROGRAM DESIGN, IMPLEMENTATION AND EVALUATION (50%):

--Designs, updates and conducts or commissions gender and social inclusion analyses of proposed strategies and programs; providing substantial input into social/gender assessment in policy analysis, research, program design implementation, monitoring, and evaluation.

--Identifies appropriate approaches and best practices to addressing gender inequities in the implementation of USAID/Uganda's strategy, providing recommendations as to how projects and activities may be better designed to ensure that women and men, boys and girls, youth and other marginalized populations benefit equitably from USAID investments.

--Identifies appropriate approaches and best practices to enhance the gendered impact performance of USAID investments, including increasing the involvement and participation of women and youth in decision-making *and increasing access to assets* for Ugandan women participating in USAID programs.

--Understands and applies inclusive growth and private sector development approaches that lead to economic empowerment, enhanced livelihoods for the poorest, vulnerable groups and women and girls, youth, refugees and persons with disabilities.

--Leads on the engagement of shifting social and gender norms to tackle harmful practices such as FGM, early and forced marriages and to empower women and girls.

--Provides more technical support to implementing partners in planning, implementing and monitoring gender and social inclusion approaches.

--Helps colleagues and wider audiences understand what policy and programmatic outcomes mean for poor men and women (by age, ethnicity, disability, geography or other key features of social difference) e.g. by sharing analysis or more directly through initiating/facilitating immersions.

--Lead on the design, management and monitoring and evaluation of programs focused on the social, political and economic empowerment of women and girls and tackling violence against women and girls.

--Supports monitoring and evaluation efforts on progress toward gender equity by identifying appropriate indicators, identifying robust impact assessment methodologies, participating on evaluation teams, and drafting relevant gender-sensitive questions and approaches within scopes of work, amongst other duties.

--Develops gender knowledge-based products and participates in knowledge sharing and reflection events to share key learning.

B. PROVIDE MISSION LEADERSHIP ON GENDER ISSUES (30%):

- Provides Mission-wide technical, representational and intellectual leadership and policy and program guidance as USAID/Uganda's senior subject-matter expert on gender and inclusive development.
- Identifies, promotes, designs and conducts gender and social inclusion training programs to increase the technical competence of USAID personnel.
- Serves as the primary Mission liaison for the Gender Development Partners Group and coordinates with the GOU and bilateral and multilateral donors to Uganda on gender issues and programming.
- Monitors the implementation of, and updates as necessary, the USAID/Uganda Mission Order on gender and social inclusion.
- Forges strong institutional linkages between USAID/Uganda programs and other U.S. Government agencies, and other bilateral and multilateral donor agencies carrying out gender-sensitive assistance activities.

C. PERFORMANCE MANAGEMENT (20%):

- Helps establish Mission and programmatic gender-related goals and works helps lead efforts to monitor program progress and adapt.
- Assists in data calls from a variety of sources (USAID, other USG agencies and stakeholders, other donors, and the GOU) for information on various USAID initiatives, activities and reports with significant gender content, including but not limited to: the annual Performance Plan and Report, the Operational Plan, and USAID and USG Gender policies and strategies.
- Collaborates closely with technical teams to develop and maintain comprehensive information at the Mission level on USAID programs that integrate gender and develops and maintain gender-related factsheets for distribution inside and outside the Mission.

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:

Working in close collaboration with the USAID's Program Office and technical teams throughout the Mission, the Gender Specialist reports directly to the Deputy Program Officer.

(4) Supervisory Controls:

None.

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 7 to 9– 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 a relevant discipline such as development studies, gender studies, or rural sociology required.

Prior Work Experience:

--Five (5) years' experience in the analysis of gender integration and empowerment, including demonstrated professional-level experience in integrating rigorous gender analysis into program/project planning, design, development, implementation and monitoring and evaluation.

--Demonstrated experience with developing and implementing practical, field-based approaches to addressing gender constraints and advancing gender equity, including the ability to train and develop professional capacities of others in gender integration and program monitoring, is highly desirable.

Language Proficiency:

Level IV (fluent) English writing and speaking ability is required.

Job Knowledge:

Knowledge of USAID and/or other donor policy and programming related to gender, as well as of a thorough knowledge of current literature on the topic.

Skills and Abilities:

--Ability to analyze and evaluate complex development issues, including gender-related and inclusive development aspects of development across sectors.

--Knowledge of principles, concepts and methodology involved in the design, development, implementation, management and evaluation of technical assistance.

--Strong English-language skills, including reading and writing, and organizational skills to guide other specialists and non-specialists and to complete analyses and presentations.

--A demonstrated ability to write succinctly and to produce documents quickly is also required.

--Demonstrated interpersonal skills, including ability to exhibit tact, diplomacy and resourcefulness while working with a wide variety of individuals, including USAID staff at all levels, high-level officials in the GOU, U.S. government, foreign governments and international organizations, as well as with other foreign and domestic development partners, colleagues and office associates.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer (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 9 IV. PRESENTING AN OFFER section), **the offer package must be complete and 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. Prior Work Experience (40 points):

--Five (5) years' experience in the analysis of gender integration and empowerment, including demonstrated professional-level experience in integrating rigorous gender analysis into program/project planning, design, development, implementation and monitoring and evaluation. **(20 points)**

--Demonstrated experience with developing and implementing practical, field-based approaches to addressing gender constraints and advancing gender equity, including the ability to train and develop

professional capacities of others in gender integration and program monitoring, is highly desirable. **(20 points)**

2. Skills and Abilities (40 points):

--Ability to analyze and evaluate complex development issues, including gender-related and inclusive development aspects of development across sectors. **(15 points)**

--Knowledge of principles, concepts and methodology involved in the design, development, implementation, management and evaluation of technical assistance. **(5 points)**

--Strong English-language skills, including reading and writing, and organizational skills to guide other specialists and non-specialists, to produce succinct and high-quality written products and to complete analyses and presentations. **(10 points)**

--Demonstrated interpersonal skills, including ability to exhibit tact, diplomacy and resourcefulness while working with a wide variety of individuals, including USAID staff at all levels, high-level officials in the GOU, U.S. government, foreign governments and international organizations, as well as with other foreign and domestic development partners, colleagues and office associates. **(10 points)**

3. Job Knowledge (20 points):

Knowledge of USAID and/or other donor policy and programming related to gender, as well as of a thorough knowledge of current literature on the topic.

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 a relevant discipline such as development studies, gender studies, or rural sociology required.

Evaluation Factors have been assigned the following points:

Work Experience - 40 points

Skills and Abilities - 40 points

Job Knowledge - 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://efrms.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: <i>R497</i> - Accounting Info: BFFY Fund: GH-C-GFSI/2019/2020 APPRO: 72-1919/201031	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]