



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061720R10014

**ISSUANCE DATE:** June 8, 2020

**CLOSING DATE/TIME:** June 19, 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,

Admir Serifovic  
Acting Supvy. Contracting Officer

**I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72061720R10014
- 2. ISSUANCE DATE:** June 8, 2020
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 19, 2020, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** Grace Nakaddu, EXO Specialist, [gnakaddu@usaid.gov](mailto:gnakaddu@usaid.gov) or 0414-306-001.
- 5. POSITION TITLE:** Human Resources Specialist (two positions)
- 6. MARKET VALUE:** UGX 108,988,938 – 159,733,808 per annum, equivalent to FSN-10. 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 Human Resources Specialist positions.

The positions are in the Human Resource Unit; one of the four (4) customer service divisions of the Executive Office at USAID/Uganda.

In support of the Supvy. Executive Officer (S/EXO), the Deputy Executive Officer (D/EXO), and the EXO Specialist, the Human Resource (HR) Specialist assists with the management and delivery of effective personnel, administrative and logistical support services for the USAID/Uganda; Assists the S/EXO, D/EXO and the EXO Specialist with the management of the day-to-day operations for USAID/Uganda by coordinating activities between the various USAID offices as well as routine

communication and liaising with Department of State (DoS) sections, and provides guidance and advice to USAID staff as needed.

USAID/Uganda staffing is comprised of U.S. Direct Hires (USDHs), U.S. Personal Services Contractors (USPSCs), Third Country National Personal Services Contractors (TCNPSCs), and Cooperating Country National Personal Services Contractors (CCNPSC) employees. Human resource management services include work force planning, coordinating, processing recruitment and appointment and issuance of personnel actions, processing classification actions under the MClass, benchmarking US and TCN positions, maintenance of the Mission Staffing Pattern and other staffing records and projections, orientation and personnel processing of incoming and outgoing employees, operation of various awards program, participating in the mentoring program, PSC performance evaluation program, the CCN Medical Plan, coordinating Mission hosted trainings, and preparing various periodic and non-recurring reports to support USAID/Uganda programs and human resources.

The HR Specialist is point of contact and technical advisor on policies related to personnel issues, coordinates the services that are obtainable under the ICAAS/Human Resources Office cost center such as the checking in process for offshore employees, placing of solicitations for CCNPSC, resident hire USPSC, and submissions to the Joint Awards Committee.

The HR Specialist exercises good judgment, in making decisions and providing advice on USAID management policies, contracting practices, and when providing personal counseling and/or advice to employees. The HR Specialist exercises sound judgment in contributing to management decisions and in the formulation of expert opinions and advice to senior management in collaboration with the S/EXO and D/EXO by ensuring compliance with procedural, policy, legal, regulatory frameworks.

The HR Specialist maintains contacts with the multiple EXO support sections, primarily Communications & Records (C&R), Travel, and Information Systems Division (ISD), in the coordination of administrative operations and logistical activities to ensure they are carried out properly and within appropriate time limits and coordination with ICAAS/Travel; ICAAS/Procurement; ICAAS/Motor Pool, etc.

## **(2) Statement of Duties to be performed.**

Serves as the HR Specialist for USAID/Uganda responsible for the effective management of human resources services, advises and assists the S/EXO and the D/EXO in the planning, directing, administering and management of USAID/Uganda human resources. The HR Specialist monitors the overall performance and is charged with ensuring that mission human resources actions are in compliance with USAID procedural, policy, legal, regulatory frameworks. Under general operations management, the HR Specialist is responsible for managing the Personal Services Contractors (PSCs) contracting actions, including CCNPSCs, USPSCs -offshore and resident, TCNPSC offshores, that are OE or program funded and completing the following functions:

### **PSC Position Classification:**

Review with supervisors to ensure that position descriptions (PDs) are accurate and that current PDs are on file for all employees. As a certified evaluator, prepare documentation for the MClass classification process application including conducting job analysis interviews with job holders and, as necessary, with supervisors to gain an in-depth understanding of the duties and responsibilities of the position being evaluated. Ensure that the Job Discussion Help Sheet (JDHS) is completed by the job holder and immediate supervisor to ensure accuracy and quality data. Meet with job holders and supervisors to explain and answer queries about the MClass implementation, e.g. effect on compensation in case of position downgrade, effective date of promotion in case of position upgrade, etc. Coordinate with Regional Human Resource Support Unit in Pretoria, and USAID/W/HR the submission for approval of

the MClass reports and results. Consults with the USAID/W Database Administrator on problems with the MClass system. Serve as the Point of Contact for the MClass regional Human Resource Support Unit in USAID/South Africa – Pretoria. Maintains a spreadsheet of MClass implementation progress and results. Maintains a separate filing system for the MClass project. For US/TCNPSC provide benchmarking guidance, review the draft document and ensure its approval before soliciting.

**Personal Services Contracts Recruitment:**

Based on staffing needs category, review the solicitation request packages including budgets, Scopes of Work, and other document for completeness, presence of necessary technical information, evaluation criteria, appropriateness as a PSC before Executive Officer's approval; coordinate or confer with the originator to answer any questions regarding requirements. Prepare solicitation actions as directed under ADS 309, the AID Acquisition Regulation (AIDAR) and the Locally Employed Handbook.

Obtain the funding information from the Office of Financial Management, complete USAID specific PSC procurement actions utilizing USAID's Global Acquisition and Assistance (GLAAS). USAID mandates that all non-ICASS supported procurements be completed in System GLASS. Initiate Requester procurement actions - solicitations, requests for quotation (RFQ), and other procurement documents as necessary for all non-administrative procurements prior to and after procurement action - in the GLAAS or ARIBA for ICASS supported procurements. Liaise/coordinate with the ICAAS/HR to ensure that USAID procurements are accurate and ordered in a timely manner. Ensure to posting of vacancy announcements in the local newspapers and in other outlets such as Beta.Sam in compliance with USAID procurement guidelines.

Complete compliance checks, organize and coordinate technical committees for the review of proposals, interviewing schedules and testing, provide selection committee support, obtain technical reports for contracting actions, assist the S/EXO or D/EXO in salary negotiations by preparing statements of offer, offer letters or reports prior to submission to the S/EXO or D/EXO for signature. Coordinate security and medical processes; prepare contract documents, memoranda of negotiations, regret letters, and other documents that are required under the ADS 309 guidelines to ensure the completeness personnel folders. Ensure the signing, distribution and completion of contracts renewals, employee orientation, and close outs actions. Assist in the development of Individual Development Program as part of employee's career development for local personnel, including counseling, identification of training opportunities, coordinating Mission-specific training programs, and fellowships. Maintain a tracker of encumbered, vacated, and new positions.

**New Staff Orientation:**

Develop and provide employee orientation regarding Executive Office services for new staff and arrange appointments with other offices for such orientation.

**Performance Evaluation Process:**

Manage the performance evaluation process, the processing of personnel related documents such as cables that effect personnel actions, reassignments, disciplinary actions, resignations, terminations and retirements of staff, and initiate close outs actions in accordance with contract close-out procedures. Ensure annual performance evaluations are accomplished by providing due date notifications to supervisor and reminders of late reports. Review performance evaluation reports to ensure that the performance rating is supported adequately in the supervisor's narrative summary. Advise and explain to supervisors/rating officers the performance evaluation process, including probationary ratings, unsatisfactory or substandard ratings, performance factors, employee statements, reviewing statements, rating period, and all other pertinent policies, rules and regulations.

**CCN Medical Plan:**

Coordinate with the STATE/HR the medical insurance coverage for all CCN employees. Provide detailed information to employees, such as authorized clinics, allowable medical expenses, hospitalization benefits, contact persons in case of emergencies, etc.

**CCN Health and Accident Coverage (HAC) travel insurance:**

Ensure that CCNPSCs are covered under the USAID/W Health and Accident Coverage (HAC) travel insurance.

**Mission Incentive Awards Program:**

Provide information and guidance on available awards, criteria and procedures for nominating employees for awards and consolidate award nominations. Ensure that award nominations are prepared in the correct format, coordinate with STATE/HR on the submissions and processing of Mission award nominations and the preparation for award ceremonies. Consolidate on-the-spot cash awards, prepare certificates and obtain funding from the Office of Financial Management (OFM) the payment of. Keep track of all records for the annual processing of awards, maintain a spreadsheet containing records of awards processed for all employees, liaises with USAID/W Africa Bureau the processing of award nominations for USDH employees.

**Personnel Files and Records:**

Serve as custodian of all personnel folders, maintain a check list to ensure all required documents are filed in ASIST, including memoranda of negotiation, security and medical clearances, contract and contract modifications, position advertisements, selection processes, transmittal cables for personnel actions, employee performance evaluation reports, etc. Update the personnel database which contains individual employee personal information, such as check in/out forms and documents, arrival/departure notices dependent information, emergency contacts, next of kin, security clearance date, contract expiration, entrance on duty, training courses taken, awards received, etc. Update, reviews and maintains Mission policies, procedures and guidelines regarding human resources in the form of Mission Orders.

**Policy Matters, employee relations and advisory services:**

Originate best-practices, analyze requirements and make administrative and technical recommendations to the S/EXO and D/EXO for Mission Management consideration. Continuously evaluate organization and the provision of services to ensure the best utilization of material and human resources, assist with drafting of Mission Notices and Mission Orders, and other correspondence from the S/EXO and the D/EXO. Develop and identify sources of difficulties and take action to amend situations; ensure that complaints are handled expeditiously and equitably, and that the Agency's and post's grievance procedures are well understood and operable, assuring an active support of equal employment opportunities. Ensures timely and accurate updates to USAID staffing databases, monitors the annual filing of mandatory financial disclosure reports by eligible staff.

Provide guidance, advice and assistance to employees on a wide variety of personnel matters, such as local social security benefits, retirement, recruitment, appointment, probation period, and separation, local labor practices, laws and regulations, ensure beneficiary forms and staff emergency locator information remain current, interpret and disseminate information to PSCs on a wide variety of personnel matters, such as post assignment privileges, home leave/annual leave/R&R regulations and procedures, training information, repatriation, etc.

Contribute to regular and any special reports on personnel issues required by Management, Embassy, AID/W and others such as staffing projections for the Annual Report, providing information to the Embassy HR/O to complete the FSN compensation questionnaire required by State HR, employee and

dependents list for the medical insurance provider, MClass clean-up Report for M/HR/USAID/W and HRSU, list of separated CCN employees during the calendar year for the RSO, Consular, etc.

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:**

Direction and supervision is received from the EXO Specialist who is responsible for preparing the performance evaluation reports. But may receive instructions, advice or guidance from the S/EXO and D/EXO who will outline duties and responsibilities in terms of Mission policies and objectives. Work is reviewed primarily in terms of accomplishments and adherence to USAID and Mission Policy.

**(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 10 – 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:**

Bachelor’s degree in Management, Business Administration, Human Resources, Social Sciences, or relevant study is required.

**Prior Work Experience:**

Five years of progressively responsible professional in human resources management or administrative or management experience involving personnel, operating procedure, contracting, procurement or logistics and any combination thereof, is required.

Work experience must have demonstrated successful experience in the field of contract and personnel management, a demonstrated knowledge of personnel planning, analysis, budgeting for a large local or international organization.

**Language Proficiency:**

Level IV (fluent) in English is required with excellent reading, speaking and writing skills.

**Job Knowledge:**

Must have a sound knowledge of basic managerial principals and the ability to apply these principals/practices when applicable, the ability to provide effective leadership and ability to provide appropriate counseling.

A good working knowledge of program management and budgeting systems and general procedures is required, along with a working knowledge of the human resource development context of Uganda, local employment terms and conditions and labor laws.

Must possess knowledge of the principles of effective teamwork.

**Skills and Abilities:**

Ability to work under pressure while managing a variety of administrative, managerial, and personnel issues and meet tight deadlines for high quality products.

Ability to analyze complex programs and relationships including sensitive issues that may emerge and originating practical solutions for a typical multi-cultural, multi-racial, multidisciplinary organization in a diverse customer-focused EXO team environment.

Ability to process information using computer-based applications, technology such as software applications–Word, spreadsheets and databases specifically excellent fluency in Microsoft Excel and its multiple functions.

Accuracy, attention to detail, excellent interpersonal skills, tact, diplomacy, good judgment and extreme flexibility and discretion are critical to maintaining positive working relationships with other colleagues and others Mission staff, to work under pressure related to frequent emergency situations and tight deadlines and ably explaining the different personnel issues and issues.

Excellent analytical skills and writing skills are required to effectively edit or rewrite position descriptions and other classification analyses.

**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>.

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 application in order to meet the minimum qualifications for this position. Top-ranked Offerors who meet the minimum qualification will be invited for an interview and given a written evaluation.

Offers will be initially screened for compliance with application instructions and eligibility in accordance with the qualification criteria above. Incomplete, unsigned applications that are not in compliance with the instructions will not be evaluated or considered for award.

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. Skills and Abilities (45 points):**

Ability to work under pressure while managing a variety of administrative, managerial, and personnel issues and meet tight deadlines for high quality products. *(10 points)*

Ability to analyze complex programs and relationships including sensitive issues that may emerge and originating practical solutions for a typical multi-cultural, multi-racial, multidisciplinary organization in a diverse customer-focused EXO team environment. *(10 points)*

Ability to process information using computer-based applications, technology such as software applications–Word, spreadsheets and databases specifically excellent fluency in Microsoft Excel and its multiple functions. *(5 points)*

Accuracy, attention to detail, excellent interpersonal skills, tact, diplomacy, good judgment and extreme flexibility and discretion are critical to maintaining positive working relationships with other colleagues and others Mission staff, to work under pressure related to frequent emergency situations and tight deadlines and ably explaining the different personnel issues and issues. *(10 points)*

Excellent analytical skills and writing skills are required to effectively edit or rewrite position descriptions and other classification analyses. *(10 points)*

**2. Job Knowledge (35 points):**

Must have a sound knowledge of basic managerial principals and the ability to apply these principals/practices when applicable, the ability to provide effective leadership and ability to provide appropriate counseling. *(15 points)*

A good working knowledge of program management and budgeting systems and general procedures is required, along with a working knowledge of the human resource development context of Uganda, local employment terms and conditions and labor laws. *(10 points)*

Must possess knowledge of the principles of effective teamwork. *(10 points)*



**3. Prior Work Experience (20 points):**

Five years of progressively responsible professional in human resources management or administrative or management experience involving personnel, operating procedure, contracting, procurement or logistics and any combination thereof, is required. *(10 points)*

Work experience must have demonstrated successful experience in the field of contract and personnel management, a demonstrated knowledge of personnel planning, analysis, budgeting for a large local or international organization. *(10 points)*

**4. Education (pass/fail):** Offerors will be given a passing score if they have a relevant level of education. Offerors without a relevant level of education will not be considered for award or proceed forward in the evaluation process.

Bachelor's degree in Management, Business Administration, Human Resources, Social Sciences, or relevant study is required.

Evaluation Factors have been assigned the following points:

- Skills and Abilities - 45 points
- Job Knowledge - 35 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](mailto: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](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	<p><b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b>                      - Award Type: Cost                      - Product Service Code: <i>R497</i>                      - Accounting Info:                      BBFY Fund: OE/2020                      APPRO: 72201000</p> <p>BBFY:GH-H/2019/2023                      APPRO: 72-1919/231031</p>	1	LOT	UGX <b>TBD</b>	UGX <b>TBD</b> 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]**