



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061721R10003

**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:** 72061721R10003
- 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](mailto:gnakaddu@usaid.gov) or 0414-306-001.
- 5. POSITION TITLE:** Project Management Specialist (Investment and Finance Relationships)
- 6. MARKET VALUE:** UGX 203,022,426 – 299,294,360 per annum, equivalent to FSN-12. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uganda. Final Compensation will be negotiated within the listed market value.

**7. PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract provisions and clauses and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply; always subject to the right of early termination.

The initial term of the contract will be five years, which shall include a probationary period of six months. Employees who do not meet the required standards for their position during this six months period may be reassigned to another position or terminated at the convenience of the U.S. Government. Employees are expected to demonstrate qualifications and general suitability for continued employment during the probationary period. If with written justification, the probationary period may be extended for another period not exceeding six months.

**8. PLACE OF PERFORMANCE:** Kampala, Uganda with possible travel as described in the Statement of Work.

**9. ELIGIBLE OFFERORS:** “Cooperating Country National” shall mean the individual engaged to serve in the Cooperating Country under this contract.

**10. SECURITY LEVEL REQUIRED:** Employment Authorization

**11. STATEMENT OF DUTIES:**

**(1) General Statement of Purpose of the Contract**

USAID/Uganda is seeking for qualified individuals to fill the Project Management Specialist (Investment and Finance Relationships) position located in the Private Sector and Policy Unit (PSU) of USAID/Uganda’s Economic Growth (EG) Office.

The EG Office includes four other units, namely, Agriculture Sector Development, Resilience and Nutrition, Environment and Natural Resources Management, and Program Support. The PSU Unit consists of four Foreign Service Nationals and one U.S. Director Hire Unit Leader to whom the PMS will report. The PSU oversees the full range of concepts, skills and best practices to develop and manage partnerships and relationships related to the private sector, and negotiate with potential resource partners, including

overseeing a mission investment facilitation mechanism. While the PSU sits in the EG Office, the team serves the mission's entire private sector portfolio, including the EG, Democracy, Rights, and Governance, Education, Youth and Child Development, and Health and HIV/AIDS portfolios. The PMS will enhance USAID/Uganda's ability to identify, advise and support effective private sector engagements including the facilitation of blended finance transactions and other private sector partnerships in Uganda that advance USAID's development objectives and mobilize commercial capital resulting in, but not limited to, job creation, trade expansion, industry diversification and improved agricultural markets and efficiency.

The PMS is recognized as the mission's leading expert in identifying and supporting private sector development, finance and partnership opportunities, and developing and implementing strategies for effective outreach to private corporations and other potential partners. S/he is responsible for networking and developing relationships with corporations and other potential private sector resource partners. S/he will also support USAID/Uganda's inter-agency effort focused on increasing private sector investment to spur greater economic growth and stability. S/he will leverage her/his robust relationships with private sector associations, firms, financial institutions, and investors to identify, support and close high-impact transactions in sectors that contribute to USAID's goals. S/he will convene and coordinate investment support activities across USAID/Uganda's and inter-agency programming as well as other donors and related stakeholders.

The PMS must have demonstrated experience leading diverse teams. This senior position ensures the mission has the necessary management and technical expertise to successfully leverage substantial outside resources to expand and deepen the impact of the mission's large and technically diverse development portfolio. The PMS also leads collaboration with other USAID projects, and other donors and organizations in the economic development sector to ensure the synergy of private sector activities with those of other organizations.

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

The PMS will enhance USAID/Uganda's ability to identify, advise and support effective private sector engagements including the facilitation of blended finance transactions and other private sector partnerships in Uganda that advance USAID's development objectives and mobilize commercial capital resulting in, but not limited to, job creation, trade expansion, industry diversification and improved agricultural markets and efficiency.

### **1. Partner and Stakeholder Development, Management, and Coordination (30%)**

--Develop, recruit for partnership, manage, and coordinate a robust network of private sector, financial institution and transaction service provider partners.

--Identify key private sector associations, firms, financial institutions, impact and private equity investment funds and to a lesser extent donors and national government institutions, relevant to USAID's objectives that focus on agriculture development, trade, conservation and eco-tourism, democracy and governance, education, and health.

--For private sector and association partners, identify investment gaps and opportunities that would advance USAID's objectives to support the private sector investment, including improving access to capital, markets, technical assistance, and mentorship.

--Work with the partner(s) to identify USAID and the inter-agency's value-add to potential or prospective projects or transactions for consideration.

--For donors and national governments identify areas for coordination around the identification and promotion of investment opportunities. Coordination of these entities and their respective roles on a per transaction basis.

--Review USAID as well as other donor programs to determine how private sector investment and/or financing can improve the outcomes, scale, and/or sustainability of the programs; and recommend activities and partnerships based on findings.

## **2. Investment Identification, Screening, and Support (15%)**

--Work with stakeholders to determine the key development objectives that align with private sector investors' commercial objectives and identify prospective investments which conform to that criteria, especially in the areas of agriculture development, trade, conservation and eco-tourism, democracy and governance, education, and health.

--Work with these stakeholders and other relevant organizations as needed to identify the development-related objectives of potential transactions, the barriers to subsequent investments and how to address the barriers with existing programs and activities across stakeholders.

## **3. Project Development and Investment Facilitation (15%)**

--Identify the barriers to investment and devise a set of strategic interventions and/or a package of assistance (on-the-ground technical assistance, loan guarantee, etc.) to overcome these barriers.

--Analyze and ascertain sustainability, potential impact and fit with USAID priorities and objectives; analyze reputational risks of potential transactions; oversee the development of due diligence memoranda for management; prepare and present "pros" and "cons" for USAID to engage with private sector partners around proposed activities.

## **4. Project Management (30%)**

--Manage assigned contracts and agreements, guiding the implementation of activities outlined below. Coordinate with U.S. Government (USG) agencies in the implementation of a variety of economic policy, regulatory support and capacity building programs for USAID/Uganda, as well as other economic growth project activities, particularly as related to creating a policy environment supportive of agricultural development, eco-tourism, trade, education, and healthcare.

--Partner requires capacity development to enter into such investments, such as impact investing capacity development; perform or oversee a needs assessment and oversee the resultant procurement and implementation of such assistance.

## **5. Mentor Staff (10%)**

--Provide senior level support and mentoring to identify private sector development, finance and partnership opportunities, and develop and implement strategies for effective outreach to private corporations and other potential alliance partners.

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 is directly supervised by the Private Sector & Policy Unit Lead or designee. The PMS' progress against the objectives outlined above is evaluated by the supervisor with 360-degree input from other mission colleagues. The PMS is expected to operate independently. Work is reviewed primarily based on results achieved within the broad constraints of policy and priorities.

**(4) Supervisory Controls:**

Formal supervision over staff is not contemplated. However, the PMS leads the Mission's Private Sector Engagement (PSE) working group and the responsibilities include advising, coaching and mentoring Mission staff on all aspects of private sector engagement to include advising activity management, how to affect private sector partnerships, and structuring deals.

The PMS guides and evaluates work being performed by a wide range of private sector partners in the co-design and co-management of activities. These will include activities directly funded by USAID and other others not directly funded by USAID.

**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. PRESENTING AN OFFER sections), **the offer package must be complete and signed—where indicated - and offerors must include in their offers information to demonstrate that they:**

- (1) have attained the required education level; and
- (2) meet the experience requirements, etc.

**Education:**

Master's degree in business administration, economics, law, development finance or accounting is required.

**Prior Work Experience:**

Five (5) years of professional experience in relevant international development finance and investment banking, accounting, or private finance for sustainable development including experience in project design, development and management is required.

At least three years of experience must be in financial transactions and/or management related to investment in Uganda.

**Language Proficiency:**

Level IV English speaking, reading and writing skills required.

**Job Knowledge:**

Knowledge of the financial sector and institutional and impact investing is required.

In-depth knowledge of the issues and capacity constraints (and possible options to address those constraints) that private sector entities face in attracting investment and capital is required.

**Skills and Abilities:**

Demonstrated ability to operate independently as the PMS' work is reviewed primarily on the basis of results achieved within the broad constraints of policy and priorities.

Ability to analyze independently political, social, economic, and policy issues and formulate, present, and successfully defend complex investment barriers and implementation actions around private sector engagement, and document such analyses, options, and recommendations in a clear, effective and professional manner.

Excellent writing skill, strong knowledge of computer software, administrative and management skills, policy and diplomacy skills are necessary.

**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 8 – 9 IV. PRESENTING AN OFFER section), **the offer package must be complete and hand signed—where indicated - and offerors must include in their offers information to demonstrate that they** have attained the required education level and meet the experience requirements, etc.

**Offerors will be evaluated and ranked based on the information provided for the four Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Presenting an Offer 1 (iv).**

Offerors **must**, therefore, **address each of the four Quality Ranking Factors (QRFs) in their offer.** Top-ranked Offerors who meet the minimum qualification will be invited for an interview and given a written evaluation.

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

**The four Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Presenting an Offer 1 (iv) are:**

**1. Job Knowledge (total 40 points):**

Knowledge of the financial sector and institutional and impact investing is required.

In-depth knowledge of the issues and capacity constraints (and possible options to address those constraints) that private sector entities face in attracting investment and capital is required.

**2. Skills and Abilities (total 40 points):**

Demonstrated ability to operate independently as the PMS' work is reviewed primarily on the basis of results achieved within the broad constraints of policy and priorities.

Ability to analyze independently political, social, economic, and policy issues and formulate, present, and successfully defend complex investment barriers and implementation actions around private sector engagement, and document such analyses, options, and recommendations in a clear, effective and professional manner.

Excellent writing skill, strong knowledge of computer software, administrative and management skills, policy and diplomacy skills are necessary.

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

Five (5) years of professional experience in relevant international development finance and investment banking, accounting, or private finance for sustainable development including experience in project design, development and management is required.

At least three years of experience must be in financial transactions and/or management related to investment in 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.

Master's degree in business administration, economics, law, development finance or accounting is required.

Evaluation Factors have been assigned the following points:

Job Knowledge - 40 points

Skills and Abilities - 40 points

Work Experience - 20 points

Education – **Pass/Fail**

Language Proficiency - **Pass/Fail**

Satisfactory Professional Reference Checks– **Pass/Fail**

**Evaluation Factor Total – 100 points, and Pass for Education, Language Proficiency and Reference Checks.**

Offerors invited to an interview and written test will be evaluated based upon the same criteria described above. In addition, offerors determined to be competitively ranked may also be evaluated on interview performance, written evaluations and/or satisfactory professional reference checks.

#### **IV. PRESENTING AN OFFER**

1. Eligible Offerors are required to complete and submit (**Requirements (i) - (v) below are critical for compliance of the offer. Therefore, candidates MUST pay due attention to these:**

(i) A typed and **hand signed** (around Section 6 – Declaration) DS-174 Employment Application for Locally Employed Staff or Family Member (<https://eforms.state.gov/Forms/ds174.pdf>; Version Exp. 06/2022). Offerors are required to complete sections 1 through 6. (Make sure to use **additional Work Experience pages (Section 4)**, if needed, to provide complete work history).

(ii) Cover letter (addressed to the USAID Supervisory Executive Officer) clearly indicating the position for which you are applying and describing how you meet the minimum requirements.

(iii) Complete curriculum vitae/resume. In order to fully evaluate your application, the resume must include:

(a) Paid and non-paid experience, job title, dates held (month/year). **Please specify unpaid or part time work. Any experience that does not include dates (month/year) will not be counted towards meeting the solicitation requirements. (NOTE: Resume and DS-174 work experience should match.)**

(b) Specific duties performed that fully detail the level and complexity of the work.

(c) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.

(d) Name and contact information (phone and email) of three (3) professional references. At least one of the references must be a prior or current direct supervisor.

(iv) Supplemental [separate] document specifically addressing each QRF as outlined in the solicitation.

(v) Copies of Academic Transcripts.

**(vi) Offers should be in a standard file type such as Microsoft Word (.doc) or Adobe Acrobat (.pdf). All should be in one document which should not exceed 10MB.**

(vii) Submitted offers and documents become the property of USAID and will not be returned.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact at [KampalaHR@state.gov](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	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: BBFY Fund: DV-GFSI/2017/2018 APPRO:7217/181021	1	LOT	UGX TBD	UGX TBD at Award after negotiations with Contractor

3. Acquisition & Assistance Policy Directives and Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts (<https://www.usaid.gov/work-usaid/aapds-cibs>).

4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

**[END SOLICITATION]**