



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061720R10016

**ISSUANCE DATE:** June 29, 2020

**CLOSING DATE/TIME:** July 10, 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:** 72061720R10016
- 2. ISSUANCE DATE:** June 29, 2020
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** July 10, 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 Assistant (Budget)
- 6. MARKET VALUE:** UGX 80,301,804 – 117,612,946 per annum, equivalent to FSN-09. 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 Assistant (Budget) position.

The position is in the USAID/Uganda Office of Education, Youth, and Child Development (EYCD). EYCD manages multiple funding streams including Basic Education, Higher Education and President’s Emergency Plan for AIDS Relief (PEPFAR) funds which support basic education, child protection, and positive youth development activities. The multiple funding sources are allocated across activities and have different reporting and management requirements.

The primary purpose of this position is to provide support to the EYCD Office in managing its multi-year portfolio of \$200 million. The position will assist the EYCD Office to develop the annual program budget; oversee the procurement plan and track procurement actions; complete financial reporting requirements for presidential initiatives and other USAID activities; and assist the office in responding to additional financial information needs as requested. The position plays a major role in managing EYCD's complex and unique portfolio.

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

**Financial Management (40% of time)**

With limited supervision, the PMA will provide programmatic and administrative leadership in structuring, updating and overseeing the entire EYCD Office financial portfolio of \$200 million in multi-year funding, which is complex due to multiple funding sources with different allocation, attribution, and management requirements. The PMA is responsible for monitoring funds for interventions in basic education, higher education, orphans and vulnerable children, and positive youth development. Responsibilities shall include:

- a) Working with Office Director, Deputy Director and Team Leaders and counterparts in the offices of Financial Management (OFM) Program & Policy Development (PPD) to construct EYCD program budgets by program area and element level and by congressional earmarks for planning purposes;
- b) Assisting Team Leaders and other team members in providing an understanding of financial data and analysis for quarterly, semi-annual and annual reports;
- c) Preparing monthly pipeline reports and spend plans and reviews with EYCD leadership to update planning figures, and presenting financials to EYCD Office and USAID/Uganda Mission leadership;
- d) Receiving quarterly financial pipeline data from OFM, reviewing activities with activity managers and team leaders, providing pipeline analysis to EYCD leadership for quarterly mission pipeline and procurement plan reviews;
- e) Working with the PPD and other EYCD staff to prepare the EYCD Congressional Budget Justification, annual operational plans, annual obligations by program area, documentation for obligation into development objective agreements, amendments/modifications, and on preparing the field support budget for USAID/Washington;
- e) Tracking EYCD funds in all development objective agreements;
- f) Negotiating joint program funding with other Mission technical offices, and tracking the funding for reporting and to assist EYCD and the other technical offices with strategic decision-making regarding sub-obligation of funds; and
- g) Leading financial management capacity building within EYCD, training other support staff to manage financial aspects of program management, and Team Leaders and Contracting Officer/Agreement Officer Representatives (COR/AORs) to improve financial management of activities.

**Procurement Support (40% of Time)**

Provide programmatic and administrative oversight to procurement actions. Responsibilities shall include:

- a) Working closely with activity managers to provide financial data for preparation of documentation on sub-obligations into specific implementing partner instruments and other mechanisms of a general and overall nature through GLAAS, Implementation Letters, and other mechanisms;
- b) Participating in the clearance process of GLAAS requests and other documents by reviewing and clearing off on the documents before they go to the EYCD Office Director or Deputy Director;
- c) Working with activity managers, unit leaders and OAA representatives to update the EYCD Procurement Plan, leading weekly procurement plan reviews with EYCD and OAA, preparing the office for monthly front office technical meetings, and quarterly portfolio reviews; and
- d) Participating in program/pipeline/procurement Mission review, responding to EYCD budget-related procurement issues.

**Program Management (20% of Time)**

Managing, as COR/AOR, implementing instruments and partners, providing technical support and direction. Responsibilities shall include:

- a) Fostering collaboration, participation, and agreement among implementing partners and USAID staff in the implementation and monitoring of EYCD activities. Responsible for providing strategic advice to implementing partners to ensure adherence to USAID/Uganda's strategy and relevant U.S. Government policies.
- b) Reviewing, critiquing and approving project planning, implementation and monitoring documents including work plans, quarterly and annual reports, and project management plans.
- c) Monitoring activity spending; reviewing and responding to quarterly accruals and pipeline analysis.
- d) Taking a field-based approach to monitoring implementation to ensure the accuracy of their reporting and progress toward meeting project goals.
- e) Working closely with other units within EYCD and with other offices to support joint field visits that inform integrated approaches.
- f) Ensuring compliance with USAID regulations in all aspects of project implementation.

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:**

Immediate supervision will be from the EYCD Office Director. The immediate supervisor will provide the required guidance and mentoring on PMA's technical and managerial performance.

**(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 6 to 8 – 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:**

At least two years of full-time post-secondary study at college or university in Financial Management, Business Administration, and Accounting, Social Sciences is required.

### **Prior Work Experience:**

Three years of progressively responsible work in financial management, budgeting, accounting, business administration, with one year of program management, project development, social economic or related field is required.

Prior experience working with international donor organizations or donor-funded projects in budgeting, financial management or related work is required.

### **Language Proficiency:**

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

### **Job Knowledge:**

Demonstrated knowledge of accounting and budgeting practices and procedures is required.

Knowledge of program management, including design, implementation, monitoring, and evaluation is required.

### **Skills and Abilities:**

Strong interpersonal skills, demonstrated experience, and ability to work in teams, clear concise writing skills, ability to meet tight deadlines, and logical analysis, accuracy and clear presentation skills.

Proven ability to work collaboratively with a range of counterparts at all levels including those from host country government, NGOs, other USAID Missions, other donors and rural resource users.

Computer literacy in Microsoft products, including for word processing and complex spreadsheets. Demonstrated experience in the preparation and presentation of complex reports and analyses.

Self-directed with demonstrated ability to perform with minimal supervision.

### 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 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 7 – 8 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. Job Knowledge (50 points):**

Demonstrated knowledge of accounting and budgeting practices and procedures is required. **(25 points)**

Knowledge of program management, including design, implementation, monitoring, and evaluation is required. **(25 points)**

**2. Skills and Abilities (35 points):**

Strong interpersonal skills, demonstrated experience, and ability to work in teams, clear concise writing skills, ability to meet tight deadlines, and logical analysis, accuracy and clear presentation skills. **(15 points)**

Proven ability to work collaboratively with a range of counterparts at all levels including those from host country government, NGOs, other USAID Missions, other donors and rural resource users. **(10 points)**

Computer literacy in Microsoft products, including for word processing and complex spreadsheets. Demonstrated experience in the preparation and presentation of complex reports and analyses. **(5 points)**

Self-directed with demonstrated ability to perform with minimal supervision. **(5 points)**

**3. Prior Work Experience (15 points):**

Three years of progressively responsible work in financial management, budgeting, accounting, business administration, with one year of program management, project development, social economic or related field is required. **(10 points)**

Prior experience working with international donor organizations or donor-funded projects in budgeting, financial management or related work is required. **(5 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.

At least two years of full-time post-secondary study at college or university in Financial Management, Business Administration, and Accounting, Social Sciences is required.

Evaluation Factors have been assigned the following points:

- Job Knowledge - 50 points
- Skills and Abilities - 35 points
- Work Experience - 15 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: <i>R497</i> - Accounting Info: BBFY Fund: DV/2017/2018 APPRO: 7217/181021	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]**