



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061722R10015

ISSUANCE DATE: April 12, 2022

CLOSING DATE/TIME: April 25, 2022, 4:45:00 PM Uganda Time

SUBJECT: Solicitation for a Cooperating Country National Personal Services Contractor
(CCNPSC - *Local Compensation Plan*)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1- (IV) Submitting an Offer** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1 at: kampalausaidjobs@usaid.gov

Sincerely,

Sean
Mendoza

Digitally signed by
Sean Mendoza
Date: 2022.04.04
17:46:48 +03'00'

Sean Mendoza
Supervisory Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061722R10015
- 2. ISSUANCE DATE:** April 12, 2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 25, 2022, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov
- 5. POSITION TITLE:** Project Management Assistant (Health)
- 6. MARKET VALUE:** UGX 70,307,688 – 102,814,437 per annum, equivalent to FSN-08. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uganda. Final Compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract provisions and clauses and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply; always subject to the right of early termination.

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

- 8. PLACE OF PERFORMANCE:** Kampala, Uganda with possible travel as described in the Statement of Work.
- 9. ELIGIBLE OFFERORS:** “Cooperating Country National” shall mean the individual engaged to serve in the Cooperating Country under this contract.

10. SECURITY LEVEL REQUIRED: Employment Authorization

11. STATEMENT OF DUTIES:**(1) General Statement of Purpose of the Contract**

The position is located in the USAID/Uganda Office of Health and HIV/AIDS (OHH). The OHH is responsible for one of USAID's largest and most complex bilateral assistance health programs. Currently, there are six technical units: 1: Health System Strengthening Unit (HSS), 2: President's Malaria Initiative Unit (PMI), 3: the HIV & TB Unit (HIV/TB) and its PEPFAR sponsored activities, 4: Family Health Unit (FHU), 5: Strategic Information Unit (SI) which provides support to the Office and other technical teams, and 6: Global Health Security Agenda (GHSA) and Emerging Pandemic Threats Unit. The OHH Team is headed by a U.S. Foreign Service Officer who reports directly to the Mission Director.

The PMA occupies one of the two USAID Project Management Assistant (Health) positions, providing support to CORs/AORs managing substantive health and other programs/projects/activities in the USAID/Uganda OHH. Within the Unit of assignment, the PMA participates in the work of the Unit Leader and the organization's CORs/AORs, in order to increase output and efficiency in meeting Office, USAID, and USG

goals and objectives; in response to OHH-wide events the PMA may be assigned to any Unit, as needed. The PMA provides program and budget assistance across OHH activities; supports performance monitoring; and provides administrative support, operating independently or cooperatively with the other PMA in OHH. In the absence of any COR/AOR, the PMA may be assigned to receive calls, answer non-technical questions, and refer more technical program/project/activity questions to the technical staff, up to the limits of their training and skill level. Work includes a variety of complex research, reporting, contact, monitoring, and analytical duties, and coordinating work with the CORs/AORs, the Unit and Office Chief, other Mission technical officers, and Government of Uganda (GOU), implementing partners (IPs), and Non-Government Organization (NGO) counterparts.

(2) Statement of Duties to be performed.

a. Program/Project/Activity Management – 70 %

The PMA is responsible for providing support to the management and oversight of Division and Office activities, to identify and/or participate in addressing problems encountered in the implementation process, to prepare written activity status reports, and to recommend corrective actions in consultation with Office CORs/AORs. The PMA prepares documents related to program planning, implementation, and management, including memoranda, letters, GLAAS documents, performance reports, trip reports, analyses, etc.; manages electronic and hard-copy filing systems for the Division of assignment; translates documents into English when required; provides assistance in the coordination of administrative aspects of strategy development within the organization, specifically support related to program monitoring, and the establishment and tracking of indicators; participates in the development of evaluation plans and assessments, and participates in their implementation; and, assists the Division and Office Chief, and others, to prepare routine and extraordinary reports, including Division/Office-specific contributions to outside reporting requirements, the Country Operational Plan, Semi-Annual and Annual Reports, budget and program analyses, quarterly accruals reports, briefings, presentations, and other reporting requirements. The PMA provides support to CORs/AORs (stepping in to provide non-technical backstopping, as required) in management, monitoring, and evaluation of program/project/activity implementation, and managing sector-specific information in specialized databases.

As requested, the PMA sets up and takes minutes at meetings and conferences and assures that obligations and commitments that come up in the meetings are upheld and that deadlines are met; and prepares oral and written summaries for the organization on request. The PMA participates fully with the staff in maintaining program/project/activity records and status reports, adding to quarterly technical and financial reports, quarterly accruals, and budget tracking tables; preparing and updating project documentation; and tracking IP expenditures and budgets. In addition, the PMA collects, analyzes, and interprets information from other sources (IPs, donors, GOU Ministries, etc.) as needed to identify opportunities to strengthen Division, Office, and Mission programs/projects/activities.

b. Data Collection and Analysis – 15%

The PMA plays a substantive role in monitoring and reporting on developments in the organization; monitors and analyzes reports, prepares written analyses, evaluates pertinent issues, and provides information to staff within and outside the Division and/or Office; summarizes information in written and oral form for use by coworkers and superiors, as appropriate; works with other PMAs (and others) to organize field trips, conferences, and seminars, and to ensure maximum participation by target audiences, providing translation and interpretation as needed; prepares written reports reflecting an understanding of assigned areas of responsibility, and that clearly document that a wide variety of sources and points of view have been consulted in undertaking analyses and in drawing conclusions; and, prepares oral and written briefings for other staff members, and others, on request.

c. Performance Monitoring – 15%

The PMA supports CORs/AORs in ensuring performance-monitoring systems are in place, and that measures and indicators of portfolio impact are established. The PMA contacts IPs to collect and monitor performance data and prepares status reports and program/project/activity reporting for use within the organization; and provides information on progress in achieving outputs, objectives, and results for Division and Office activities, as needed.

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 PMA works under the general supervision of the Family Health Unit Leader. The PMA works collaboratively with other Unit Leaders and with assigned CORs/AORs. Assignments are made orally and in writing, with a discussion of any elements of the assignment that may be new or to determine priority. Once the work-flow is established in the Unit, most assignments occur in the normal course of the work, but the PMA must be aware of situations that must be coordinated with superiors. The Unit Leader provides a review of the assignment, the goals, and objectives to be achieved, and the results expected. The PMA must seek advice and assistance as required. Work is reviewed in terms of results achieved.

(4) Supervisory Controls:

The direct supervision of other staff is not contemplated.

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 5 to 8 –

III. EVALUATION AND SELECTION FACTORS and IV. SUBMITTING AN OFFER sections), the offer package must be completed and signed (hand or electronic signature) where indicated - and offerors must include in their offers information to demonstrate that they:

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

Education:

Completion of Secondary School and at least two years of college or university study in business, business administration, economics, finance, or a similar field is required.

Prior Work Experience:

--Minimum of three (3) years of progressively responsible experience in development assistance or related work, work with an international or donor organization, or equivalent work with a private or host-government entity is required.

--Experience should have included collection, analysis, evaluation, and presentation of information.

Language Proficiency:

Level IV oral and written English is required.

Job Knowledge:

A practical knowledge of statistics and accounting is required; familiarity with, or the ability to quickly become familiar with, USAID programs, policies, and regulations, and a familiarity with the technical issues related to the areas of health-related prevention, care, and treatment activities in Uganda are required.

Skills and Abilities:

--Ability to develop and maintain a range of working-level and management-level contacts on health-related topics, in government, nongovernmental and private-sector circles; be able to work effectively in a team environment and coordinate well with others.

--Good office management skills and experience in order to support the substantive technical work of the assigned Division to develop and implement effective USAID-supported programs/projects/activities, including financial and administrative skills sufficient to track the performance of IPs and program/project/activity progress.

--Skill in office management, administration, and financial tracking; budgeting and planning; computers, including Word, Excel, database software, and PowerPoint software.

--Ability to present non-technical but complex information and analyses orally and in writing.

--Good verbal and writing skills, tact, and diplomacy are required in order to establish and maintain effective working relationships within USAID and USG and with the public and private sectors.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Offers will be initially screened for compliance with the solicitation instructions and eligibility in accordance with the qualification criteria below.

To ensure compliance with the entire set of this solicitation instructions (please see page 7 to 8, IV. SUBMITTING AN OFFER section), **the offer package must be complete, and signed (hand or electronic signature) where indicated - and offerors must include in their offers information to demonstrate that they** have attained the required education level and meet the experience requirements, etc.

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

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

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

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

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

1. Job Knowledge (40 points):

A practical knowledge of statistics and accounting is required; familiarity with, or the ability to quickly become familiar with, USAID programs, policies, and regulations, and a familiarity with the technical issues related to the areas of health-related prevention, care, and treatment activities in Uganda are required.

2. Work Experience (35 points):

--Minimum of three (3) years of progressively responsible experience in development assistance or related work, work with an international or donor organization, or equivalent work with a private or host-government entity is required.

--Experience should have included collection, analysis, evaluation, and presentation of information.

3. Skills and Abilities (25 points):

--Ability to develop and maintain a range of working-level and management-level contacts on health-related topics, in government, nongovernmental and private-sector circles; be able to work effectively in a team environment and coordinate well with others.

--Good office management skills and experience in order to support the substantive technical work of the assigned Division to develop and implement effective USAID-supported programs/projects/activities, including financial and administrative skills sufficient to track the performance of IPs and program/project/activity progress.

--Skill in office management, administration, and financial tracking; budgeting and planning; computers, including Word, Excel, database software, and PowerPoint software.

--Ability to present non-technical but complex information and analyses orally and in writing.

--Good verbal and writing skills, tact, and diplomacy are required in order to establish and maintain effective working relationships within USAID and USG and with the public and private sectors.

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.

Completion of Secondary School and at least two years of college or university study in business, business administration, economics, finance, or a similar field is required.

Evaluation Factors have been assigned the following points:

Job Knowledge - 40 points
Work Experience - 35 points
Skills and Abilities - 25 points

Education – **Pass/Fail**
Language Proficiency - **Pass/Fail**
Satisfactory Professional Reference Checks– **Pass/Fail**

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

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

IV. SUBMITTING AN OFFER

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

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

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

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

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

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

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

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

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

(v) **Copies of Academic Transcripts.**

(vi) **Offers should be in Adobe Acrobat (.pdf). No other file types will be accepted. All documents should be scanned into one (1) document (**one (1) ATTACHMENT**) which should not exceed 10MB.**

Documents should be arranged and scanned in this order:

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

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

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in Section I at kampalausaidjobs@usaid.gov **Incomplete or late applications will not be considered.**

All qualified Offerors will be considered regardless of age, race, color, sex, creed, national or tribal origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization or other non-merit factor.

3. **Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.**

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

SOL NUMBER TITLE OF POSITION, LAST, FIRST CANDIDATE NAME -
 Ex: 72061722R10015 Project Management Assistant (Health) Smith, Jose

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

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions and how to complete and submit forms for obtaining medical and security clearances.

VI. BENEFITS/ALLOWANCES

As a matter of policy and as appropriate, a PSC is normally authorized the following benefits and allowances - in accordance with the U.S. Mission to Uganda's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, retirement plan, and medical insurance subsidy. Final compensation for Offerors will be negotiated within the listed market value.

VII. TAXES

Successful Offeror will be subject to Ugandan tax laws.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

1. USAID regulations and policies governing CCNPSC awards are available at the below sources:

USAID Acquisition Regulation (AIDAR), Appendix J, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including contractual General Provisions (https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)

2. **RESERVED.**

3. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: BBFY Fund: GH-H/2020/2024 APPRO: 72-1920/241031 617-MO-2021-FSN-SALARIESPEPFAR	1	LOT	UGX TBD	UGX TBD at Award after negotiations with Contractor

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

AAPD/CIB No.	Title/Issued Date	Subject Category
<u>AAPD 21-04 Revision 3 (PDF 382K)</u>	EXECUTIVE ORDER 14042 ON ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL AWARDS (FAR Deviation No. M-OAA-DEV-FAR-22-01c) – <i>December 14, 2012</i> <u>AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities.</u> [165K PDF] <u>AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts</u> [166K PDF] <u>AAPD 21-04 ATTACHMENT 6: Overview of Applicability of FAR 52.223-99</u> [200K PDF]	Acquisition Management, PSCs
<u>AAPD 21-01 (PDF 221K)</u>	Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J – <i>March 26, 2021</i>	Acquisition Management

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

6. PSC Ombudsman. The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

[END SOLICITATION]