



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061722R10006

ISSUANCE DATE: March 7, 2022

CLOSING DATE/TIME: March 21, 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** 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
Supervisory Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061722R10006
- 2. ISSUANCE DATE:** March 7, 2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 21, 2022, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov or 0414-306-001.
- 5. POSITION TITLE:** Project Management Assistant (Health) (four positions)
- 6. MARKET VALUE:** UGX 86,951,739 – 127,587,851 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 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**

USAID/Uganda is seeking for qualified individuals to fill the Project Management Assistant (Health) positions located in the USAID/Uganda’s Office of Health & HIV (OHH) - HIV & TB Unit.

The USAID Project Management Assistant (Health) is assigned to provide support to Contracting Officers Representatives/Agreement Officer’s Representatives (COR/AORs) and/or Activity Managers responsible for substantive HIV/AIDS programs/projects/activities within the HIV/AIDS Team of the Health Office and, in most cases will have Activity Manager responsibility for specific activities and small awards. Within the Division/Branch/Unit of assignment the Assistant is assigned to participate in the work of the organization by supporting CORs/AORs/Activity Managers in order to increase output

and efficiency in meeting PEPFAR, Health Office, USAID, and USG goals and objectives. The Assistant's tasks may include support to project design, budgeting, compliance, performance monitoring and evaluation, and project closeout. S/he conducts a variety of complex research, analysis, and reporting, and supports internal cross-cutting efforts and external coordination. In the absence of any COR/AOR/Activity Manager, the Assistant may be assigned to receive calls, answer non-technical questions, and refer more technical program/project/activity questions to professional staff. Work includes a variety of research, reporting, communication, monitoring, and analytical duties, and coordinating work with the CORs/AORs/Activity Managers, Division Chiefs, the Health Office Chief, other Mission technical officers, interagency contacts, and host-country and NGO counterparts.

(2) Statement of Duties to be performed.

Program/Project/Activity Management Assistance

--Supports CORs/AORs/Activity Managers in the management, monitoring, and evaluation of program/project/activity implementation, and manages HIV-specific information in specialized PEPFAR, USG and non-USG databases.

--Serves as Activity Manager for Site Improvement through Monitoring System (SIMS) activities, Data Quality Assurance (DQA), and other routine site visits to oversee and support Implementing Partner performance.

--Regularly collects, monitors, and interprets performance data to strengthen project activities. Prepares status reports, and provides information on progress in achieving outputs, objectives, and results for Office activities.

--Identifies and/or participates in addressing problems encountered in the implementation process, to prepare activity status reports, and to recommend corrective actions in consultation with CORs/AORs/other Activity Managers.

--Assists in drafting and preparing action memos, briefing documents, talking points, correspondence, and other materials.

--Tracks and manages budgets, funding, accruals, and expenditures of implementing partners (IPs). Reviews and approves IP's requests for payments and ensures funding actions comply with USAID regulations.

--Supports the USAID team efforts in the development of the Country Operational Plan.

--Monitors IP management of and annual reporting on government-furnished property. Verifies the return or disposition at contract close-out.

--Completes documents related to program planning, implementation, and management, including memoranda, letters, GLAAS documents, performance reports, trip reports, analyses, operational plan updates, etc. Manages electronic and hard-copy filing systems of the HIV team and health office based on USG and USAID record retention regulations.

--Participates in the implementation of evaluation plans and assessments and assists the staff to prepare reports, including organization-specific contributions to outside reporting requirements including the Country Operational Plan, Semi-Annual and Annual Reports, budget and program analyses, quarterly accruals reports, budget tracking tables, briefings, presentations, and other reporting requirements.

--Coordinates and takes minutes at meetings and conferences, and assures that obligations and commitments agreed to in the meetings are upheld and that deadlines are met; and prepares oral and written summaries on request.

--Supports travel and logistics for incoming temporary duty (TDY) visitors from USAID/OHA including in-country travel for site visits.

--Coordinates with the Office of Security to obtain necessary security clearances and appropriate identification for contractor personnel and TDY personnel. Monitors contractors' and TDY compliance with security specifications.

Data Collection and Analysis

--Plays a substantive role in monitoring and reporting on developments of implementing partners; monitors and analyzes reports, prepares written analyses, evaluates pertinent issues, and provides information to staff within and outside the Health Office.

--Summarizes information in written and oral form for use by coworkers and superiors, as appropriate.

--Works with other Assistants (and others) to organize field trips, conferences, and seminars, and to ensure maximum participation by target audiences, providing translation and interpretation as needed.

--Contributes to written reports reflecting an understanding of assigned areas of responsibility, and that document that a wide variety of sources and points of view have been consulted in undertaking analyses and in drawing conclusions.

--Supports preparation of oral and written briefings for other staff members.

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 is from the HIV & TB Unit Leader. The immediate supervisor provides the required guidance and mentoring on technical and managerial performance. Supervisor makes assignments by defining objectives, priorities and deadlines and assists the employee with situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in accordance with instructions, policies, previous training or accepted practice; work is evaluated for technical soundness, appropriateness, and conformity to policy requirements.

(4) Supervisory Controls:

This position is non-supervisory.

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. SUBMITTING AN OFFER sections), **the offer package must be completed 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:

Completion of Secondary School is required with a minimum of two (2) years of college/university study.

Prior Work Experience:

- Five years of progressively responsible experience providing support and/or assistance to health development or health-related programs.
- Experience working 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 (Fluency) in English, and in the appropriate host-country business language, both written and spoken, is required. Language competence may be tested.

Job Knowledge:

- Demonstrated knowledge of statistics, accounting and/or budgeting practices and procedures.
- Practical knowledge of business correspondence, database management, and project management.
- Familiarity with USG programs, policies, and regulations, and a familiarity with the issues related to HIV/AIDS interventions in the host country.

Skills and Abilities:

- Strong interpersonal skills and ability to work collaboratively as part of a multicultural team.
- Ability to work independently and perform at a high level with minimal supervision.
- Ability to communicate information in an objective, transparent, accurate, and concise oral and written forms.
- Ability to present information, analyses, and recommendations in clear written and oral formats.

--Ability to establish and maintain effective working relationships with a variety of internal and external points of contact.

--Ability to work effectively in a team environment and coordinate well with others.

--Excellent analytical, technical and project management skills to review and provide substantive feedback on concept papers, proposals, program descriptions/scopes of work, performance reports, and other technical and programmatic documents.

--Excellent computer skills including in Microsoft Office, web-based databases, and electronic filing, including the ability to help others and to learn new program quickly.

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 10, IV. SUBMITTING 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 – Submitting an Offer 1 (iv) are:

1. Job Knowledge (40 points):

- Demonstrated knowledge of statistics, accounting and/or budgeting practices and procedures.
- Practical knowledge of business correspondence, database management, and project management.
- Familiarity with USG programs, policies, and regulations, and a familiarity with the issues related to HIV/AIDS interventions in the host country.

2. Work Experience (35 points):

- Five years of progressively responsible experience providing support and/or assistance to health development or health-related programs.
- Experience working 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):

- Strong interpersonal skills and ability to work collaboratively as part of a multicultural team.
- Ability to work independently and perform at a high level with minimal supervision.
- Ability to communicate information in an objective, transparent, accurate, and concise oral and written forms.
- Ability to present information, analyses, and recommendations in clear written and oral formats.
- Ability to establish and maintain effective working relationships with a variety of internal and external points of contact.
- Ability to work effectively in a team environment and coordinate well with others.
- Excellent analytical, technical and project management skills to review and provide substantive feedback on concept papers, proposals, program descriptions/scopes of work, performance reports, and other technical and programmatic documents.
- Excellent computer skills including in Microsoft Office, web-based databases, and electronic filing, including the ability to help others and to learn new program quickly.

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 is required with a minimum of two (2) years of college/university study.

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 **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 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:

- (i) DS-174
- (ii) Cover Letter
- (iii) Complete Curriculum vitae/resume
- (iv) Supplemental documents
- (v) 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 must read: SOL NUMBER TITLE OF POSITION, LAST, FIRST CANDIDATE NAME OR (72061722R10006 Project Management Assistant (Health) [insert last name][insert first name].

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-C-AIDS/2021/2022 APPRO: 72-1921/221031 617-DO1-RES-22-PO.2-01-HIV-AO	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
AAPD 21-04 Revision 3 (PDF 382K)	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> AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities. [165K PDF] AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts [166K PDF] AAPD 21-04 ATTACHMENT 6: Overview of Applicability of FAR 52.223-99 [200K PDF]	Acquisition Management, PSCs
AAPD 21-01 (PDF 221K)	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]