



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061722R10026

ISSUANCE DATE: September 5, 2022

CLOSING DATE/TIME: September 19, 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.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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,

Kent Benson
Supervisory Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061722R10026
- 2. ISSUANCE DATE:** September 5, 2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** September 19, 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 Systems Strengthening)
- 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 Project Management Assistant (Health Systems Strengthening) position is located within the Office of Health and HIV (OHH)'s Health Systems Strengthening (HSS) unit, to provide a wide array of support to OHH projects, including support to project design, budgeting, compliance, and performance monitoring and evaluation.

The PMA conducts a variety of complex research, analyses and reporting, and supports internal cross-cutting efforts and external coordination; provides assistance in partner development and private sector engagement, serves as the Mission's alternate environment officer and provides direction and oversight to OHH and implementing partners (IPs) on issues related to environmental compliance, in accordance with USAID requirements to incorporate environmental considerations into results-based planning, achieving, assessing and learning.

(2) Statement of Duties to be performed.**A. Project Environmental Compliance – 70 percent of time**

Serve as the Mission's Alternate Mission Environmental Officer (MEO) to ensure that projects and activities throughout the Office follow environmental compliance regulations and climate risk management guidelines, including health care waste management procedures and construction project environmental compliance.

Advise Technical Teams, Contracting/Agreement Officers' Representatives(A/COR), Activity Managers on how best to comply with USAID Environmental procedures over the life of projects, including effective monitoring of partner implementation of the environmental mitigation measures.

Provide technical guidance and draft environmental documentation; Initial Environmental Evaluations (IEEs), Environmental Monitoring and Mitigation Plans (EMMPs), and Action Memos. Approve work plans, approaches, solutions, designs, or refinements.

Receive and inspect completed services or supplies upon delivery, and verify that they meet the acceptance standards, including time of delivery, specified in the contract. As necessary, provide direction the contractor in writing to take appropriate action to correct the deficiencies.

Serve in a cross-cutting role to promote integrated environmental awareness throughout the Mission.

Serve as a liaison between OHH and the Economic Growth Office (EG) on upcoming programs, budgets, activity closeout.

Coordinate closely with the EG MEO on effective direction and oversight of Mission environmental compliance activities and liaise with the regional MEO based in Nairobi.

Serve as a liaison between OHH and the Mission Engineer on preparation of Statements of Work for pre-construction, construction implementation, construction oversight, and post-construction (including monitoring and evaluation).

Participate in site visits to monitor compliance oversight for USAID projects throughout Uganda, including travel up to 10 percent of the time.

Provide technical and management support to Mission environmental and construction reporting requirements, including those under PEPFAR.

In the absence of the MEO, serve in an acting role on his/her behalf.

Assist MEO in organizing and conducting environmental compliance trainings, brown bags etc, at the Mission.

Represent USAID on health infrastructure technical working group.

B. Project/Activity Management – 30 percent of time

Support contracting officer's representatives/agreement officer's representatives (COR/AORs) in the management, monitoring, and evaluation of program/project/activity implementation, and manages sector-specific information in specialized databases.

Serve as COR/AOR, Alternate COR/AOR, and/or Activity Manager on designated awards.

Track and manage IP budgets, funding, accruals, and expenditures. Review and approve IP's request for payments and ensure funding actions comply with USAID regulations.

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

Ensure performance-monitoring systems are in place, establish and track indicators, and participate in the development of evaluation plans, assessments, and implementation.

Collect, monitor, and interpret performance data to strengthen project activities. Prepare status reports and provide information on progress in achieving outputs, objectives, and results for Office activities. Make recommendations and provide support to IP corrective actions, as needed.

Participate in new activity design and strategy development within the organization.

Prepare documents related to program planning, implementation, and management, including memoranda, letters, documents in USAID's global award management system (GLAAS), performance reports, trip reports, and analyses.

Manage electronic and hard-copy filing systems for OHH based on USG and USAID record retention regulations.

Coordinate with the Office of Security to obtain necessary security clearances and appropriate identification for contractor designated personnel. Monitor contractors' compliance with the security specifications.

Prepare routine and extraordinary reports, including project/activity status reports, 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.

Organize field trips, conferences, and seminars, and provides support to high-level visits to the Mission.

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 reports to the HSS Unit Leader. The immediate supervisor provides the required guidance and mentoring on technical and managerial performance.

(4) Supervisory Controls:

The PMA has no formal supervisory responsibility.

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 8 to 11 –

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 Schooling, and an additional two years of post-secondary study in financial management, business administration, accounting, social sciences, or related field is required.

Prior Work Experience:

Three to five years of progressively responsible work in financial management, budgeting, accounting, business administration, program management, environmental compliance, private sector engagement, project development, social economics or another closely related field is required.

Language Proficiency:

Level IV English ability (Fluent) is required.

Job Knowledge:

- Demonstrated knowledge of statistics, accounting and/or budgeting practices and procedures.
- A practical knowledge of business correspondence, database management, and project management.
- Familiarity with public health interventions in Uganda.

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 objective, transparent, accurate, and concise oral and written forms.
- Ability to present information, analyses, and recommendations in clear written and oral formats.
- 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.
- Ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures.
- Ability to establish and maintain effective working relationships with a variety of internal and external points of contact.
- Excellent computer skills including in Microsoft Office, web-based databases, and electronic filing, including the ability to help others and to learn new programs quickly.
- Ability travel up to 10 percent of the time.

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>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

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 to 11, 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 – Submitting 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.
- A practical knowledge of business correspondence, database management, and project management.
- Familiarity with public health interventions in Uganda.

2. Prior Work Experience (35 points):

Three to five years of progressively responsible work in financial management, budgeting, accounting, business administration, program management, environmental compliance, private sector engagement, project development, social economics or another closely related field is required.

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 objective, transparent, accurate, and concise oral and written forms.
- Ability to present information, analyses, and recommendations in clear written and oral formats.
- 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.
- Ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures.
- Ability to establish and maintain effective working relationships with a variety of internal and external points of contact.
- Excellent computer skills including in Microsoft Office, web-based databases, and electronic filing, including the ability to help others and to learn new programs quickly.
- Ability travel up to 10 percent of the time.

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 Schooling, and an additional two years of post-secondary study in financial management, business administration, accounting, social sciences, or related field is required.

Evaluation Factors have been assigned the following points:

- Job Knowledge - 40 points
- Prior 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: **72061722R10025_Project Management Assistant (Health Systems Strengthening),
Smith, Jose**

4. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors.** Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

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-2022-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
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) – December 14, 2012 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 – March 26, 2021	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/OGES%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]