



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061721R10010

**ISSUANCE DATE:** April 28, 2021

**CLOSING DATE/TIME:** May 27, 2021, 4:45:00 PM Uganda Time

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

Dear Prospective Offerors:

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

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

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

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Sean Mendoza  
Supvy. Executive Officer

## **I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72061721R10010
- 2. ISSUANCE DATE:** April 28, 2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** May 27, 2021, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** Grace Nakaddu, EXO Specialist, [gnakaddu@usaid.gov](mailto:gnakaddu@usaid.gov) or 0414-306-001.
- 5. POSITION TITLE:** Project Management Specialist (Agribusiness)
- 6. MARKET VALUE:** UGX 157,828,400 – 232,334,711 per annum, equivalent to FSN-11. 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 Specialist (Agribusiness) position.

The position is located in USAID Uganda’s Economic Growth (EG) Office under the Agriculture Sector Development Unit. USAID Uganda’s Project Management Specialist- Agribusiness serves as the primary point of contact for many of the mission's agriculture-related programs. The principal function of the position is to provide state-of-the art specialized knowledge of technical and programmatic approaches in developing USAID Uganda's complex national and district level activities implemented under the US Government’s (USG) Feed the Future (FTF) initiative. The Specialist utilizes in-depth knowledge of Uganda’s agricultural sector (particularly, knowledge of issues affecting the development of agricultural

value chains, agricultural research, and extension) and knowledge of Uganda's socio-economic characteristics (especially those related to productively engaging youth and women) to provide expert advice to senior Mission Management. Particularly, s/he provides expert advice to senior Mission Management on issues related to increasing productivity, adoption of new technologies, competitiveness, expanding the number of micro- and small and medium enterprises (MSMEs) participating in selected agriculture commodity systems, facilitating industry linkages to markets, and increasing income generation and employment opportunities in agriculture. S/he is also responsible for leading the design, development, and management of the Mission's strategies and programs that facilitate the growth and sustainability of agricultural market systems.

In sum, the Specialist's major responsibilities include program management, providing technical expertise, shaping the technical direction of the Mission in agribusiness, and managing professional relationships. The Specialist is expected to complete assigned duties with little external supervision and to exercise extensive independent judgment as s/he works with diverse teams, partners and stakeholders.

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

### **A. Program Management and Monitoring – 40%**

The bulk of the Specialist's responsibilities are in managing several multi-year activities, including but not limited to: the \$35 million Inclusive Agricultural Markets Activity, \$9.5 million Agricultural Markets Support Activity, \$18 million Institutional and Systems Strengthening activity, and the \$19.5 million Strategic Investment Activity. S/he may support an additional suite of EG activities and serve as Activity Manager when needed. S/he oversees significant, complex, and sensitive portions of the overall USAID assistance to the GoU, providing technical direction to implementing partners, and exercising designated approval authorities. As designated, the Specialist serves as a principal USAID employee responsible for interpreting, explaining, and clarifying US Mission policies and procedures for a wide range of programs, projects, and activities in the Mission's agricultural portfolio. S/He is monitors on-going programs; receives and approves performance reports; prepares annual reporting documents, briefing papers, concept papers, and other periodic documentation for the Mission, USAID/Washington, and the State Department.

To effectively perform these duties, the Specialist cultivates relationships with implementing partners; conducts regular on-site visits and inspections; and ensures Implementing Partners (IPs) receive needed guidance on USAID regulations and policies. In collaboration with relevant Mission and IP staff, s/he provides technical support in establishing performance monitoring systems and, ensures appropriate accounting for USG resources by tracking quarterly accruals, maintaining project pipeline information, and providing leadership in meeting audit recommendations. The Specialist also provides input on agribusiness-related budgetary issues to Mission management, provides analyses of budgetary needs for the existing and planned FTF activities, and participates in decisions about funding allocation within the FTF portfolio. The Specialist is responsible for providing strategic advice and guidance to implementing partners to ensure adherence to USAID's vision for FTF.

As designated, the Specialist has a wide range of backstopping responsibilities in the Agriculture Sector Development and Private Sector teams, is required to coordinate with and support members of the Environment and Natural Resources Management and Resilience and Nutrition teams on cross cutting issues. S/He also supports other USAID staff including senior managers, visiting USG officials, and others in agriculture sector related public meetings, field trips, and discussions with Ugandan and regional officials and partner organizations.

#### B. Strategic Planning and Program Design – 25%

The Specialist provides strategic leadership in identifying and applying innovative approaches and best practices to achieve measurable results in agricultural market systems and other related agricultural programs. S/he applies knowledge of Uganda and regional governments to assess the suitability of activity designs and proposals. S/he is responsible for obtaining support from and coordinating the involvement of major stakeholders [including Government of Uganda (GoU) ministries and boards, the GoU parastatal operators in agriculture, independent service providers, enterprises and other stakeholders] in the process of identifying components of effective strategies and designs for new activities and determining achievable results that will serve to improve the economic condition of women and men in Uganda and the region. The Specialist obtains Mission-level approval for the initiation of new activities; provides substantive support and input for the drafting of agribusiness and agriculture related sections of Mission strategy documents and other concept papers and relevant documents, such as results frameworks, activities packages, budgets, background documentation, and performance monitoring plans. The Specialist coordinates the drafting of activity designs and other documents related to agriculture and agribusiness; takes a leadership role in implementing changes to existing activities; and serves as a member of Mission technical review teams for new concept papers, solicited or unsolicited proposals, and proposed awards under USAID-funded activities.

#### C. Technical Advice – 25%

The Specialist serves as a recognized agriculture and agribusiness expert, with a strong knowledge of agriculture and agribusiness models and principles. S/he keeps abreast of agricultural sector development trends and issues in Uganda and the region and reviews and analyzes these trends and issues. S/he advises the Office Director of EG, the Feed the Future Coordinator, the private sector team, the democracy and governance team, the Program Office, USAID senior Mission Management, and the Embassy at large on food security and agricultural policy issues. S/he provides regular analysis and reports on the agricultural sector in Uganda and the region, with a focus on the status and impact of USAID and other donor programs in support of the sector. The Specialist provides recommendations to senior Mission Management on longer-term agriculture and agribusiness development activities; prepares and submits regular progress reports, both on a periodic and ad hoc basis for situation and website updates; and maintains regular contact with selected offices in USAID/Washington in order to provide information and advice as required. The Specialist also advises on the allocation of budget available for the portfolio and on highly specialized issues relating to the agricultural sector in Uganda, particularly those bearing on bilateral assistance, USG interests, and regional issues impacting Uganda.

To effectively support USAID programming, the Specialist establishes and maintains senior-level contacts with GoU counterparts, donor agencies, the private sector, and a wide range of NGOs, research institutions, and universities. S/He also represents the Mission and articulates the USAID/ USG position on programs and strategies to various audiences and stakeholders. H/She ensures coordination with other USG and GoU agencies active in the agricultural sector, to the extent that these are complementary to or integrated with USAID-funded programs.

#### D. Mentoring Staff—10%

The Specialist provides senior level support and mentoring on project management, as well as state-of-the-art, specialized knowledge of technical and programmatic approaches in enhancing food security to new and junior US Direct Hires and Cooperating Country National (CCN) staff working on the team. S/he directly mentors one USDH Agriculture Development Officer and two new CCN Project Management Specialists. The Specialist provides additional mentorship in agriculture research, extension, business and value chain development to five more CCN Project Management Specialists across the EG portfolio.

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 Agriculture Unit Leader. The immediate supervisor will provide guidance on the Specialist’s technical and managerial performance, as necessary.

**(4) Supervisory Controls:**

The Specialist will supervise the work of EG institutional contractors and/or grantees, when serving as Contracting Officer’s Representative (COR) or Assistance Officer’s Representative (AOR). The Specialist will also be required to mentor one junior USDH and two CCN Project Management Specialists in areas pertaining to USAID program management processes and procedures.

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

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

To ensure compliance with the entire set of this solicitation instructions (please see page 6 to 9 – III. EVALUATION AND SELECTION FACTORS and IV. PRESENTING AN OFFER sections), **the offer package must be 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:**

Bachelor’s degree in Agriculture, Agricultural economics or Agribusiness Management or any other related field such as Soil Science, Agronomy, Horticulture, etc. are required.

**Prior Work Experience:**

--A minimum of five years in program management related to agriculture and/or rural development activities, with a focus on supporting the development of farmers and firms to the access agricultural inputs, advisory and business development services, and output markets; increase production and marketing efficiencies; and enhance product competitiveness.

--Prior work with donor-funded projects is of added advantage.

**Language Proficiency:**

Level IV English ability (Fluent) is required.

**Job Knowledge:**

- Demonstrated knowledge of program management, including design, implementation, monitoring, and evaluation.
- Thorough knowledge of issues affecting the development of the agriculture sector including agricultural value chains and market systems.
- Demonstrated knowledge of Uganda’s economic, political, social, and cultural characteristics, in particular as it relates to agriculture and economic growth.
- Demonstrated understanding of the special circumstances for women and youth in agriculture is of added advantage.

**Skills and Abilities:**

- Strong interpersonal skills, demonstrated experience, and ability to work in teams, clear concise writing skills, ability to meet tight deadlines with logical analyses and clear presentation essential.
- 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 word processing using Microsoft and spreadsheets.
- Demonstrated experience in the preparation and presentation of complex reports and analyses.
- Self-directed with demonstrated ability to perform with minimal direct 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>.

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

To ensure compliance with the entire set of this solicitation instructions (please see page 8 – 9, IV. PRESENTING AN OFFER section), **the offer package must be complete and hand signed—where indicated - and offerors must include in their offers information to demonstrate that they** have attained the required education level and meet the experience requirements, etc.

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

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

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

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

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

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

--Demonstrated knowledge of program management, including design, implementation, monitoring, and evaluation.

--Thorough knowledge of issues affecting the development of the agriculture sector including agricultural value chains and market systems.

--Demonstrated knowledge of Uganda's economic, political, social, and cultural characteristics, in particular as it relates to agriculture and economic growth.

--Demonstrated understanding of the special circumstances for women and youth in agriculture is of added advantage.

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

--Strong interpersonal skills, demonstrated experience, and ability to work in teams, clear concise writing skills, ability to meet tight deadlines with logical analyses and clear presentation essential.

--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 word processing using Microsoft and spreadsheets.

--Demonstrated experience in the preparation and presentation of complex reports and analyses.

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

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

--A minimum of five years in program management related to agriculture and/or rural development activities, with a focus on supporting the development of farmers and firms to the access agricultural inputs, advisory and business development services, and output markets; increase production and marketing efficiencies; and enhance product competitiveness.

--Prior work with donor-funded projects is of added advantage.

#### 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.

Bachelor's degree in Agriculture, Agricultural economics or Agribusiness Management or any other related field such as Soil Science, Agronomy, Horticulture, etc. are required.

Evaluation Factors have been assigned the following points:

Job Knowledge - 40 points  
Skills and Abilities - 40 points  
Work Experience - 20 points

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

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

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

#### IV. PRESENTING AN OFFER

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

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

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

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

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

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

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

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



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

(v) Copies of Academic Transcripts.

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

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

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact at [KampalaHR@state.gov](mailto:KampalaHR@state.gov). **Incomplete or late applications will not be considered.**

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

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

## **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

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

## **VI. BENEFITS/ALLOWANCES**

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

## **VII. TAXES**

Successful Offeror will be subject to Ugandan tax laws.

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

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

USAID Acquisition Regulation (AIDAR), Appendix J, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including contractual General Provisions ([https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf))

2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: BBFY Fund: DV-GFSI/2020/2021 Appro:7220/211021	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]**