



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061722R10011

ISSUANCE DATE: March 21, 2022

CLOSING DATE/TIME: April 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.

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: 2022.03.11
14:50:53 +03'00'

Sean Mendoza
Supervisory Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061722R10011
- 2. ISSUANCE DATE:** March 21, 2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 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 Specialist (Agronomy)
- 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 (Agronomy) position located in the USAID/Uganda’s Economic Growth (EG) Office.

In FY2020, EG had an annual budget of approximately \$40 million with a multi-year portfolio valued at \$490 million that is managed by a staff of 27. The EG office consists of four technical units Agriculture Sector Development (ASD), Resilience and Nutrition (R&N), Environment and Natural Resources Management (ENRM), Private Sector and Policy (PSP) and one Program Support unit.

The Project Management Specialist (Agronomy) is a member of the ASD Unit with the primary purpose of managing agricultural research and production activities within the USAID Uganda EG portfolio. The Specialist ensures that the Mission has the necessary technical expertise to address biotic (pests and diseases) and abiotic (environmental and climatic) constraints to agricultural development pertaining to multiple program areas of the economic growth objective as described in the Country Development Cooperation Strategy (CDCS). The Specialist focuses on agricultural research, and technology development and transfer aimed at combating disease and pest epidemics; increasing production and productivity; and sustaining the production resource base while conserving the environment. Although the Specialist serves as a PMS supporting the ASD Unit, the Specialist shares responsibility with other EG team members in achieving the office's overall and specific program objectives. The Specialist's major roles and responsibilities work across the team as designated and shall include program management, providing technical expertise, and managing professional relationships.

(2) Statement of Duties to be performed.

Program Management (40 percent of time)

Provide technical and administrative oversight in Technology development and transfer through USAID and United States Department of Agriculture (USDA) Activities that support agricultural research, biosafety and biotechnology development, increased production and productivity, and environmental conservation. The Specialist oversees significant, complex, and sensitive portions of the overall USAID support to the Government of Uganda (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. The Specialist 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. The Specialist nurtures relationships with implementing partners; participates in regular on-site visits and inspections; and provides guidance to Implementing Partners (IPs) on USAID regulations and policies. The Specialist collaboratively works with relevant Mission and IP staff, to provide technical support in performance monitoring systems and, tracks quarterly accruals and project pipeline to ensure appropriate accounting for USG resources as well as provide leadership in meeting audit recommendations. The Specialist contributes to the Mission budgetary process, provides analyses of budgetary needs, and participates in decisions about funding allocation for the existing and planned activities under the Agriculture portfolio.

As designated, the Specialist has a wide range of backstopping responsibilities in the Agriculture, Environment and Natural Resources Management, Resilience and Nutrition, and Private Sector units. The Specialist coordinates with the Humanitarian Assistance and Transition Office on livelihood activities for vulnerable populations; and Education, Youth and Child Development on Youth Economic opportunities in agriculture. The Specialist is also required to coordinate with and support members of these units on cross cutting issues. The Specialist 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. The Specialist utilizes in-depth knowledge of Uganda's agricultural sector (particularly, knowledge of biotic and abiotic issues affecting the development of agricultural market system, agricultural science technology and innovations, and extension) and knowledge of Uganda's political and socio-economic characteristics (especially those related to adoption and use of modern biotechnology and other agricultural innovations, as well as marginalization of women and youth in commercial agriculture) to provide professional advice on agricultural research to senior Mission Management.

Technical Expertise (20 percent of time):

The Specialist serves as a recognized Agronomic professional, with a strong knowledge of agricultural practices and principles. The Specialist maintains up-to-date information on agricultural research trends and technology transfer issues in the sectors/value chains that USAID is intervening in. The Specialist keeps abreast of all biotic and abiotic constraints to agricultural development and tracks activities of stakeholders. The Specialist advises the EG Office Director, 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 Agricultural Research, Science technology and Innovation (STI), and commercialization of Agricultural technologies. The Specialist also contributes to the Mission's pool of technical expertise on climate change and environmental health, gender youth and social inclusion, and policy analysis. The Specialist participates in Mission dialogues on strategy development, situational analysis, partnership landscape and stakeholder analysis, policy engagements, and dissemination of research findings. The Specialist provides recommendations to senior Mission Management on longer-term agriculture research, innovations and adoption of technologies; 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. To effectively support USAID programming, the Specialist establishes and maintains senior-level contacts with research institutions and universities, GOU counterparts, donor agencies, the private sector, and a wide range of NGOs. The Specialist also represents the Mission and articulates the USAID/ USG position on programs and strategies to various audiences and stakeholders. The Specialist 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.

Manage Relationships (25 percent of time):

The Specialist develops and maintains professional contacts with the government institutions and a broad network of private sector associations, firms, local academia and business communities, and other relevant research entities in order to ensure maximum impact of USG investments. The Specialist leads the Mission's engagement with the GOU's seed sector to promote quality agricultural inputs and products in the market; profiles the STI ecosystem actors; and manages coordination and collaboration between USAID, IPs and GOU Ministries, Departments and Agencies/Institutions. The Specialist coordinates EG's partnership engagements with the Ministry of Agriculture, Animal Industries and Fisheries, and Ministry of Science Technology and Innovation through championship development with the respective ministries leadership.

The Specialist also cultivates relationships with Bureau for Resilience and Food Security, USDA, United States African Development Foundation, Peace Corps, Bureau for Humanitarian Assistance, and UN Agencies to ensure they are aligned with USAID Mission programs. The Specialist actively participates in commodity platforms, Joint Agricultural Sector Annual Reviews and Agriculture Donor Coordination group meetings in order to inform the mission of issues regarding sector-wide interventions.

Representation and Reporting (15 percent of time):

The Specialist represents the EG, Mission, and USG at national and/or international technical and programmatic meetings, within various working groups, in the interagency, and in consultations with other agriculture sector donors, government officials, the private sector and IPs. The Specialist also provides input and coordinates preparation of key reporting requirements.

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:

Supervision will be from the ASD Unit Leader. The supervisor provides the required guidance and mentoring on specialist's technical and managerial performance.

(4) Supervisory Controls:

The position is non-supervisory. However; the Specialist will supervise the work of EG institutional contractors and/or grantees, when serving as COR/AOR, or Activity Manager as delegated.

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. 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:

A Bachelor's Degree in Agriculture, Crop Science or Agronomy or a related field is required.

Prior Work Experience:

--Minimum of (7) years in managing programs related to agriculture development activities, with at least five (5) years focusing on supporting Agricultural Research, agrobiodiversity, and Biosafety/Biotechnology applications; Land management; Crop Pests and Disease management; risk assessment and management; and agricultural mechanization is required.

--Prior work with USG or other international organization, or a donor-funded projects is required.

Language Proficiency:

Level IV English ability (Fluent) is required.

Job Knowledge:

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

--Sound knowledge of the way USAID conducts business, including budgeting and programming and procurement procedures is essential.

- Thorough knowledge of issues affecting agricultural research, adoption and use of modern Biotechnology and other agricultural innovations in Uganda.
- Demonstrated knowledge of Uganda's economic, political, social, and cultural characteristics, as it relates to the agricultural sector.
- Demonstrated understanding of the special circumstances for women and youth in agriculture is of added advantage.
- Specific knowledge of partnership building with stakeholders in agriculture.

Skills and Abilities:

- Strong interpersonal skills with demonstrated experience and ability to work in teams, clear concise writing skills, ability to meet tight deadlines, and logical analysis and clear presentation skills.
- Proven ability to work collaboratively with a range of counterparts at all levels including those from host country government, NGOs, other USAID Missions, other donors, and rural resource users.
- Computer literacy in word processing using Microsoft Office, the Google suite, web-based databases, and electronic filing.
- Demonstrated experience in the preparation and presentation of complex reports and analyses.
- Self-directed with demonstrated ability to perform with minimal supervision.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). 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 8 to 9, 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. Work Experience (50 points):

--Minimum of (7) years in managing programs related to agriculture development activities, with at least five (5) years focusing on supporting Agricultural Research, agrobiodiversity, and Biosafety/Biotechnology applications; Land management; Crop Pests and Disease management; risk assessment and management; and agricultural mechanization is required.

--Prior work with USG or other international organization, or a donor-funded projects is required.

2. Job Knowledge (30 points):

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

--Sound knowledge of the way USAID conducts business, including budgeting and programming and procurement procedures is essential.

--Thorough knowledge of issues affecting agricultural research, adoption and use of modern Biotechnology and other agricultural innovations in Uganda.

--Demonstrated knowledge of Uganda's economic, political, social, and cultural characteristics, as it relates to the agricultural sector.

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

--Specific knowledge of partnership building with stakeholders in agriculture.

3. Skills and Abilities (20 points):

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

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

--Computer literacy in word processing using Microsoft Office, the Google suite, web-based databases, and electronic filing.

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

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

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.

A Bachelor's Degree in Agriculture, Crop Science or Agronomy or a related field is required.

Evaluation Factors have been assigned the following points:

Work Experience - 50 points

Job Knowledge - 30 points

Skills and Abilities - 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. 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: 72061722R10011_Project Management Specialist (Agronomy) 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: DV-GFSI/2021/2022 APPRO: 7221/221021 617-DO1-RES-22-PO.2-01-AGR-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]