



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061720R10015

ISSUANCE DATE: June 29, 2020

CLOSING DATE/TIME: July 28, 2020, 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,

Fredrick Onyango
Supvy. Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061720R10015
- 2. ISSUANCE DATE:** June 29, 2020
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** July 28, 2020, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** Grace Nakaddu, EXO Specialist, gnakaddu@usaid.gov or 0414-306-001.
- 5. POSITION TITLE:** Project Management Specialist (Basic Education)
- 6. MARKET VALUE:** UGX 203,022,426 – 299,294,360 per annum, equivalent to FSN-12. 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. Employees who do not meet the required standards for their position during this six months 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 (Basic Education) position.

This position is for an FSN professional to advance USAID/Uganda basic education goals, as a Senior Basic Education Specialist, and is in the Office of Education, Youth, and Child Development (EYCD).

The Senior Basic Education Specialist works closely with other education, youth/workforce development and child protection team members to strategically adapt USAID/Uganda’s basic education efforts to the goals of USAID/Uganda’s Country Development Coordination Strategy (CDCS) and provides education sector expertise on education policy reform, education management,

and effective strategies for sustainable improvements in basic education outcomes. S/he serves as advisor to USAID/Uganda management and the EYCD office. The Senior Basic Education Specialist focuses on national education policy development and reform, including issues related to financing and resource utilization, strategic planning, measurement, and classroom practice. As a senior advisor for policy-related aspects of the Mission's education program, the incumbent works closely with the Ministry of Education and Sports (MOES) and other donors to maximize the effectiveness of public sector financing and to achieve planned results within USAID's larger development objectives. The incumbent has a leadership role in program management of the Mission's basic education and related awards, providing appropriate oversight, robust responses to collaboration, learning, and adapting (CLA), and overall direction for the basic education efforts of USAID/Uganda. The position requires significant programmatic and technical knowledge and a thorough knowledge of international basic education best practices, as well as major Ugandan education policy initiatives.

S/he reports to the Basic Education Unit Lead and has frequent direct contact with senior Mission Management and/or US Embassy State Department staff, the MOES and other donors, and with USAID/Washington regarding matters relating to education sector policy in Uganda.

(2) Statement of Duties to be performed.

1. Program Policy Guidance (40% of time)

The Senior Basic Education Specialist provides EYCD and USAID/Uganda with expert guidance on education sector reform, education sector financing, and education administration.

--Works closely with the EYCD Basic Education Team Lead on issues related to the education sector in Uganda, including in consultation, coordination, and partnership with the wider donor community.

--Produces Ugandan education sector policy briefs, strategy papers, and reporting documents, all based on in-depth sector knowledge and independently produced analyses.

--Advises the EYCD Basic Education Team Lead, EYCD Office Director and at times the Mission Director, Deputy Mission Director, or members of the Embassy Country Team on education policy in Uganda, including education sector initiatives and strategic planning, educational laws and policies, and education financing.

2. Basic Education Program Management and Oversight (45% of time)

The Senior Basic Education Specialist has principal responsibility for strategically managing activities to improve national level basic education systems and policies. The position requires substantial programmatic and technical knowledge regarding major educational policies and practices that impede learning outcomes. S/he participates in the design and management of USAID education programs and projects and assesses potential programming modifications to ensure that USAID education strategy and policy in Uganda address key issues in the sector and that investments in the sector produce positive results. At the same time, s/he ensures that USAID/Uganda's basic education activities are in line with international and local best practice and complementary to efforts of other donors.

--Provides oversight to contractors and grantees by serving as Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) (or alternate), and/or Activity Manager for selected implementing partners, including those implementing and evaluating basic education programs. Activity management will be guided by designation letter from the Contracting Officer and will include financial and pipeline analysis, tracking of deliverables and results, technical expertise to

resolve challenges in achieving results, and general knowledge of Uganda specific issues such as violence in schools, adolescent pregnancies, child marriages, etc.

--Leads adaptation of the Mission's basic education efforts in response to Collaboration, Learning, and Adaptation (CLA) assessments and independent performance and impact evaluations at both the program level and in collaboration with USAID, Ministry, donors, and other stakeholders.

--Develops tools and documents including operational plans, performance management plans and reports, portfolio presentations, and official briefing materials.

--Contributes to EYCD's Development Outreach and Communications strategy by writing program success stories and sharing information on USAID/Uganda's education program with audiences in Uganda and the United States.

3. Representation to the Government of Uganda, Other Donors, and Stakeholders (15% of time)

The Senior Basic Education Specialist establishes and maintains collaborative relationships with a wide range of partners and stakeholders including central and decentralized levels of the MOES, other donors, and private sector and NGO representatives working to improve education in Uganda. The incumbent serves as a basic education technical specialist and shares responsibility with the Basic Education Team Lead in representing EYCD on various external education committees and with internal USAID stakeholders. S/he will ensure USAID/EYCD's views and goals regarding basic education are well articulated during various internal and external education fora, including the Education Development Partners, Education Sector Consultative Committee, Education Sector Review, the Basic Education Working Group, other MOES working groups, CDCS integration working groups, and others, including as high as the Permanent Secretary and State Minister for Primary Education levels.

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:

Supervised by USDH Education Officer. The Senior Basic Education Specialist will apply a highly technical body of knowledge about basic education with minimal supervision.

(4) Supervisory Controls:

None. However, s/he has oversight responsibilities over the entire Basic Education portfolio of approximately \$90 Million over five years.

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 complete 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:

A master's degree in education or other social science subject is required.

Prior Work Experience:

Seven (7) years of progressively responsible professional experience in supporting primary education systems reform programs and/or initiatives; including at least three years in strategy development and program management, is required.

Demonstrated strategic planning, policy dialogue and problem-solving skills on complex bilateral/multilateral and/or public sector programs are required.

Language Proficiency:

Excellent command of written and spoken English, Level IV (fluent).

Job Knowledge:

Demonstrated knowledge of state-of-the-art and international best practices in the areas of education policy, administration and financing, programming and/or evaluation is required.

Demonstrated knowledge of the education sector in sub-Saharan Africa, including the range of issues and challenges impeding access to quality basic education is required.

Demonstrated knowledge in the historical development of education in Uganda including; conditions in primary schools; familiarity with the MOES and its affiliated institutions (the Uganda National Examinations Board, National Curriculum Development Center, etc.); and knowledge of Ugandan basic education systems (i.e.: curriculum design, teacher training, classroom effectiveness, educational management, literacy development and testing and evaluation, etc.) is required.

Familiarity with education financing models and public education sector initiatives, including multi-donor sector investment programs; substantive skills and experience in quantitative and qualitative methods for measuring basic education outcomes; and knowledge and/or previous experience with early grade reading pedagogy and assessment, including instruction in local languages with a later transition to English.

Skills and Abilities:

Demonstrated skills in conceptualizing programs, policies, plans and developing strategies for their implementation as well as a high degree of managerial, analytical and leadership skills in program management is required. Strong negotiation skills are required.

Demonstrated ability to obtain, analyze, and evaluate a variety of data and information to prepare precise and accurate factual and analytical reports and to make meaningful recommendations.
Demonstrated ability to develop and maintain a wide range of senior level contacts in the public and private sectors.

Demonstrated ability to work on a team and to form positive and productive working relationships at all levels is required. Excellent writing skills and proficiency in Windows applications (Word, Excel, PowerPoint) are required.

Ability and willingness for limited travel within Uganda is required.

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 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 (55 points):

Demonstrated knowledge of state-of-the-art and international best practices in the areas of education policy, administration and financing, programming and/or evaluation is required. **(10 points)**

Demonstrated knowledge of the education sector in sub-Saharan Africa, including the range of issues and challenges impeding access to quality basic education is required. **(15 points)**

Demonstrated knowledge in the historical development of education in Uganda including; conditions in primary schools; familiarity with the MOES and its affiliated institutions (the Uganda National Examinations Board, National Curriculum Development Center, etc.); and knowledge of Ugandan basic education systems (i.e.: curriculum design, teacher training, classroom effectiveness, educational management, literacy development and testing and evaluation, etc.) is required. **(15 points)**

Familiarity with education financing models and public education sector initiatives, including multi-donor sector investment programs; substantive skills and experience in quantitative and qualitative methods for measuring basic education outcomes; and knowledge and/or previous experience with early grade reading pedagogy and assessment, including instruction in local languages with a later transition to English. **(15 points)**

2. Skills and Abilities (30 points):

Demonstrated skills in conceptualizing programs, policies, plans and developing strategies for their implementation as well as a high degree of managerial, analytical and leadership skills in program management is required. Strong negotiation skills are required. **(10 points)**

Demonstrated ability to obtain, analyze, and evaluate a variety of data and information to prepare precise and accurate factual and analytical reports and to make meaningful recommendations. **(10 points)**

Demonstrated ability to develop and maintain a wide range of senior level contacts in the public and private sectors. **(5 points)**

Demonstrated ability to work on a team and to form positive and productive working relationships at all levels is required. Excellent writing skills and proficiency in Windows applications (Word, Excel, PowerPoint) are required. **(5 points)**

3. Prior Work Experience (15 points):

Seven (7) years of progressively responsible professional experience in supporting primary education systems reform programs and/or initiatives; including at least three years in strategy development and program management, is required. **(10 points)**

Demonstrated strategic planning, policy dialogue and problem-solving skills on complex bilateral/multilateral and/or public sector programs are required. **(5 points)**

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 master's degree in education or other social science subject is required.

Evaluation Factors have been assigned the following points:

Job Knowledge - 55 points
Skills and Abilities – 30 points
Work Experience - 15 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. **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)

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	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: BBFY Fund: DV/2017/2018 APPRO: 7217/181021	1	LOT	UGX TBD	UGX TBD 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]