



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061722R10022

**ISSUANCE DATE:** May 23, 2022

**CLOSING DATE/TIME:** June 21, 2022, 4:45:00 PM Uganda Time

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

Dear Prospective Offerors:

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

Offers must be in accordance with **Attachment 1- (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](mailto:kampalausaidjobs@usaid.gov)

Sincerely,

Anne M.  
Martin

Digitally signed  
by Anne M.  
Martin  
Date: 2022.05.17  
08:11:45 +03'00'

Anne Martin  
Deputy Executive Officer

**I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72061722R10022
- 2. ISSUANCE DATE:** May 23, 2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 21, 2022, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: [kampalausaidjobs@usaid.gov](mailto:kampalausaidjobs@usaid.gov)
- 5. POSITION TITLE:** Project Management Specialist (Basic Education)
- 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**

The Project Management Specialist (Basic Education) position is located in the USAID/Uganda Office of Education, Youth, and Child Development (EYCD) and provides program management and technical support for USAID basic education programs in Uganda.

The Specialist works closely with other education, youth/workforce development, and child protection team members to design and manage basic education programs to improve the quality of education services and learning outcomes in Uganda. The Specialist works with the Basic Education Unit to strategically adapt USAID/Uganda’s basic education efforts to reach the goals of USAID/Uganda’s Country Development Coordination Strategy (CDCS) and the Government of Uganda (GOU)’s objectives in basic education. The Specialist provides education sector expertise on education policy reform, education management, and effective strategies for sustainable improvements in basic education outcomes. The Specialist leads efforts to monitor and evaluate all Mission activities contributing toward improvements in basic education services and serves as a liaison on technical issues between USAID/Uganda, Ugandan government counterparts, other U.S. government agencies, and education development partners. The Specialist guides, coordinates, manages, and

monitors basic education programs and advises the Senior Basic Education Specialist and EYCD leadership on direction of the basic education portfolio.

The Specialist reports to the EYCD Deputy Office Director/Basic Education Unit Lead and has frequent, direct contact with EYCD staff, EYCD implementing partners (IPs), GOU counterparts, and USAID/Washington regarding EYCD and basic education activities. The Specialist performs at least quarterly work-related travel within Uganda (up to 25% travel) to conduct site visits to monitor basic education activities.

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

### **1. Program Management (50 percent)**

The Specialist oversees implementation of basic education activities and provides leadership and expert guidance to the Senior Basic Education Specialist to improve basic education services in Uganda. The BES works with GOU counterparts and education development partners to ensure that USAID/Uganda's basic education portfolio is aligned with USAID and GOU objectives. Specifically:

Serves as AOR/COR, Alternate, or Activity Manager for activities in the EYCD portfolio, providing technical guidance and oversight to implementing partners. Advises on workplans and other required reporting and strategic documents to ensure that activities achieve desired results.

Supports the design and implementation of basic education programs and activities with the goal of ensuring that program design and implementation will achieve planned results and USAID goals.

Works with the basic education team and EYCD Monitoring, Evaluation, and Learning (MEL) Specialist to develop MEL plans for basic education and other EYCD activities and contributes to data collection, analysis, and reporting.

Supports learning and adaptation by conducting regular monitoring and evaluation of basic education activities.

Contributes to USAID planning and reporting at various points in the project cycle and supports the implementation of USAID/Uganda's CDCS.

Ensures basic education activities achieve planned results by documenting successes and challenges and resolving implementation issues in an efficient and professional manner.

### **2. Program Policy Guidance (25 percent)**

The Specialist provides EYCD and USAID/Uganda with expert guidance on education sector reform, education sector financing, and education administration. Specifically:

Works closely with the EYCD Senior Basic Education Specialist to develop strategies for education sector support and engagement in Uganda. Provides input based on activity monitoring and field work, as well as document review and consultation with the GOU and the wider donor community.

Works closely with colleagues outside of basic education to ensure that, when appropriate, cross-sectoral linkages are made, maintained, and evaluated, in furtherance of EYCD's commitment to address the needs of "the whole person" in programming and strategy.

Advises the EYCD team on Ugandan education sector policy and results of education activities to inform program design and development of strategy papers and reporting documents.

Supports the basic education team to analyze and disseminate information on challenges and accomplishments in the education sector in Uganda to USAID mission staff, USAID/Washington, and Uganda stakeholders.

### 3. Representation to the Government of Uganda, Other Donors, and Stakeholders (25 percent)

The Specialist establishes and maintains strong collaborative relationships with GOU counterparts, education development partners, and other key stakeholders within the sector. The BES will work in tandem with the Senior Basic Education Specialist to ensure that USAID programs and priorities are consistently and accurately represented in various education sector forums. Specifically:

Provides briefings to USAID, other USG agencies, the GOU, and education partners on USAID's basic education portfolio and USG education policies and strategies.

Develops, maintains, and strengthens working relationships with partners, including GOU, education development partners, private sector, and other education sector stakeholders to provide information on USAID programs and to identify synergies across programs and partners.

Provides technical input to program and strategy design and planning based on knowledge of international best practice and Uganda-specific constraints and opportunities.

Provides support in defining the type of assistance needed by the Mission and facilitates discussions with basic education implementing partners to ensure effective delivery of planned activities and results.

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 Deputy Office Director/Basic Education Unit Lead. The Specialist applies a highly technical body of knowledge about basic education with minimal supervision.

#### (4) Supervisory Controls:

None. However, the Specialist serves as AOR/COR or Activity Manager for EYCD activities totaling \$25 Million or more.

**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:**

Bachelor's degree in education, child development, or social science is required.

**Prior Work Experience:**

--Minimum of five (5) years of progressively responsible professional experience with implementing and managing programs supporting education sector development is required.

--Demonstrated experience working with the Ministry of Education and Sports (MOES) and in the education system in Uganda is required.

--Experience working in a cross-sectoral team and making linkages between basic education and other sectors is 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 MOES and its affiliated institutions (e.g., the Uganda National Examinations Board, National Curriculum Development Center, etc.); and knowledge of Ugandan basic education systems (e.g., curriculum design, teacher training, classroom effectiveness, educational management, literacy development and testing/evaluation, etc.) is required.

--Substantive skill and experience with designing and applying quantitative and qualitative methods for measuring basic education outcomes is required.

--Familiarity with education financing models and public education sector initiatives, including multi-donor sector investment programs, and knowledge of 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, and plans and developing strategies for their implementation, as well as a high degree of program management skill (e.g., technical, and financial oversight) is required.

--Strong negotiation skills are required.

--Demonstrated ability to obtain, analyze, and evaluate a variety of data and information to prepare precise, concise, and accurate factual and analytical reports and to make meaningful recommendations is required.

--Demonstrated ability to develop and maintain a wide range of contacts in the public and private sectors, at both senior and working levels, is required.

--Demonstrated ability to work on a team and to form positive, productive working relationships at all levels is required.

--Excellent written and oral communications skills, as well as proficiency in Windows applications (Word, Excel, PowerPoint) are required.

--Ability and willingness for at least quarterly travel within Uganda (up to 25%) 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\(c\)](#). 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. Skills and Abilities (60 points):**

--Demonstrated skills in conceptualizing programs, policies, and plans and developing strategies for their implementation, as well as a high degree of program management skill (e.g., technical, and financial oversight) is required.

--Strong negotiation skills are required.

--Demonstrated ability to obtain, analyze, and evaluate a variety of data and information to prepare precise, concise, and accurate factual and analytical reports and to make meaningful recommendations is required.

--Demonstrated ability to develop and maintain a wide range of contacts in the public and private sectors, at both senior and working levels, is required.

--Demonstrated ability to work on a team and to form positive, productive working relationships at all levels is required.

--Excellent written and oral communications skills, as well as proficiency in Windows applications (Word, Excel, PowerPoint) are required.

--Ability and willingness for at least quarterly travel within Uganda (up to 25 percent) is required.

## **2. Job Knowledge (40 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.

--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 MOES and its affiliated institutions (e.g., the Uganda National Examinations Board, National Curriculum Development Center, etc.); and knowledge of Ugandan basic education systems (e.g., curriculum design, teacher training, classroom effectiveness, educational management, literacy development and testing/evaluation, etc.) is required.

--Substantive skill and experience with designing and applying quantitative and qualitative methods for measuring basic education outcomes is required.

--Familiarity with education financing models and public education sector initiatives, including multi-donor sector investment programs, and knowledge of and/or previous experience with early grade reading pedagogy and assessment, including instruction in local languages with a later transition to English.

## **3. Prior Work Experience (pass/fail):**

Offerors will be given a passing score if they have a relevant professional experience. Offerors without a relevant professional experience will not be considered for award or proceed forward in the evaluation process.

--Minimum of five (5) years of progressively responsible professional experience with implementing and managing programs supporting education sector development is required.

--Demonstrated experience working with the Ministry of Education and Sports (MOES) and in the education system in Uganda is required.

--Experience working in a cross-sectoral team and making linkages between basic education and other sectors is required.

## **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 education, child development, or social science is required.

Evaluation Factors have been assigned the following points:

Skills and Abilities - 60 points

Job Knowledge - 40 points

Education – **Pass/Fail**

Language Proficiency - **Pass/Fail**

Prior Work Experience - **Pass/Fail**

Satisfactory Professional Reference Checks– **Pass/Fail**

**Evaluation Factor Total – 100 points**, and **Pass** for Education, Language Proficiency, Prior Work Experience, 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](mailto: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: **72061722R10022\_Project Management Specialist (Basic Education), 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](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	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: BBFY Fund: DV/2020/2021 APPRO: 7220/211021 617-MO-2021-FSN-SALARIES-BE	1	LOT	UGX <b>TBD</b>	UGX <b>TBD</b> 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
<a href="#"><u>AAPD 21-04 Revision 3 (PDF 382K)</u></a>	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> <a href="#"><u>AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities.</u></a> [165K PDF] <a href="#"><u>AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts</u></a> [166K PDF] <a href="#"><u>AAPD 21-04 ATTACHMENT 6: Overview of Applicability of FAR 52.223-99</u></a> [200K PDF]	Acquisition Management, PSCs
<a href="#"><u>AAPD 21-01 (PDF 221K)</u></a>	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](mailto:PSCOmbudsman@usaid.gov).

**[END SOLICITATION]**