



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061721R10012

**ISSUANCE DATE:** May 19, 2021

**CLOSING DATE/TIME:** June 18, 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  
Supervisory Executive Officer

## **I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72061721R10012
- 2. ISSUANCE DATE:** May 19, 2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 18, 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 (HIV)
- 6. MARKET VALUE:** UGX 219,900,268 to 324,611,127 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 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 (HIV) position.

The position is located in the USAID/Uganda Office of Health and HIV/AIDS (OHH). The OHH is responsible for one of USAID's largest and most complex bilateral assistance health programs. Currently, there are six technical units: 1: Health System Strengthening Unit (HSS), 2: President's Malaria Initiative Unit (PMI), 3: the HIV & TB Unit (HIV/TB) and its PEPFAR sponsored activities, 4: Family Health Unit (FHU), 5: Strategic Information Unit (SI) which provides support to the Office and other technical teams, and 6: Global Health Security Agenda (GHSA) and Emerging Pandemic Threats Unit. The OHH Team is headed by a U.S. Foreign Service Officer who reports directly to the Mission Director.

As Uganda progresses towards HIV/AIDS epidemic control, the point at which new HIV infections have decreased and fall below the total number of deaths among HIV-infected individuals, preventing further spread of the virus and identification the remaining people living with HIV (PLHIV) who have not yet been placed into care and treatment is critically important. Prevention activities include HIV Testing, including self-testing; voluntary medical male circumcision; Pre-exposure Prophylaxis; as well as key and vulnerable population services. These needs call for a high degree of innovation and expertise.

The HIV/AIDS and TB Unit is structurally organized under two technical thematic units, namely prevention and care and treatment, under the overall oversight of the Unit Leader assisted by a Deputy Unit Leaders. This position serves as the HIV/AIDS Prevention Deputy Unit Leader responsible for providing similar level of oversight of the prevention activities; serves as the in-house subject matter expert on HIV/AIDS prevention, and the Mission's senior representative in policy, strategic, and technical engagements with the Government of Uganda (GOU), USG interagency, international, and bilateral organizations and donor agencies to address technical issues and coordinate efforts in the implementation of HIV/AIDS activities. The HIV/AIDS Prevention Deputy Unit Leader is a senior professional and expert in strategic planning, program and activity design, budgeting, implementation, monitoring and evaluation of HIV/AIDS care and treatment activities.

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

Strategic planning serves as the foundation to the Mission's HIV/AIDS response and sound management serves as the cornerstone to ensuring that strategic and technical choices and directions are aligned to the PEPFAR guidance, DO3 goals and objectives as well as the National Strategic Plan. The HIV/AIDS Prevention Deputy Unit Leader provides strategic, technical, and organizational leadership oversight in the areas of HIV/AIDS prevention, care, and treatment, and serves as the Acting Unit Leader in the absence of the USDH PHN Unit Leader. The HIV/AIDS Prevention Deputy Unit Leader is responsible for supporting and working in a collaborative management structure, facilitating an HIV/AIDS portfolio that is smart, connected and results-oriented. The HIV/AIDS Prevention Deputy Unit Leader serves as a key expert in developing new HIV/AIDS programs; closely collaborates with GOU officials, consultants, the private sector, other donors, and stakeholders in the development and implementation of initiatives, writing requests for proposals/applications, statements, and scopes of work. This senior position ensures that the HIV/AIDS office has the necessary management and technical expertise and clout to successfully support this dynamic portfolio. The HIV/AIDS Prevention Deputy Unit Leader ensures that staff are effectively oriented, trained and are undertaking project and financial management responsibilities in ways that maximize efficiency, effectiveness, and results. The HIV/AIDS Prevention Deputy Unit Leader maintains a small technical portfolio and provide strategic guidance, program monitoring and support to selected USAID implementing partners. The specific day-to-day roles of the HIV/AIDS Prevention Deputy Unit Leader include:

### **Strategic and Technical Leadership 50%**

1. Provide senior/high level technical advice to Mission and the Ministry of Health in the areas of HIV/AIDS prevention including senior level officials.
2. Serve as the lead technical officer for the USAID/Uganda prevention portfolio and provide expert direction in the design, implementation, monitoring and evaluation of HIV/AIDS prevention programs and interventions.
3. Provide oversight to the \$33 million annual prevention budget and ensure costs remain within budget planning levels and that efficiency is maximized.

4. Work closely with other units within the health office and across the Mission to optimize opportunities for cross-sectoral integration and leveraging of resources across the different program components.
5. Work closely with the Health Systems Strengthening Unit to ensure adequate planning towards uninterrupted availability of key HIV commodities including ARVs, test kits and essential laboratory reagents.
6. Provide technical leadership in quality and performance improvement working with key stakeholders to improve the quality of facility and community-level HIV services by applying evidence-based guidelines, approaches, and tools. Support the implementation of the MOH's National Quality Strategy. Liaise with the other technical advisors and GOU staff to institutionalize and scale up quality improvement for HIV service delivery.
7. Provide strategic and technical leadership in the preparation of key annual and mid-term planning and reporting documents including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports, and High Frequency Reporting.
8. Support PEPFAR Uganda annual budget preparation process, providing technical assistance to USG financial teams and technical working groups in completing the PEPFAR Funding Allocation to Strategy Tool (FAST) and any other new tools that may be provided for use in the planning processes.
9. Through literature review, research and regular communication with local and international stakeholders, keep abreast of emerging developments in the national and global HIV prevention landscape and advise accordingly on how these policies, strategies and technical guidelines can most effectively be incorporated to enable the Mission to maintain the fidelity and relevance of its HIV/AIDS programs.
10. Provide expert oversight and guidance to USAID/Uganda implementing partners on newly emerging and highly efficacious approaches to HIV/AIDS prevention program implementation.
11. In collaboration with the Strategic Information Unit, advise on the development of tools (such as dash boards, league tables) that support continuous learning and adapting to further improve and evolve the USAID/Uganda knowledge base and data management capability related to HIV/AIDS activities. Advise on targeted analyses of HIV/AIDS data to inform program planning and implementation.
12. Participate in and ensure the effectiveness of Site Improvement Monitoring System (SIMS) and other field visits to improve prevention service delivery quality.
13. Serve as Contracting or Agreement Officer's Representative (C/AOR) for one or two of the Mission's prevention programs with an estimated budget of over \$10 million. Keep the HIV/AIDS and TB Unit Leader regularly informed of program implementation progress, results, and issues/problems on a timely basis.
14. Perceive, determine, and arrange for procurement of short-term technical assistance (STTA) and ensure that objectives and outcomes of the TA are consistent with and support the furtherance of the Mission HIV/AIDS portfolio.
15. Organize site visits and prepare orientation materials for delegations from OGAC, USAID Headquarters, State Department, and other agencies. Advise other health office colleagues on quality assurance/improvement methodologies and techniques in order to improve the performance of health service providers.

**Representation, Reporting and Financial Management 40%**

1. Represent USAID and PEPFAR at designated national, regional, and international meetings that relate to HIV/AIDS including regular participation in national level HIV/AIDS technical working groups and related committees.
2. Co-chair the PEPFAR Uganda interagency Prevention Working Group and serve as USAID/Uganda's representative on all inter-agency forums related to HIV prevention.
3. Together with the HIV/AIDS and TB Unit Lead and HIV/AIDS Care and Treatment Deputy Unit Lead, represent USAID on the interagency USG PEPFAR Inter-Agency Technical Team.
4. As requested by the Mission Director, Health and HIV Office Director or HIV/AIDS and TB Unit Leader, represent USAID at meetings outside of the HIV/AIDS field when needed.
5. As a member of the PEPFAR Team, respond flexibly and capably to a wide range of work-related requirements including responding to requests for information from HQ, Congress and OGAC.
6. Using diplomacy and technical acumen, establish strategic working relationships with senior GOU officials at the national and district level, donor agencies, civil society organizations, private sector health counterparts and Medical Associations to enhance regular and timely sharing of information on HIV prevention in the country, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs.
7. Monitor the HIV/AIDS budget through quarterly accruals and pipeline analyses and actively participates in Mission portfolio and pipeline reviews.
8. Support the HIV/TB Unit Leader to monitor the \$154.4 million HIV/AIDS annual budget and works in collaboration with the assigned Financial Analyst to ensure that budgets are up to date, reprogramming is completed, and budgetary changes well documented and approved by Health and HIV/AIDS Office Director and HIV/TB Unit Leader.
9. Work with the program office and the Financial Officer and the Office of Acquisition and Assistance to help track HIV/AIDS activities in areas of annual funding amounts, field support, MAARDS, and management units.

**Supervision, Coaching/Mentoring and Staff Support 10%**

1. Supervise up to three technical Cooperating Country Nationals Personal Services Contractors (CCNPSCs) including mentoring and coaching them to grow professionally. Conduct regular performance reviews and address any performance challenges that may arise.
2. Provide expert advice and guidance to other HIV/AIDS and TB Unit colleagues on matters relating to prevention and how best the other program components could contribute to ensure an effective service cascade.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

**(3) Supervisory Relationship:**

The HIV/AIDS Prevention Deputy Unit Leader will receive broad policy guidance and technical instruction from and will be supervised by the USAID HIV/TB Unit Leader. The HIV/AIDS Prevention Deputy Unit Leader exercises considerable latitude in carrying out the duties of the position and is routinely provided with broad guidance and direction. Assignments are primarily in terms of program objectives and desired results. Accomplishments are evaluated for conformance with policy and accomplishment of USAID\Uganda objectives. The HIV/AIDS Prevention Deputy Unit Leader is required to keep the supervisor updated through copying on relevant correspondence, periodic status reports and verbal briefings, and support supervision.

**(4) Supervisory Controls:**

The HIV/AIDS Prevention Deputy Unit Leader will supervise up to three technical CCNPSCs. The HIV/AIDS Prevention Deputy Unit Leader maintains overall oversight on all staff in the HIV/AIDS office, ensuring that they receive sufficient orientation, training, and guidance to optimize opportunities for integration, efficiency, and results. The HIV/AIDS Prevention Deputy Unit Leader may be assigned to mentor US Direct Hire Foreign Service staff as needed.

**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:**

--Master's Degree in a field relevant to development assistance such as Social Sciences, Social Work, Public Health, Organizational Development, Public or Business Administration, and International Development.

--Other relevant trainings or certifications to augment university degrees and work experience.

**Prior Work Experience:**

--From five (5) years of progressively responsible, professional experience in HIV/AIDS with USAID and/or other multi-lateral or bi-lateral organizations.

--At least 5 years as of experience developing and managing large scale (>\$30 million) health/HIV/AIDS projects.

--Demonstrated experience in partner coordination and relationship management required.

--Demonstrated knowledge in supporting a comprehensive approach to HIV/AIDS including strategic planning, monitoring, and reporting in the areas of systems strengthening and service delivery.

**Language Proficiency:**

Minimum of level 4 – fluency in English (written and oral) language is required. Given the nature of the position:

--Effective written and oral communications are absolutely critical to perform successfully in this position.

--Ability to communicate effectively and accurately.

--Ability to draft reports, correspondence, briefings, and other written products in accurate and grammatically correct English with little or no editing required, often under tight deadlines.

**Job Knowledge:**

--In-depth knowledge of the GOU's multi-sectoral HIV/AIDS approach, and the National HIV/AIDS Strategic Plan is required. This includes deep understanding of the strategies and modalities of development partner contributions to the development of Uganda's HIV/AIDS response, as well as knowledge of the opportunities and constraints to Uganda's HIV/AIDS and overall health sector growth, and the roles of the public and private sector.

--Thorough knowledge of Uganda's economic, political, social, and cultural characteristics and the history of development assistance, in particular the response to HIV/AIDS in Uganda, including current trends and directions.

--Considerable degree of specialized knowledge and experience to be applied in identifying and analyzing complex issues related to programs.

--In-depth understanding of US Government foreign assistance to Uganda and familiarity with central aspects of U.S. Government policy in Uganda.

--Demonstrated understanding and appreciation of the US Government Mission's strategic direction, its chief accomplishments, and its challenges in order to skillfully articulate the rationale, objectives, and priorities for the provision of US Government foreign assistance to Uganda.

--Demonstrated specific knowledge of partnership building with corporate and/or government partners.

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

--Demonstrated understanding of the objectives, methodology and status of USAID/Uganda's programs and projects.

**Skills and Abilities:**

Superb communication and analytical skills, commitment to transparency and teamwork, and an outstanding ability to exercise sound and independent judgment, discretion and patience on a daily basis are required.

Flexibility and the ability to accept and react to changing policy direction with sound analyses, professionalism, and poise in addition to exercising considerable judgment when dealing with senior and mid-level partners in other USG agencies, GOU, donors, local organizations and implementing partners are required. More specifically:

1) Work effectively in teams.

--Ability to participate in and/or lead internal and external teams.

--Ability to respond professionally and adjust priorities in often fluid, changing, and challenging situations.

--Ability to resolve complex planning and implementation issues with colleagues in technical offices and other parts of the mission that may arise.

--Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, accepting divergent points of view, able to set forth new ideas, and able to help find consensus to achieve team goals.

--Ability to work in and appreciate a culturally diverse environment.

--Ability to provide information and advice with detachment and objectivity, and orient, coach and mentor fellow Ugandan and U.S. personnel, as described in the duties.

--Ability to appreciate and effectively work in a culturally diverse office and able to translate local customs and culture to American counterparts and senior staff, as necessary.

2) Communicate effectively.

--Ability communicate information in a transparent, accurate, concise and meaningful oral and written form.

--Ability to appropriately present USAID/Uganda's programs and priorities to a wide range of outside parties including senior corporate representatives, senior Ugandan officials up to the Commissioner, Director and Minister level; USAID senior management, and others.

--Ability to develop sustainable good working relationships within the US Government Mission including USAID, CDC, State Department, Department of Defense, and Peace Corps.

--Ability to establish and maintain effective working relationships with implementing partners, private sector partners, other donor partners, and both central and district level GOU counterparts is a must.

--Ability to positively appraise staff, write annual performance evaluations and set mutually agreed-upon and achievable work objectives for supervised staff.

3) Achieve results.

-- Ability to independently conceive, plan, organize, manage, and evaluate important, diversified and complex work projects. Such skills are essential to meet deadlines and to ensure that activities go smoothly, particularly in the event of competing priorities and/or time pressures.



--Excellent analytical, technical and project management skills to review and provide substantive feedback on documents including concept papers, proposals, program descriptions/scopes of work, annual submissions for performance reports, operational planning, oral and written feedback to implementing partners, and other technical and programmatic documents.

4) Be flexible and versatile.

--Ability to remain calm in a fast moving work environment.

--Ability to work calmly, tactfully, and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily duties and responsibilities.

--Ability to identify significant economic, political, and social trends in the host country and assess their importance and impact on USAID development assistance objectives and programs.

--Demonstrated critical thinking for addressing current assistance challenges, as well as mitigating near future challenges through creative solutions.

5) Have excellent computer skills.

--Microsoft Office, web-based databases, and electronic filing, including the ability to help others and the ability to learn new programs quickly.

### 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>.

**Offerors 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):**

--In-depth knowledge of the GOU's multi-sectoral HIV/AIDS approach, and the National HIV/AIDS Strategic Plan is required. This includes deep understanding of the strategies and modalities of development partner contributions to the development of Uganda's HIV/AIDS response, as well as knowledge of the opportunities and constraints to Uganda's HIV/AIDS and overall health sector growth, and the roles of the public and private sector.

--Thorough knowledge of Uganda's economic, political, social, and cultural characteristics and the history of development assistance, in particular the response to HIV/AIDS in Uganda, including current trends and directions.

--Considerable degree of specialized knowledge and experience to be applied in identifying and analyzing complex issues related to programs.

--In-depth understanding of US Government foreign assistance to Uganda and familiarity with central aspects of U.S. Government policy in Uganda.

--Demonstrated understanding and appreciation of the US Government Mission's strategic direction, its chief accomplishments, and its challenges in order to skillfully articulate the rationale, objectives, and priorities for the provision of US Government foreign assistance to Uganda.

--Demonstrated specific knowledge of partnership building with corporate and/or government partners.  
--Sound knowledge of the way USAID conducts business, including budgeting and programming and procurement procedures is essential.

--Demonstrated understanding of the objectives, methodology and status of USAID/Uganda's programs and projects.

**2. Prior Work Experience (35 points):**

--From five (5) years of progressively responsible, professional experience in HIV/AIDS with USAID and/or other multi-lateral or bi-lateral organizations.

--At least 5 years as of experience developing and managing large scale (>\$30 million) health/HIV/AIDS projects.

--Demonstrated experience in partner coordination and relationship management required.

--Demonstrated knowledge in supporting a comprehensive approach to HIV/AIDS including strategic planning, monitoring, and reporting in the areas of systems strengthening and service delivery.

### **3. Skills and Abilities (25 points):**

Superb communication and analytical skills, commitment to transparency and teamwork, and an outstanding ability to exercise sound and independent judgment, discretion and patience on a daily basis are required.

Flexibility and the ability to accept and react to changing policy direction with sound analyses, professionalism, and poise in addition to exercising considerable judgment when dealing with senior and mid-level partners in other USG agencies, GOU, donors, local organizations and implementing partners are required. More specifically:

#### 1) Work effectively in teams.

--Ability to participate in and/or lead internal and external teams.

--Ability to respond professionally and adjust priorities in often fluid, changing, and challenging situations.

--Ability to resolve complex planning and implementation issues with colleagues in technical offices and other parts of the mission that may arise.

--Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, accepting divergent points of view, able to set forth new ideas, and able to help find consensus to achieve team goals.

--Ability to work in and appreciate a culturally diverse environment.

--Ability to provide information and advice with detachment and objectivity, and orient, coach and mentor fellow Ugandan and U.S. personnel, as described in the duties.

--Ability to appreciate and effectively work in a culturally diverse office and able to translate local customs and culture to American counterparts and senior staff, as necessary.

#### 2) Communicate effectively.

--Ability communicate information in a transparent, accurate, concise and meaningful oral and written form.

--Ability to appropriately present USAID/Uganda's programs and priorities to a wide range of outside parties including senior corporate representatives, senior Ugandan officials up to the Commissioner, Director and Minister level; USAID senior management, and others.

--Ability to develop sustainable good working relationships within the US Government Mission including USAID, CDC, State Department, Department of Defense, and Peace Corps.

--Ability to establish and maintain effective working relationships with implementing partners, private sector partners, other donor partners, and both central and district level GOU counterparts is a must.

--Ability to positively appraise staff, write annual performance evaluations and set mutually agreed-upon and achievable work objectives for supervised staff.

3) Achieve results.

-- Ability to independently conceive, plan, organize, manage, and evaluate important, diversified and complex work projects. Such skills are essential to meet deadlines and to ensure that activities go smoothly, particularly in the event of competing priorities and/or time pressures.

--Excellent analytical, technical and project management skills to review and provide substantive feedback on documents including concept papers, proposals, program descriptions/scopes of work, annual submissions for performance reports, operational planning, oral and written feedback to implementing partners, and other technical and programmatic documents.

4) Be flexible and versatile.

--Ability to remain calm in a fast moving work environment.

--Ability to work calmly, tactfully, and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily duties and responsibilities.

--Ability to identify significant economic, political, and social trends in the host country and assess their importance and impact on USAID development assistance objectives and programs.

--Demonstrated critical thinking for addressing current assistance challenges, as well as mitigating near future challenges through creative solutions.

5) Have excellent computer skills.

--Microsoft Office, web-based databases, and electronic filing, including the ability to help others and the ability to learn new programs quickly.

**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.

Master's Degree in a field relevant to development assistance such as Social Sciences, Social Work, Public Health, Organizational Development, Public or Business Administration, and International Development. Other relevant trainings or certifications to augment university degrees and work experience.

Evaluation Factors have been assigned the following points:

Job Knowledge - 40 points

Work Experience - 35 points

Skills and Abilities - 25 points

Education – **Pass/Fail**

Language Proficiency - **Pass/Fail**

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

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

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

#### IV. 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	<p><b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b>                      - Award Type: Cost                      - Product Service Code: R497                      - Accounting Info:                      BBFY Fund: GH-H/2020/2024                      Appro: 72-1920/241031                      DOAG: 617-DO1-RES-20-PO.2-02-HIV-AO</p>	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]**