



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061721R10006

ISSUANCE DATE: January 4, 2021

CLOSING DATE/TIME: February 3, 2021, 4:45:00 PM Uganda Time

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

Dear Prospective Offerors:

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

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

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

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

Sincerely,

Sean Mendoza
Supvy. Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061721R10006
- 2. ISSUANCE DATE:** January 4, 2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** February 3, 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 (Design and Implementation)
- 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 (Design and Implementation) position.

The Program Design and Implementation Specialist provides leadership, technical expertise, and overall direction to the design and implementation of USAID interventions in Uganda throughout the program cycle. This includes the facilitation of Collaboration, Learning, and Adaptation (CLA) principles that are essential for smart designs and implementation practices that contribute to the achievement of USAID/Uganda’s development outcomes.

The position is located in the Program Office design and implementation team but works very closely with the office's MEL team on programmatic learning and adaptation. As a leader of the design and implementation team, the PMS develops multimillion dollar programs, from concept to procurement, in various capacities. Depending on the type of support required by technical offices, the PMS either manages the design process; facilitates internal administrative processes to ensure that programs are created to Mission standards and in a timely manner; facilitates creative design sessions, such as results framework development or co-creation events with external partners; help synthesize evidence-based solutions to inform design teams and decision makers; develops agendas for new research and evidence gathering; weighs the costs and benefits of various approaches to solve development problems; or develops solicitations (such as writing scopes of work or program descriptions) and supporting documentation.

Within the MEL team, the PMS guides USAID/Uganda's staff on how to realize CLA-oriented design and management practices throughout the program cycle. The PMS advances USAID/Uganda's CLA efforts by working with the Mission's MEL team and its support contracts to develop programmatic learning agendas, and design and facilitate forums and engagements that enable frank feedback among USAID representatives and key stakeholders, while enabling adaptive management strategies that translate learning into action.

The PMS is a self-starter, a strong facilitator, and an excellent verbal and written communicator. The PMS interacts with every office in the Mission, working closely with the Acquisition and Assistance team on policy, guidelines and specific program actions; with the Office of Financial Management on program budgeting and managing resources; and technical teams on design and CLA. The PMS exhibits the following values of USAID/Uganda's Leadership Charter:

1. Maintain a common vision for our goals and objectives
2. Be field focused
3. Take informed risks, adapt to and manage change
4. Seek evidence and apply lessons learned so we leave things better than we find them
5. Support and encourage work life balance
6. Give credit where it is due
7. Ensure effective and transparent communication and feedback
8. Promote a working environment of mutual respect, trust and integrity
9. Build relationships to achieve development objectives.

(2) Statement of Duties to be performed.

A. Lead or facilitate the development of program designs (60%)

Under the guidance of the Design Team Lead in the Program Office, and with the support of other design and MEL personnel, the PMS will lead or facilitate the development of programmatic designs throughout the Mission. The PMS will establish Mission design processes and standards and ensure that all design teams comply with Mission expectations. The PMS will work with all design teams to ensure that they develop and follow sound design plans, and develop robust, evidence-based programs in a timely manner. On select designs, the PMS will serve as the design lead, not only facilitating others to develop projects and activities, but also themselves conducting desktop research, writing scopes of work and other procurement documentation, and developing budget estimates. The PMS will either lead or support the following activities:

Recommend and develop procedures and processes that will enable the development of timely, evidence-based designs.

Develop, share, and implement design tools and resources (cost-benefit analysis, gender analysis, budget development) to assist teams.

Develop thoughtful and robust design plans from the initial concept through procurement.

Coordinate and negotiate/build consensus on the efforts of a diverse group of personnel across technical and support offices (including finance and procurement) to execute design plans.

Take stock of best available evidence on the effectiveness of various foreign assistance programs to identify promising/proven interventions.

Summarize key implementation considerations and make recommendations to help guide activity planning.

Ensure competition between multiple ideas/options and help teams articulate which option is the most appropriate based on clear standards and principles, such as cost-benefit (weighing pros and cons), opportunity costs (what is lost or the next best option, and marginality (how much resources are needed to address the problem).

Write scopes of work and program descriptions, as well as other procurement-related materials, for potential bidders inside and outside of Uganda.

Serve as Contracting/Activity Officer Representative for select programs of Mission-wide import.

B. Develop, Manage, and Coordinate Programmatic CLA Opportunities (40%)

Under the guidance of the MEL team lead, the PMS will lead or support programmatic learning activities that directly contribute to current or planned interventions. While CLA is a Mission principle and is applied by all staff for all operations (e.g. strategy implementation), the PMS is responsible for developing, managing, and coordinating CLA interventions that affect or influence current and planned programmatic interventions. The PMS's efforts will be coordinated with and supported by other MEL staff in the Program Office, including monitoring and evaluation specialists and the knowledge specialist. Activities will include:

Facilitating learning and evidence reviews to inform new activity designs and ongoing activity implementation .

Guiding the Knowledge Management Specialist to ensure that evidence (generated by USAID and others, both inside and outside Uganda) is captured and stored in a way that is easily accessible and useful for all staff.

Conducting closeout reviews of activities and sharing key findings to inform subsequent programs.

Supporting technical offices in conducting site visits, documenting and following up on learnings from site visits including points of internal and external collaboration.

Designing and facilitating portfolio reviews and other activity-level learning reviews.

Reviewing and analyzing annual and quarterly reports and partner contingency plans, and facilitating discussions with key stakeholders (partners, activity managers) about adaptive measures.

Ensuring that activity designs clearly articulate with whom, how, and to what end interventions must collaborate to achieve strategic objectives.

Organizing and facilitating CLA plans and interactions across select partners.

Facilitating staff training on a range of topics, particularly programmatic design and performance management.

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 PMS is directly supervised by the Program Office Design and Implementation Team Leader. The PMS works closely with the office’s MEL team on programmatic learning and adaptation.

(4) Supervisory Controls:

The supervision of other staff is not contemplated.

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 7 to 9 – III. EVALUATION AND SELECTION FACTORS and IV. PRESENTING AN OFFER sections), **the offer package must be completed and signed—where indicated - and offerors must include in their offers information to demonstrate that they:**

- (1) have attained the required education level; and
- (2) meet the experience requirements, etc.

Education:

Bachelor's degree in project development, public administration, development economics, organization design/improvement or related field is required.

Prior Work Experience:

- Minimum five (5) years' experience in project management, including program/project planning, design, and monitoring and evaluation.
- Demonstrated experience with facilitating diverse sectors in developing programs and in CLA, and conducting or synthesizing research.

Language Proficiency:

- Level IV (fluent) English writing and speaking ability is required.
- Must be able to communicate (writing and speaking) with both Ugandan and American audiences.

Job Knowledge:

- Knowledge of the Government of Uganda development plans and priorities, and familiarity with USAID and/or other donor policy and programming related to health, food security, environment, education, and governance.
- Must have strong knowledge of, and experience in implementing, CLA practices.

Skills and Abilities:

- Ability to analyze and evaluate complex development issues, across sectors.
- Demonstrated knowledge of principles, concepts and methodology involved in the design, development, implementation, management, monitoring, and evaluation of technical assistance.
- Strong writing skills are a must.
- Demonstrated ability to write succinctly and to produce documents quickly.

--Demonstrated interpersonal skills, including ability to exhibit tact, diplomacy and resourcefulness while working with a wide variety of individuals, including USAID staff at all levels, high-level officials in the GOU, U.S. government, foreign governments and international organizations, as well as with other foreign and domestic development partners, colleagues and office associates.

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 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. Skills and Abilities (40 points):

--Ability to analyze and evaluate complex development issues, across sectors. **(10 points)**

--Demonstrated knowledge of principles, concepts and methodology involved in the design, development, implementation, management, monitoring, and evaluation of technical assistance. **(10 points)**

--Strong writing skills are a must. **(a writing test will be administered)**

--Demonstrated ability to write succinctly and to produce documents quickly. **(5 points)**

--Demonstrated interpersonal skills, including ability to exhibit tact, diplomacy and resourcefulness while working with a wide variety of individuals, including USAID staff at all levels, high-level officials in the GOU, U.S. government, foreign governments and international organizations, as well as with other foreign and domestic development partners, colleagues and office associates. **(15 points)**

2. Prior Work Experience (30 points):

--Minimum five (5) years' experience in project management, including program/project planning, design, and monitoring and evaluation. **(15 points)**

--Demonstrated experience with facilitating diverse sectors in developing programs and in CLA, and conducting or synthesizing research. **(15 points)**

3. Job Knowledge (30 points):

--Knowledge of the Government of Uganda development plans and priorities, and familiarity with USAID and/or other donor policy and programming related to health, food security, environment, education, and governance. **(15 points)**

--Must have strong knowledge of, and experience in implementing, CLA practices. **(15 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.

Bachelor's degree in project development, public administration, development economics, organization design/improvement or related field is required.

Evaluation Factors have been assigned the following points:

- Skills and Abilities - 40 points
- Work Experience - 30 points
- Job Knowledge - 30 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: <i>R497</i> - Accounting Info: BBFY Fund: GH-H/2019/2023 APPRO: 72-1919/231031	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]