



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061722R10009

ISSUANCE DATE: March 7, 2022

CLOSING DATE/TIME: April 5, 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** 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:** 72061722R10009
- 2. ISSUANCE DATE:** March 7, 2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 5, 2022, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov or 0414-306-001.
- 5. POSITION TITLE:** Project Management Specialist (DREAMS)
- 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 (DREAMS) position located in the USAID/Uganda’s Office of Health and HIV (OHH) – HIV & TB Unit.

The US President's Emergency Plan for AIDS Relief (PEPFAR) represents the US government response to the global HIV/AIDS epidemic and is the largest commitment by any nation to address a single disease in history. Thanks to American leadership and generosity, alongside the work of many partners, PEPFAR has saved millions of lives, averted millions of infections, and changed the course of the epidemic. One important component of PEPFAR is implementation of the Determined, Resilient, Empowered, AIDS-Free, Mentored, and Safe (DREAMS) program; with the aim to reduce the risk of HIV among Adolescent Girls and Young Women (AGYW).

The USAID Project Management Specialist – DREAMS (the “Specialist”) will serve as a Contract Officer’s Representative/Agreement Officer’s Representative (COR/AOR) or Activity Manager and provide senior-level programmatic and technical guidance to the planning, implementation, and monitoring of DREAMS-related programs. As a senior-level resource, the Specialist provides technical and programmatic guidance to the Health Office, other offices in the Mission, U.S. Government Agencies, the PEPFAR Coordinating Office, host country government, and other development partners in order to support a coordinated, strategic approach in HIV prevention for AGYW and DREAMS-related programming.

The Specialist reports to the Deputy HIV & TB Unit Leader-HIV Prevention Sub-unit and has no supervisory responsibility.

(2) Statement of Duties to be performed.

1. Technical Guidance and Leadership

--Serves as a senior-level technical resource for the Health Office in the area of comprehensive HIV prevention for AGYW to ensure development of key systems that effectively integrate across the entire health portfolio.

--Works collaboratively with the PEPFAR program technical leads across US agencies and with host country agencies to identify opportunities for collaboration and ensure complementarity among AGYW programming, including prevention of and response to gender-based violence.

--Provides technical assistance and oversight to implementing partners to ensure that the DREAMS activities are carried out in alignment with approved work plans and PEPFAR DREAMS guidance and priorities.

--Stays abreast of state-of-the-art knowledge on programming and coordinates exchanges and sharing of best practices among USAID, USG, and other stakeholders to strengthen AGYW interventions.

--Guides USAID and host country government on strategic decisions and policy formulation to strengthen interventions for AGYW.

2. Program/Project/Activity Management

--Serves as a COR/AOR and/or Activity Manager for HIV prevention for AGYW programs/projects/activities awarded through the Health Office, providing financial and programmatic oversight to ensure contracts and grants achieve anticipated results, and are linked to and enhance attainment of the Health Office, Mission, and USG objectives.

--Participates in activity design of new PEPFAR funded activities for AGYW, including developing program descriptions and other technical components for new procurements.

--Conducts site visits as required in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency, and judicious use of U.S. Government (USG) funding.

3. Representation and Reporting

--Represents the Health Office, Mission, and USG at national and/or international technical and programmatic meetings, within various working groups, the interagency, senior host country officials and other social sector donors, government officials, and IPs.

--Conducts data and trend analysis and provides technical recommendations to improve the performance of the DREAMS programs at both site and national levels.

--Prepares ad hoc reports as required for the Mission, USAID/Washington, Office of Global AIDS Coordinator (OGAC), donor coordination groups, and others.

--Drafts talking points and/or speeches for the Office Chief, Mission Director, Ambassador, and others, as required, and prepares briefing papers, presentations, and coordinates site preparations for VIP site visits.

--Provides leadership on DREAMS-related inputs to the development of the annual PEPFAR Country Operational Plan (COP) and ensures strong monitoring and oversight of the DREAMS portfolio through the quarterly PEPFAR Oversight and Accountability Review (POART), Semi Annual Performance Report (SAPR), and Annual Performance Report (APR).

--Supports annual budget allocation for DREAMS programming, and maintains DREAMS activities financial tracking, including that obligations, expenditures, and budget pipelines conform to action plans.

--Prepares information sheets, presentations, and other documents about US government funded AGYW programs. Draft briefing materials, progress reports, memoranda, and other Front Office communications materials as needed. Identifies and submits success stories, best practices, and images to be highlighted by USAID media.

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:

Works under the general supervision of the Deputy HIV & TB Unit Leader. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Health Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

(4) Supervisory Controls:

Continued supervision of other Mission 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 6 to 10 – III. EVALUATION AND SELECTION FACTORS and IV. SUBMITTING 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:

Completion of a US-style University Master's Degree in Public Health, International Development, Health, Social or Behavioral Sciences, Organizational Development, Epidemiology, Biology, Infectious Disease, Political Science, or Business Administration or other closely related field is required.

Prior Work Experience:

--A minimum of five (5) years of progressively responsible, professional-level experience in developing, implementing, and/or monitoring social welfare programs to provide a comprehensive HIV prevention package, or related health issues, for AGYW.

--Experience coordinating with host country government at the national, district, or local level on relevant public health challenges for AGYW, including HIV/AIDS, gender-based violence response and prevention, education, or other similar issues, is required.

Language Proficiency:

Level IV (fluent proficiency) in English, and in the appropriate host-country business language, both written and spoken, is required. Language competence may be tested.

Job Knowledge:

--Senior-level knowledge related to planning, designing, implementing, and providing technical guidance on HIV prevention, adolescent, youth and/or community-based social welfare initiatives.

--Detailed knowledge of the health sector in the host country, including institutions, strategies, policies, objectives, development perspectives, political structure, and environment.

Skills and Abilities:

--Project management skills, including data and information management, administrative, and monitoring skills used to track the performance of implementing partners and activities.

--Excellent communication skills both orally and in writing, especially in being able to present information, analyses, and recommendations to individuals with nontechnical background.

--Ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures.

--Ability to work both independently and as part of a team.

--Excellent interpersonal skills, including the ability to establish and maintain relationships with a wide array of contacts.

--Diplomacy and tact negotiate difficult issues and build consensus to achieve results with a wide range of individuals.

--Excellent computer and software skills.

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 10, IV. SUBMITTING 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 – Submitting an Offer 1 (iv) are:

1. Job Knowledge (40 points):

--Senior-level knowledge related to planning, designing, implementing, and providing technical guidance on HIV prevention, adolescent, youth and/or community-based social welfare initiatives.

--Detailed knowledge of the health sector in the host country, including institutions, strategies, policies, objectives, development perspectives, political structure, and environment.

2. Work Experience (35 points):

--A minimum of five (5) years of progressively responsible, professional-level experience in developing, implementing, and/or monitoring social welfare programs to provide a comprehensive HIV prevention package, or related health issues, for AGYW.

--Experience coordinating with host country government at the national, district, or local level on relevant public health challenges for AGYW, including HIV/AIDS, gender-based violence response and prevention, education, or other similar issues, is required.

3. Skills and Abilities (25 points):

--Project management skills, including data and information management, administrative, and monitoring skills used to track the performance of implementing partners and activities.

--Excellent communication skills both orally and in writing, especially in being able to present information, analyses, and recommendations to individuals with nontechnical background.

--Ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures.

--Ability to work both independently and as part of a team.

--Excellent interpersonal skills, including the ability to establish and maintain relationships with a wide array of contacts.

--Diplomacy and tact negotiate difficult issues and build consensus to achieve results with a wide range of individuals.

--Excellent computer and software skills.

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.

Completion of a US-style University Master's Degree in Public Health, International Development, Health, Social or Behavioral Sciences, Organizational Development, Epidemiology, Biology, Infectious Disease, Political Science, or Business Administration or other closely related field is required.

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. 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 **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 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:

- (i) DS-174
- (ii) Cover Letter
- (iii) Complete Curriculum vitae/resume
- (iv) Supplemental documents
- (v) Academic Transcripts

(vii) Submitted offers and documents become the property of USAID and will not be returned.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in Section I at kampalausaidjobs@usaid.gov **Incomplete or late applications will not be considered.**

All qualified Offerors will be considered regardless of age, race, color, sex, creed, national or tribal origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization or other non-merit factor.

3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

For this position, the subject line must read: SOL NUMBER TITLE OF POSITION, LAST, FIRST CANDIDATE NAME OR (72061722R10009 Project Management Specialist (DREAMS) [insert last name][insert first name].

4. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors. The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.*

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions and how to complete and submit forms for obtaining medical and security clearances.

VI. BENEFITS/ALLOWANCES

As a matter of policy and as appropriate, a PSC is normally authorized the following benefits and allowances - in accordance with the U.S. Mission to Uganda's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, retirement plan, and medical insurance subsidy. Final compensation for Offerors will be negotiated within the listed market value.

VII. TAXES

Successful Offeror will be subject to Ugandan tax laws.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

1. USAID regulations and policies governing CCNPSC awards are available at the below sources:

USAID Acquisition Regulation (AIDAR), Appendix J, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including contractual General Provisions (https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)

2. **RESERVED.**

3. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: BBFY Fund: GH-C-AIDS/2021/2022 APPRO: 72-1921/221031 617-DO1-RES-22-PO.2-01-HIV-AO	1	LOT	UGX TBD	UGX TBD at Award after negotiations with Contractor

4. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

AAPD/CIB No.	Title/Issued Date	Subject Category
AAPD 21-04 Revision 3 (PDF 382K)	EXECUTIVE ORDER 14042 ON ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL AWARDS (FAR Deviation No. M-OAA-DEV-FAR-22-01c) – <i>December 14, 2012</i> AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities. [165K PDF] AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts [166K PDF] AAPD 21-04 ATTACHMENT 6: Overview of Applicability of FAR 52.223-99 [200K PDF]	Acquisition Management, PSCs
AAPD 21-01 (PDF 221K)	Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J – <i>March 26, 2021</i>	Acquisition Management

5. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

6. PSC Ombudsman. The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

[END SOLICITATION]