



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061722R10010

**ISSUANCE DATE:** March 7, 2021

**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:** 72061722R10010
- 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](mailto:kampalausaidjobs@usaid.gov) or 0414-306-001.
- 5. POSITION TITLE:** Project Management Specialist (Infrastructure and Engineering)
- 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 (Infrastructure and Engineering) position located in the USAID/Uganda’s Program Office.

The Engineer (USAID) serves as the Cooperating Country National (CCN) Mission Engineer at (USAID/Uganda). The Mission Engineer is based in the Program Office; however, s/he provides technical, contractual, and environmental leadership and management oversight for infrastructure activities throughout the USAID/Uganda portfolio of projects. The functions to be performed are in support of a variety of infrastructure and engineering related activities to be determined by USAID and host government priorities such as construction of structures (e.g., health centers, schools, government offices, warehouses, etc.), roads, bridges, water supply, etc.

The Mission Engineer provides a full range of engineering and construction regulatory and policy advice as well as analytical and technical support – developing program priorities and harmonizing such plans with other Mission programs. In undertaking this position, s/he will be responsible for gathering and effectively communicating relevant programmatic, technical, and legal/contractual information as it pertains to his/her portfolio of responsibilities.

The Mission Engineer reports to the Program Office Director.

#### BACKGROUND:

USAID/Uganda is one of Africa Bureau's largest missions, with a multi-year portfolio valued at \$1.5 billion. In Fiscal Year (FY) 2019, the Mission's program budget stood at \$447 million including emergency assistance. USAID/Uganda implements a programmatically-integrated Country Development Cooperation Strategy (CDCS) with the goal of accelerating Uganda's systems to ensure inclusive education, health, and economic development. Uganda is a priority country for USAID across all global health initiatives, as well as Feed the Future and Power Africa. USAID implements programs to boost agricultural productivity, increase access to electricity, support financial inclusion, protect Uganda's threatened biodiversity and wildlife, and bolster educational outcomes and democratic governance. USAID/Uganda directs most of its programs through cooperative agreements and contracts to a wide range of international and local non-governmental organizations.

As of March 2021, the USAID/Uganda engineering and infrastructure portfolio consisted of 12 activities having a total budget of \$22 million being implemented through contracts, cooperative agreements, and government-to-government agreements. The portfolio includes two architect and engineering (A&E) contracts providing engineering services in support of infrastructure construction being implemented in the economic growth, environment, governance, and health sectors.

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

##### **Program Management (40 percent of time)**

Serves as Agreements/Contracting Officer Representative (A/COR) for assigned contracts, cooperative agreements, and/or grants as well as the Government Agreement Technical Representative for government-to-government agreements. The Job Holder fulfills a full range of project management responsibilities related to procurement, supervision, performance monitoring, and reporting, financial management, and provides technical guidance to the Implementing Partners (IPs) in accordance with the terms of the contract/agreement by executing the following duties:

Provides professional technical advice and direction to contractors' staff; keeps the technical office, mission management, and the Agreements/Contracting Officer informed on progress of work.

Ensures that activities achieve their intended results. Monitors technical and financial adequacy and acceptability of delivered goods and services under approved activities including construction, equipment installation and training activities through field inspections, reviewing contractor reports, and meetings with project personnel and contractor representatives.

Provides technical assistance to the Agreements/Contracting Officer in responding to proposed changes in the scope/s of work for assigned contracts/agreements, the validity of claims and the reasonableness of contract/agreement time extensions.

Receives and inspects completed services or supplies upon delivery, verifies that they meet the acceptance standards and delivery schedules, as specified in the contract/agreement.

Reviews IPs' work plans and financial and technical reports evaluating the IPs' performance.

Drafts project implementation letters, prepares action memoranda, and reports, estimates expenditures, reviews payment vouchers, responds to audits, assesses claims and other related activities.

### **Technical Leadership and Knowledge Management (30 percent of time)**

Serves as the Mission's technical professional in the field of civil engineering for USAID supported infrastructure programs – informing project planning and design for construction, rehabilitation, and maintenance of built infrastructure as well as assessing risks posed by planned construction projects in order to identify mitigation measures.

Provides engineering support including the review of professional architecture and engineering (A&E) designs, technical specifications, and bills of quantities for infrastructure construction ensuring that they comply with appropriate national and international standards and reflect USAID and industry best practices.

Review and/or prepare project schedules, cost estimates, contract tender documents, contract awards, and environmental compliance documents including environmental monitoring and mitigation plans ensuring compliance with USAID environmental regulations as outlined under 22 CFR 216.

### **Monitoring and Quality Assurance (30 percent of time)**

Reviews design and material submittals, monitors contractor or third-party quality control systems, reviews project documentation for compliance with technical specifications for projects assigned to his/her oversight.

Schedules and conducts quality assurance inspections at construction sites to ensure adherence to environmental, safety, and quality standards; building codes; and technical specifications – ensuring that USAID's IP is strictly adhering to their quality control plan.

Completes documentation of deficiencies noted (both written and photographic) during site visits regarding the status of contracted work and in accordance with established designs, engineering practices, workmanship, and safety and environmental protection requirements.

Receives and reviews USAID contractor's field project reports for adherence to their quality control plan. Tracking the contractor's quality control reporting and documentation requirements to include the receipt and filing of as-built drawings, test data, engineering field and analysis reports, all design and contractor bills-of-materials, and all project close out and facility acceptance documentation.

### **Communication and Coordination**

Writes status, analytical, and other reports, concept papers, and memoranda to the Mission management regarding progress and performance, problems and corrective actions, and general oversight. Reports shall be of sufficient scope so as to be useful to USAID in fully monitoring the progress of contract/grant administration and reviewing contractor performance.

Presents relevant technical information to the Mission management, U.S. Ambassador, and the Job Holder may be called upon to brief senior U.S. Government officials visiting Uganda.

Coordinates with senior officials of Ugandan government and donor organizations to ensure synergy of program activities with those of other organizations. The Engineer engages with philanthropic/private sector organizations to build public/private alliances, i.e., explores ways to leverage private funding to complement USAID efforts to build rural infrastructure in Uganda.

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 Engineer reports to the Program Office Director. Daily supervision shall be minimal and routine work shall be performed independently with minimal instructions. The Engineer must be able to identify and solve problems as they arise. The supervisor will review and approve the Engineer’s work plan and performance measures. Supervision will be generally confined to weekly staff meetings and informal daily and/or weekly consultations.

### **(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 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:**

--Bachelor’s degree in civil engineering, engineering, infrastructure management, or related field from an accredited university is required.

--Professional registration as an engineer with the Engineers Registration Board of Uganda is required.

### **Prior Work Experience:**

--Five years of progressively experience as an engineer responsible for planning, designing, and implementing infrastructure development projects is required.

--Experience must include at least two years with an international organization.

**Language Proficiency:**

Level IV (Fluent) English and (Level IV Luganda fluency are required.

**Job Knowledge:**

--Demonstrated thorough technical knowledge of the field of engineering and construction management in which engaged and a demonstrated experience with allied sectors such as agriculture, environment, and/or health.

--Thorough knowledge of sound local and international engineering principles and practices including previous experience in project development, design, management, performance monitoring, and reporting.

--Demonstrated experience working within the donor community and in partnership with the Government of Uganda (GOU) in the areas of rural development.

**Skills and Abilities:**

--Proven, demonstrated problem solving skills and ability to work calmly, tactfully, and effectively under tight deadlines and heavy workload within agreed upon parameters with minimal supervision or guidance and while exercising sound judgment is required.

--Strong analytical skills are required. Ability to conceptualize and present information in the most effective, easy-to-understand manner.

--Proven ability to communicate quickly, clearly, and concisely – both orally and in writing - in English.

--Strong written and verbal communication skills are required to resolve budget, activity implementation, and administrative issues with IPs and team members.

--Ability to work both independently and in a team environment.

--Ability to travel throughout Uganda with anticipated travel up to 30 percent of the time depending on the number and location of infrastructure/construction projects.

--Excellent computer skills (MS Word, Excel, Power Point, Project, and other relevant software) are required to analyze, monitor, and present information.

### 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 9 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 (50 points):**

--Demonstrated thorough technical knowledge of the field of engineering and construction management in which engaged and a demonstrated experience with allied sectors such as agriculture, environment, and/or health.

--Thorough knowledge of sound local and international engineering principles and practices including previous experience in project development, design, management, performance monitoring, and reporting.

--Demonstrated experience working within the donor community and in partnership with the Government of Uganda (GOU) in the areas of rural development.

**2. Work Experience (30 points):**

--Five years of progressively experience as an engineer responsible for planning, designing, and implementing infrastructure development projects is required.

--Experience must include at least two years with an international organization.

**3. Skills and Abilities (20 points):**

--Proven, demonstrated problem solving skills and ability to work calmly, tactfully, and effectively under tight deadlines and heavy workload within agreed upon parameters with minimal supervision or guidance and while exercising sound judgment is required.

--Strong analytical skills are required. Ability to conceptualize and present information in the most effective, easy-to-understand manner.

--Proven ability to communicate quickly, clearly, and concisely – both orally and in writing - in English.

--Strong written and verbal communication skills are required to resolve budget, activity implementation, and administrative issues with IPs and team members.

--Ability to work both independently and in a team environment.

--Ability to travel throughout Uganda with anticipated travel up to 30 percent of the time depending on the number and location of infrastructure/construction projects.

--Excellent computer skills (MS Word, Excel, Power Point, Project, and other relevant software) are required to analyze, monitor, and present information.

**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 civil engineering, engineering, infrastructure management, or related field from an accredited university is required.

Professional registration as an engineer with the Engineers Registration Board of Uganda is required.

Evaluation Factors have been assigned the following points:

Job Knowledge - 50 points

Work Experience - 30 points

Skills and Abilities - 20 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](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 must read: SOL NUMBER TITLE OF POSITION, LAST, FIRST CANDIDATE NAME OR (72061722R10010 Project Management Specialist (Infrastructure and Engineering) [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](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: 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
<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]**