



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061723R10012

ISSUANCE DATE: May 15, 2023

CLOSING DATE/TIME: June 14, 2023, 04:45 PM Uganda Time

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

Dear Prospective Offerors:

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

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

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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

Any questions must be directed in writing to the Point of Contact specified in Attachment 1 at:

kampalausaidjobs@usaid.gov

Sincerely,

Anne Martin
Acting Supervisory Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061723R10012
- 2. ISSUANCE DATE** May 15, 2023
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 14, 2023, 04:45 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov
- 5. POSITION TITLE:** Project Management Specialist (Global Health Security)
- 6. MARKET VALUE:** UGX 157,828,400 – 232,334,711 per annum, equivalent to FSN-11. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uganda. Final Compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract provisions and clauses and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply; always subject to the right of early termination.

The initial term of the contract will be five years, which shall include a probationary period of six months to a year. Employees who do not meet the required standards for their position during this probation period may be reassigned to another position or terminated at the convenience of the U.S. Government. Employees are expected to demonstrate qualifications and general suitability for continued employment during the probationary period. If with written justification, the probationary period may be extended for another period not exceeding six months.

- 8. PLACE OF PERFORMANCE:** Kampala, Uganda with possible travel as described in the Statement of Work.
- 9. ELIGIBLE OFFERORS:** “Cooperating Country National” shall mean the individual engaged to serve in the Cooperating Country under this contract.

10. SECURITY LEVEL REQUIRED: Employment Authorization

11. STATEMENT OF DUTIES:**(1) General Statement of Purpose of the Contract.**

The Project Management Specialist-Global Health Security (GHS) (the “Specialist”) leads efforts to improve and expand Global Health Security and pandemic preparedness, prevention, and response in Uganda. The GHS Specialist is a technical expert in the area of emerging infectious diseases in the country, with extensive experience working with national stakeholders including government, professional associations, and the private sector. The Specialist facilitates communication and ensures collaborative working relationships with high-level decision makers, as well as technical staff, in multiple government agencies, USAID Missions, USAID/ Washington counterparts, with other United States Government (USG) partners including the U.S. Centers for Disease Control and Prevention (CDC), U.S. Department of Defense (DOD), the Department of State, and other USG agencies, as well as other key stakeholders, including the World Health Organization (WHO), the Food and Agriculture Organization (FAO), and the World Organization for Animal Health (OIE). The jobholder provides strategic and technical leadership in the design and implementation of USAID GHS activities. As a senior health advisor for USAID, the Specialist represents USAID and the USG in national and international fora to advise on policies, strategies, and technical issues.

The Specialist will exercise programmatic oversight to manage and coordinate USAID's GHS activities in support of the Government of Uganda and their GHS roadmap and to prevent, detect, and respond to existing and emerging pandemic threats. The GHS Specialist will serve as an Agreement/Contracting Officer Representative (AOR/COR) and/or Activity Manager for USAID programs/projects/activities. As an AOR/COR, the Specialist monitors program performance and progress, identifies implementation achievements as well as problems in performance, and initiates appropriate actions in consultation with others, as appropriate.

The Specialist is a key member of the Health Office, Global Health Security Agenda (GHSA) Team. The jobholder reports to the GHS Lead Advisor or the Health Office Director or their designee and has no formal supervisory responsibility.

Note: This is a Standard Position Description (SPD), designed for use in multiple locations; for this reason, percentages of time for each Major Duty are omitted.

(2) Statement of Duties to be performed.

A. Program/Project/Activity Management

-- Lead the design of strategies, project mechanisms and activities for improved preparedness, prevention, detection and response for GHS and emerging infectious diseases. In addition, in close coordination with other Mission offices, support the design and procurement of bilateral mechanisms to support GHS implementation in the cooperating country.

--Serve as an AOR/COR and/or Activity Manager for GHS programs for the Mission's GHS and pandemic preparedness activities including: reviewing and approving implementing partners' (IPs) work plans, facilitating IP relationships and coordinating with local stakeholders (other IPs, host government counterparts, other development partners/donors, etc.) maintaining a schedule for and conducting regular site visits to review program implementation and meeting with beneficiaries, and based on the information collected during such visits, adjusting or recommending adjustments to programs/projects/activities as appropriate; overseeing IP compliance with all relevant USAID regulations and procedures, communicating regularly with IPs regarding USAID rules and regulations as well as their obligations to USAID and, taking a lead role in the preparation of the strategic and operational planning processes such as the USAID Country Development Cooperation Strategy and USAID Operational Plan. Keep his/her supervisor regularly informed of program implementation progress, results, and issues/problems on a timely basis.

-- Ensure that sub-awards and sub-contracts are given appropriate monitoring and oversight.

--Provide regular updates to GHS/Washington, Mission, and Health Office Leadership to maintain leadership level oversight and engagement on GHS program implementation in the cooperating country.

B. Technical Guidance and Program Planning

-- Provide technical guidance to the Mission, the National Government, and other development partners on infectious disease preparedness, prevention, detection, and response capacities in the cooperating country, including zoonotic diseases, One Health approaches, and GHS.

-- Provide technical guidance and direction on GHS and pandemic preparedness activities and ensure that activities are appropriately integrated with the Health Office and larger Mission activities. Support the integration of emerging disease and other activities that promote the advancement of GHS implementation in-country.

- Lead high-level advocacy and technical dialogue with host government ministries to ensure effective USAID support to the implementation of GHS activities, including advocacy to promote a One Health approach to addressing pandemic threats.
- Provide technical support/guidance to the host government during Joint External Evaluations; the outcomes of which will inform an effective roadmap to achieving Global Health Security Agenda (GHSA) targets.
- Keep abreast of new developments and emerging issues that affect USAID and GHS via literature review, conference/meeting attendance, as well as participation and facilitation at workshops, and training events. Advise accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID's approaches.
- In collaboration with Monitoring, Evaluation and Learning colleagues, contribute to the development of innovative monitoring and evaluation approaches and tools to support measuring the impact and outcomes of GHS and pandemic preparedness activities.
- Provide leadership in the preparation of key annual and mid-term planning and reporting documents including the Operational Plans, Congressional Budget Justifications, Progress Reports, and other ad hoc requests for information.

C. Representation and Coordination.

- Represent USG and USAID to high level USG diplomats, Senior Government Officials, and other external partners in the cooperating country as appropriate on technical matters regarding emerging infectious diseases - this includes both speaking and written communications.
- Develop and maintain relationships with ministries (Ministry of Agriculture, Ministry of Health, Ministry of Wildlife, and others) to ensure that assets can be coordinated and work with stakeholder governments to address gaps in National Action plans.
- Establish and maintain a coordination network among GHS partners in the country. Such partners include: bi-lateral donors, international organizations, national governments and their relevant ministries, private sector, international and local Non-Governmental Organizations (NGOs), etc. and use the coordination network to facilitate USAID GHS implementing partners in successful completion of work plan activities.
- During disease outbreak situations, ensure the Mission's GHS Team, and GHS implementing partners are closely coordinated with the GHS interagency response in supporting the host government.

(3) Supervisory Relationship.

The Specialist position is within the Mission's Health Office. Working under the supervision of the GHS Lead Advisor or the Health Office Director or their designee, the Specialist collaborates with other members in the cooperating country, spanning technical areas such as health systems strengthening, strategic information, monitoring and evaluation, and quality improvement. In carrying out workrelated duties and responsibilities, the jobholder is expected to function effectively with minimal supervision. Completion of tasks and assignments are reviewed regularly through required written documents and oral progress reports.

(4) Supervisory Controls.

Continuing supervision of other Health Office and/or Mission staff is not anticipated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Offers will be initially screened for compliance with application instructions and eligibility in accordance with the minimum qualification criteria listed below.

To ensure compliance with the entire set of this solicitation instructions (please see page 6 to 9 – III. EVALUATION AND SELECTION FACTORS and IV. SUBMITTING AN OFFER sections), **the offer package must be completed and signed (hand or electronic signature) where indicated - and offerors must include in their offers information to demonstrate that they:**

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

Education:

A Master's degree is required in public health, infectious disease, epidemiology, ecology, veterinary medicine or a related field.

Prior Work Experience:

At least five (5) years of public health and/or animal health and/or related experience in developing countries including at least two (2) years of experience working with USG, international public health and/or animal health organizations, such as the WHO, FAO, and OIE is required.

Language Proficiency:

Level IV (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required.

Job Knowledge:

- Strong technical understanding required of the nature of infectious diseases, including emerging infectious diseases threats.
- Strong knowledge required of the measures put in place to prevent, detect and rapidly respond to infectious disease threats.
- Excellent technical knowledge of internationally accepted guidelines, such as WHO International Health Regulations and One Health will be considered an asset.
- Knowledge of USAID policies, procedures, and reporting requirements is desirable.

Skills and Abilities:

- The jobholder must have excellent interpersonal and teamwork skills in a diverse, multi-cultural environment involving multiple government agencies, implementing partners and other stakeholders whose productive collaboration is essential for program success.

- This position requires the demonstrated ability to work independently and in a team environment and to effectively communicate highly technical information related to human health, animal health, and the environment to a variety of technical and non-technical audiences.
- The jobholder must demonstrate the ability to understand the strategic purpose and goals of stakeholders involved in epidemic prevention and control; ability to identify and solve problems and coordinate and support activities that lead to mutual success across the different sectors.
- S/he should have experience with USAID approved monitoring and evaluation methodologies including frameworks, data quality assurance, analysis reporting and best practices in data dissemination in international/resource poor settings.
- S/he must also have a high degree of judgment, maturity, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results.
- S/he must possess strong communication skills both verbal and written and must have good computer skills in use of Microsoft Office software (i.e. Excel, Word, Power Point) for data analysis and reporting.

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>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Offers will be initially screened for compliance with the solicitation instructions and eligibility in accordance with the qualification criteria below.

To ensure compliance with the entire set of this solicitation instructions (please see page 8 to 9, IV SUBMITTING AN OFFER section), **the offer package must be complete, and signed (hand or electronic signature) where indicated - and offerors must include in their offers information to demonstrate** that they have attained the required education level and meet the experience requirements, etc.

Offerors will be evaluated and ranked based on the information provided for the four Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Submitting 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 (35 points):

- Strong technical understanding required of the nature of infectious diseases, including emerging infectious diseases threats.
- Strong knowledge required of the measures put in place to prevent, detect and rapidly respond to infectious disease threats.
- Excellent technical knowledge of internationally accepted guidelines, such as WHO International Health Regulations and One Health will be considered an asset.
- Knowledge of USAID policies, procedures, and reporting requirements is desirable

2. Skills and Abilities (35 points):

- The jobholder must have excellent interpersonal and teamwork skills in a diverse, multi-cultural environment involving multiple government agencies, implementing partners and other stakeholders whose productive collaboration is essential for program success.
- This position requires the demonstrated ability to work independently and in a team environment and to effectively communicate highly technical information related to human health, animal health, and the environment to a variety of technical and non-technical audiences.
- The jobholder must demonstrate the ability to understand the strategic purpose and goals of stakeholders involved in epidemic prevention and control; ability to identify and solve problems and coordinate and support activities that lead to mutual success across the different sectors.
- S/he should have experience with USAID approved monitoring and evaluation methodologies including frameworks, data quality assurance, analysis reporting and best practices in data dissemination in international/resource poor settings.
- S/he must also have a high degree of judgment, maturity, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results.
- S/he must possess strong communication skills both verbal and written and must have good computer skills in use of Microsoft Office software (i.e. Excel, Word, Power Point) for data analysis and reporting.

3. Prior Work Experience (30 points):

At least five (5) years of public health and/or animal health and/or related experience in developing countries including at least two (2) years of experience working with USG, international public health and/or animal health organizations, such as the WHO, FAO, and OIE is required.

4. Education and Professional Qualifications (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. **Pass/Fail**

A Master's degree is required in public health, infectious disease, epidemiology, ecology, veterinary medicine, or a related field.

Evaluation Factors have been assigned the following points:

Job Knowledge - 35 points

Skills and Abilities - 35 points

Prior Work Experience - 30 points

Education and Professional Qualifications – **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 complete DS-174 Employment Application for Locally Employed Staff or Family Member (<https://eforms.state.gov/Forms/ds174.pdf>; [click at this link for latest version]. Offerors are required to complete sections 1 through 6 (use **additional pages**, if needed).

(ii) Cover letter (addressed to the USAID Supervisory Executive Officer) clearly indicating the position for which you are applying and describing how you meet the minimum requirements.

(iii) Complete curriculum vitae/resume. In order to fully evaluate your application, the resume must include:

(a) Paid and non-paid experience, job title, dates held (month/year). **Please specify unpaid or part time work. Any experience that does not include dates (month/year) will not be counted towards meeting the solicitation requirements. (NOTE: Resume and DS-174 work experience should match.)**

(b) Specific duties performed that fully detail the level and complexity of the work.

(c) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards, or accomplishments.

(d) Name and contact information (phone and email) of three (3) professional references. At least one of the references must be a prior or current direct supervisor.

(iv) Supplemental [separate] document specifically addressing each QRF as outlined in the solicitation.

(v) **Copies of Academic Transcripts.**

(vi) **Offers should be in Adobe Acrobat (.pdf). No other file types will be accepted. All documents should be scanned into one (1) document (one (1) ATTACHMENT) which should not exceed 10MB.**

Documents should be arranged and scanned in this order:

- (1) DS-174
- (2) Cover Letter
- (3) Complete Curriculum vitae/resume
- (4) Supplemental documents
- (5) Academic Transcripts

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

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

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

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

For this position, the subject line of the email MUST read:

SOL NUMBER TITLE OF POSITION, LAST, FIRST CANDIDATE NAME –
Ex: 72061723R10012 Project Management Specialist (GHS), Smith, Jose

4. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors. Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

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: APPRO: 72-1921/221031 BBFY/Fund: GH-C-AI/2021/2022 OBL: 617-MO-2022-FSN-SALARIES-PIOET	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]