



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061722R10016

ISSUANCE DATE: May 2, 2022

CLOSING DATE/TIME: May 31, 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- (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.

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 M. Martin
Digitally signed by
Anne M. Martin
Date: 2022.04.21
10:22:49 +03'00'

Anne Martin
Deputy Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061722R10016
- 2. ISSUANCE DATE:** May 2, 2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** May 31, 2022, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov
- 5. POSITION TITLE:** Project Management Specialist (Local Partner/Organizational Development)
- 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**

As countries progress towards HIV/AIDS epidemic control, the point at which new HIV infections have decreased and fall below the total number of deaths among HIV-infected individuals, care and treatment for people living with HIV (PLHIV) is critically important, both to keep PLHIV alive and healthy, but also for treatment as prevention – reducing the amount of virus in a person’s blood to undetectable levels so that there is effectively no risk of transmission. The President’s Emergency Plan for AIDS Relief (PEPFAR) has set an ambitious goal of transitioning 70% of programming to local partners by 2021. Local partners have been closely involved in the HIV response and throughout the PEPFAR program, and this effort will help advance countries along their journey to self-reliance.

The Project Management Specialist - Local Partner/Organizational Development (the “Specialist”) is an expert specialized in working with local organizations to strengthen their organizational capacity to deliver HIV/AIDS and other social services and fulfill their respective mission. The Specialist serves as an expert to help build

the capacity of local partners in development and improvement organizational systems and policies that meet rigorous standards, including U.S. government requirements through hands on mentorship and coaching with an emphasis on community level interaction and feedback systems. The Specialist oversees the USAID Health Office's efforts to transition awards to local partners and represents the agency's efforts to the Ministry of Health (MOH), USG interagency, international, and bilateral organizations and other development partners in-country. In this capacity, the incumbent spends a significant amount of time engaging directly with local partners both locally and in the field.

(2) Statement of Duties to be performed.

A. Technical and Strategic Leadership

1. Serve as USAID's technical expert on the organizational development of local (indigenous) partner organizations and provide senior/high level technical guidance to the Mission, the PEPFAR interagency team, the host country government, notably the MOH, and to other development partners on issues pertaining to organizational development.
2. Provide overall guidance and direction to the capacity strengthening of local (indigenous) partner organizations, and oversee the implementation of organizational development plans, ensuring requisite technical support is available to partners to support these efforts.
3. Provide expert technical assistance and support to local partner organizations in the following organizational development areas: governance; administration; human resources; financial management; organizational management; and project management.
4. Work closely with Technical Advisors to ensure the quality of programs implemented by local partner organizations are simultaneously being addressed.
5. Provide expert advice and guidance to other HIV/AIDS Team colleagues on matters related to organizational development and capacity building of local partner organizations.
6. Provide oversight to annual HIV funding directed to local partner organizations and ensure costs related to organizational development are allocated appropriately and utilized effectively.
7. Through literature review, research, and regular communication with local and international stakeholders, keep abreast of emerging developments in organizational development approaches, especially as they pertain to indigenous organizations and the national and global HIV care and treatment landscape, and advise accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID's approaches.
8. In collaboration with the Strategic Information Team, advise on the development of tools (such as dash boards) that support monitoring organizational development and continuous learning and adapting.
9. Provide strategic and technical leadership in the preparation of key annual and mid-term planning and reporting documents including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports.
10. Support PEPFAR's annual budget preparation process, providing technical assistance to USG financial teams and technical working groups in completing the PEPFAR Funding Allocation to Strategy Tool (FAST) and any other new tools that may be provided for use in the planning processes.
11. Participate in and ensure the effectiveness of Site Improvement Monitoring System (SIMS) and other field visits.

12. Identify and arrange for procurement of short-term technical assistance (STTA) and ensure that objectives and outcomes of the STTA are consistent with and support the furtherance of the Mission HIV/AIDS portfolio.
13. Organize site visits and prepare orientation materials for delegations from OGAC, USAID Headquarters, State Department, and other agencies.

B. Program/Project/Activity Management

1. Serve as Contracting or Agreement Officer's Representative (COR/AOR) or Activity Manager (AM) for the Mission's HIV activities awarded to local partners, with responsibility for 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.
2. Conduct site visits as required in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency, and judicious use of USG funding.

C. Representation and Reporting

1. Represent USAID and PEPFAR at designated national, regional and international meetings that relate to organizational development and local partners, including regular participation in national level technical working groups and related committees.
2. Represent USAID on the inter-agency USG PEPFAR on issues pertaining to organizational development and local partners.
3. As requested by the Mission Director, Health and HIV Office Director or HIV/AIDS and TB Unit Leader, represent USAID at meetings outside of the HIV/AIDS field when needed.
4. As a member of the PEPFAR Team, respond flexibly and capably to a wide range of work-related requirements including responding to requests for information from HQ, Congress and OGAC.
5. Using diplomacy and technical acumen, establish and maintain strategic working relationships with senior MOH and other relevant Ministry officials at the national and district level, development partners, civil society organizations, faith-based organizations, private sector health counterparts, and professional associations to enhance regular and timely sharing of information on issues related to local partners and organizational development, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs.

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 Specialist will report to the HIV/AIDS Team Lead in the Health Office in USAID. The Specialist is expected to work independently in carrying out responsibilities. The Specialist develops annual work objectives in consultation with the supervisor. 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 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:

Continuing supervision of other Division and Office staff is not anticipated. The Specialist may be assigned as a group/Team Leader but will not serve as a full supervisor. The Specialist is expected to serve as mentor to COR/AORs, Assistant-level staff, and to provide other work guidance as assigned. The Specialist will supervise/oversee short and medium- term technical contractors and TDYers. The Specialist will write interim reviews for long term TDYers and contractors. The Specialist will provide mentoring and coaching to USAID's HIV/AIDS Team in key areas of organizational development and capacity building of local partner institutions.

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:

Master's degree in a relevant profession: public health, public administration, international development, accounting, law, business, finance, contracting, economics, industrial management, marketing, quantitative methods, and/or organization or management.

Prior Work Experience:

--A minimum of five (5) years of progressively responsible experience in organizational development, development program management, and/or health systems development in a developing country context.

--At least two years' experience in a development-oriented workplace such as: USAID, donor agencies, host country government, private-sector institutions, or other related organization.

Language Proficiency:

Level 4 (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required. Language proficiency may be tested.

Job Knowledge:

--In-depth professional-level knowledge in one or more of the following areas: governance; administration; human resources; financial management; organizational management; and project management.

--Superior knowledge and understanding of organizational development and capacity strengthening of local organizations.

--Extensive and detailed knowledge of USAID rules and regulations and compliance issues as they pertain to acquisition and assistance awards to implementing partners.

--Demonstrated knowledge of the overall health sector context, of PEPFAR and its current priorities, as well as the key aspects of US Government foreign assistance to the host country.

Skills and Abilities:

--Strong skills in communication (verbal and written), advocacy and networking.

--Strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results.

--Outstanding ability to exercise flexibility to be able to accept and react to evolving planning and implementation contexts.

--Demonstrate excellent computer skills including skills with Microsoft Office, web-based databases, and electronic filing.

--Demonstrated initiative and offering leadership in reviewing the progress of programs and projects under his/her responsibility, including performance reports, pipeline management, program implementation reviews, as well as fulfilling other USAID and USG reporting requirements.

--Demonstrates timely decision-making ability and extensive judgment in planning and carrying out tasks, using diplomacy and tact.

--Ability to travel regularly to the offices of local partners, both locally and in the field.

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 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 – 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):

--In-depth professional-level knowledge in one or more of the following areas: governance; administration; human resources; financial management; organizational management; and project management.

--Superior knowledge and understanding of organizational development and capacity strengthening of local organizations.

--Extensive and detailed knowledge of USAID rules and regulations and compliance issues as they pertain to acquisition and assistance awards to implementing partners.

--Demonstrated knowledge of the overall health sector context, of PEPFAR and its current priorities, as well as the key aspects of US Government foreign assistance to the host country.

2. Work Experience (35 points):

--A minimum of five (5) years of progressively responsible experience in organizational development, development program management, and/or health systems development in a developing country context.

--At least two years' experience in a development-oriented workplace such as: USAID, donor agencies, host country government, private-sector institutions, or other related organization.

3. Skills and Abilities (25 points):

--Strong skills in communication (verbal and written), advocacy and networking.

--Strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results.

--Outstanding ability to exercise flexibility to be able to accept and react to evolving planning and implementation contexts.

--Demonstrate excellent computer skills including skills with Microsoft Office, web-based databases, and electronic filing.

--Demonstrated initiative and offering leadership in reviewing the progress of programs and projects under his/her responsibility, including performance reports, pipeline management, program implementation reviews, as well as fulfilling other USAID and USG reporting requirements.

--Demonstrates timely decision-making ability and extensive judgment in planning and carrying out tasks, using diplomacy and tact.

--Ability to travel regularly to the offices of local partners, both locally and in the field.

4. Education (pass/fail):

Offerors will be given a passing score if they have a relevant level of education. Offerors without a relevant level of education will not be considered for award or proceed forward in the evaluation process.

Master's degree in a relevant profession: public health, public administration, international development, accounting, law, business, finance, contracting, economics, industrial management, marketing, quantitative methods, and/or organization or management.

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 **signed (hand or electronic signature)** (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:

- (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 employer 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: 72061722R10016_Project Management Specialist (Local Partner/Organizational Development) Smith, Jose

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
<u>AAPD 21-04 Revision 3 (PDF 382K)</u>	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> <u>AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities.</u> [165K PDF] <u>AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts</u> [166K PDF] <u>AAPD 21-04 ATTACHMENT 6: Overview of</u>	<u>Applicability of FAR 52.223-99</u> [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
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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]