



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061722R10002

ISSUANCE DATE: October 20, 2021

CLOSING DATE/TIME: November 19, 2021, 4:45:00 PM Uganda Time

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

Dear Prospective Offerors:

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

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

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

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

Sincerely,

Sean Mendoza
Supervisory Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061722R10002
- 2. ISSUANCE DATE:** October 20, 2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** November 19, 2021, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** Grace Nakaddu, EXO Specialist, gnakaddu@usaid.gov or 0414-306-001.
- 5. POSITION TITLE:** Project Management Specialist (Maternal and Child Health/Family Planning) (MCH/FP)

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 (Maternal and Child Health/Family Planning) (MCH/FP) position located in the USAID/Uganda Office of Health and HIV/AIDS (OHH), Family Health Unit.

The PMS provides technical and professional leadership to plan, implement, monitor, and oversee mission supported maternal and child health activities, servers as Agreement Officer’s Representative/Contracting Officer’s Representative (AOR/COR) responsible for planning, designing, organizing, directing, and coordinating development programs and monitoring and evaluation of activities

implemented, reports to the Family Health Deputy Unit Leader and has no direct supervisory responsibility.

The PMS facilitates communication and ensures collaborative working relationships with high-level decision makers, as well as technical staff, in the Ministry of Health, Regional Health Bureaus, USAID/Washington counterparts, with other government entities, and with other donors and non-governmental organizations working in the health sector.

The PMS must have a detailed understanding of global health issues, as well as the entire USAID health portfolio, in order to represent USAID and the U.S. Government (USG) in various high-level governing bodies key to family health; serve on Government of Uganda (GoU) and donor technical working groups to advance the policy objectives of the USG and to support coordination and harmonization of health activities in Uganda; and, provides essential communication and liaison within USAID offices and with other USG agencies.

(2) Statement of Duties to be performed.

A. Technical Responsibilities - (45%)

1. Provide overall strategic guidance, sound technical advice to a total of eighteen activities which receive MCH funds annually in public and private sector.
2. Represent USAID and the USG in national and international fora to advise on maternal, neonatal child health policies, strategies, and technical issues. Keep abreast of information, trends, and breakthroughs including MCH technologies, and shares this with USAID MCH Implementing Partners (IPs), and OHH colleagues. Liaises with all other relevant OHH teams, MCH implanting partners, to implement and scale up Saving Mothers, Giving Life (SMGL) approaches, and strategies.
3. At policy level, The PMS will closely work with MOH, UN agencies and other major MCH stakeholders to ensure implementation of MCH related policies and guidelines and to update and revise current policies and guidelines to meet identified new challenges.
4. Support the adaptation and piloting of WHO quality of care standards for maternal newborn and child health care among the RHITES regions; refine, popularize, and scale up the unbranded SMGL package based on the SMGL principles.
5. As the USAID key liaison for MCH projects, identify opportunities and further engage with Ministry of Health (MOH) to ensure that USAID has adequate information about this project to enable USAID to contribute to our learning.

B. Program Management - (35%)

Provide oversight of activities related to the MCH program in USAID/Uganda's cooperative agreements/contracts. Key program management activities include:

1. Serve as AOR/COR or Activity Manager for a variety of programs/projects/activities in the MCH portfolio
2. Maintain 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

3. Review annual work plans and performance reports to ensure IPs are in compliance with bilateral government agreements, and with performance expectations;
4. Ensure IPs are in compliance with all relevant USAID regulations and procedures, communicating regularly with IPs regarding USAID rules and regulations as well as their obligations to USAID;
5. Take a lead role in the preparation of the strategic and operational planning processes such as the Country Development Cooperation Strategy and USAID Operational Plan, as well as participating in the annual PEPFAR Country Operational Plan and Malaria Operational Plan.
6. As applicable, the PMS will give technical guidance regarding MCH related areas to programs with a cross-cutting focus.
7. Work closely with the Project Managers of the different Performance Appraisal Documents (PADS) where a number of activities receiving MCH resources fall, to ensure that the goals and objectives of the PADS are realized.
8. Participate in Mission review of technical proposals in the area of MCH and integrated health service delivery.
9. Assists in the planning of high level USG and SMGL partner site visits to Uganda. Organizes field trips, conferences, and seminars and ensures maximum participation by target audiences. Writes briefing and shares necessary reports.
10. Manage interactions with partners including helping to develop sustainable strategies to facilitate medium to long-term impact of partner activities, providing direction and capacity strengthening, etc.

C. Interagency Coordination - (20%)

Represent USAID/Uganda at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs agency officials on the results of such meetings and prepares written reports for submission to other interested parties.

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 Family Health Deputy Unit Leader. Assignments are made orally and in writing, with a discussion of any elements of the assignment that may be new or to determine priority. Most assignments are self-generated, and occur in the normal course of the work, but the incumbent determines those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The PMS must seek advice and assistance as required. Work is reviewed in terms of results achieved.

(4) Supervisory Controls:

None.

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. PRESENTING AN OFFER sections), **the offer package must be completed and signed—where indicated - and offerors must include in their offers information to demonstrate that they:**

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

Education:

Master's degree in, Public Health, Medicine, Population studies or other relevant degree is required.

Prior Work Experience:

Five to seven (5-7) years of progressively responsible, professional- experience in health sector management preferably in maternal, neonatal and child health;

Work experience should include at least three years of strategy, and policy development working with the GOU, donor and/or private institutional structures in maternal and child health and nutrition. Experience must have provided the opportunity for project design, program planning, and/or implementation;

Demonstrated experience in coordination of large-scale projects or working in teams is required.

Language Proficiency:

Level IV (fluent) English language proficiency, speaking and writing, is required.

Job Knowledge:

In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to maternal child health in Uganda and/or the region, is required;

Mastery of a variety of health development areas, including HSS, health care reform, health care financing, health information systems, human resources development, logistics systems and commodity supply;

Demonstrated knowledge and understanding of the economic, political, social, and cultural characteristics of Uganda; and, the economic developments, resources, resource constraints, development prospects and priorities of Uganda and/or the region;

Working knowledge of USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities.

Skills and Abilities:

Strong interpersonal, analytical, and communications skills required;

Ability to order priorities and manage several activities simultaneously;

Ability to work effectively in a team environment and coordinate well with others, particularly mid- and senior- level officials;

Excellent computer skills including Word, Excel, Database software, E-mail, and the internet;

Strong management skills, including financial management, administrative, and monitoring skills to track the performance of implementing partners and activities;

Analytical ability is required in order to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans;

Ability to travel to regions and districts within Uganda for field work, up to 10% of the time;

Exceptional diplomacy, tact, cultural sensitivity, and team participation are also required, in order to establish and maintain effective working relationships within USAID and with implementing partners and the interagency team.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306©](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

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 – 9, IV. PRESENTING AN OFFER section), **the offer package must be complete and hand signed—where indicated - and offerors must include in their offers information to demonstrate that they** have attained the required education level and meet the experience requirements, etc.

Offerors will be evaluated and ranked based on the information provided for the four Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Presenting an Offer 1 (iv).

Offerors **must**, therefore, **address each of the four Quality Ranking Factors (QRFs) in their offer.** Top-ranked Offerors who meet the minimum qualification will be invited for an interview and given a written evaluation.

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The four Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Presenting an Offer 1 (iv) are:

1. Job Knowledge (40 points):

--In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to maternal child health in Uganda and/or the region, is required;

--Mastery of a variety of health development areas, including HSS, health care reform, health care financing, health information systems, human resources development, logistics systems and commodity supply;

--Demonstrated knowledge and understanding of the economic, political, social, and cultural characteristics of Uganda; and, the economic developments, resources, resource constraints, development prospects and priorities of Uganda and/or the region;

--Working knowledge of USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities.

2. Prior Work Experience (35 points):

--Five to seven (5-7) years of progressively responsible, professional- experience in health sector management preferably in maternal, neonatal and child health;

--Work experience should include at least three years of strategy, and policy development working with the GOU, donor and/or private institutional structures in maternal and child health and nutrition. Experience must have provided the opportunity for project design, program planning, and/or implementation;

--Demonstrated experience in coordination of large-scale projects or working in teams is required.

3. Skills and Abilities (25 points):

Strong interpersonal, analytical, and communications skills required;

Ability to order priorities and manage several activities simultaneously;

Ability to work effectively in a team environment and coordinate well with others, particularly mid- and senior- level officials;

Excellent computer skills including Word, Excel, Database software, E-mail, and the internet;

Strong management skills, including financial management, administrative, and monitoring skills to track the performance of implementing partners and activities;

Analytical ability is required in order to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans;

Ability to travel to regions and districts within Uganda for field work, up to 10% of the time;

Exceptional diplomacy, tact, cultural sensitivity, and team participation are also required, in order to establish and maintain effective working relationships within USAID and with implementing partners and the interagency team.

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, Public Health, Medicine, Population studies or other relevant degree 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. PRESENTING AN OFFER

1. Eligible Offerors are required to complete and submit (**Requirements (i) - (v) below are critical for compliance of the offer. Therefore, candidates MUST pay due attention to these:**

(i) A typed and **hand signed** (around Section 6 – Declaration) DS-174 Employment Application for Locally Employed Staff or Family Member (<https://eforms.state.gov/Forms/ds174.pdf>; Version Exp. 06/2022). Offerors are required to complete sections 1 through 6. (Make sure to use **additional Work Experience pages (Section 4)**, if needed, to provide complete work history).

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

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

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

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

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

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

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

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

(vi) **Offers should be in a standard file type such as Microsoft Word (.doc) or Adobe Acrobat (.pdf). All should be in one document which should not exceed 10MB.**

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

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

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

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

V. LIST OF REQUIRED FORMS FOR PSC HIRES

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

VI. BENEFITS/ALLOWANCES

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

VII. TAXES

Successful Offeror will be subject to Ugandan tax laws.

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

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

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

2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. 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/2019/2020 Appro: 72-1919/201031 617-MO-2021-FSN-SALARIES-MCH	1	LOT	UGX TBD	UGX TBD at Award after negotiations with Contractor

3. Acquisition & Assistance Policy Directives and Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts (<https://www.usaid.gov/work-usaid/aapds-cibs>).

AAPD/CIB No.	Title/Issued Date	Subject Category
AAPD 21-01 (PDF 221K)	Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J – March 26, 2021	Acquisition Management

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

[END SOLICITATION]