



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061721R10013

ISSUANCE DATE: July 21, 2021

CLOSING DATE/TIME: August 20, 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:** 72061721R10013
- 2. ISSUANCE DATE:** July 21, 2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** August 20, 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 (Nutrition & Child Health)
- 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 (Nutrition & Child Health) position.

The position is located in the USAID/Uganda Office of Health and HIV/AIDS (OHH). The OHH is responsible for one of USAID's largest and most complex bilateral assistance health programs. Currently, there are six technical units: 1: Health System Strengthening Unit (HSS), 2: President's Malaria Initiative Unit (PMI), 3: the HIV & TB Unit (HIV/TB) and its PEPFAR sponsored activities, 4: Family Health Unit (FHU), 5: Strategic Information Unit (SI) which provides support to the Office and other technical teams,

and 6: Global Health Security Agenda (GHSA) and Emerging Pandemic Threats Unit. The OHH Team is headed by a U.S. Foreign Service Officer who reports directly to the Mission Director.

The Project Management Specialist (Nutrition and Child Health) is a member of the FHU which is responsible for providing technical and program expertise to the Health and HIV/AIDS units under OHH. The primary responsibility is to provide project management and technical advice on child health and nutrition to members of the OHH Team. The portfolio includes nutrition (all aspects), child health (including immunization and childhood illnesses), and water and sanitation. The PMS serves as A/COR of a variety of programs related to child health, nutrition, and WASH, including Child Survival and Health Grants and Field Support Nutrition projects. In addition, the PMS provides significant technical assistance on bilateral projects related to all aspects of child health. In order to advise the Mission on issues related to child health and nutrition, the specialist keeps abreast of current publications and information on international child health and nutrition, and its programming in developing countries. The PMS leads in designing relevant programs, contributing to design of other programs, and evaluation of child health and nutrition activities. The PMS works on integrating nutrition and child health with other initiatives within the OHH portfolio, such as working with the HIV/AIDS Team to strengthen their nutrition and child survival programming, particularly as it relates to orphans and other vulnerable children (OVC), prevention of mother to child transmission (PMTCT) programs, and nutritional rehabilitation of, malnourished people living with HIV. Develops guidelines, assists, and advises on integrating child health and nutrition into other areas within the Mission, including health, education, and economic growth.

(2) Statement of Duties to be performed.

a. Technical advice and advocacy – 55%

Serves as Mission point of contact for all matters related to child health and nutrition Works to ensure technical and programmatic synergy within USAID/Uganda-supported child health, WASH, and nutrition activities, and those of GoU and other development partners by facilitating the exchange of technical information and identifying and fostering opportunities for partnership on technical and programmatic activities. Participates as USAID representative in national-level technical, programmatic, and policy meetings, and in consultations with other donors, government officials, and IPs.

Develops policies and guidelines to integrate child health, nutrition, and WASH activities into other areas of health, particularly HIV/AIDS education and social protection. Works closely with the HIV/AIDS Team on nutrition, including participating in working groups related to OVC, PMTCT, care and treatment, providing technical advice and guidance, advising on projects related to OVC, people living with HIV/AIDS, and PMTCT programs offering nutritional support. Advises on school health, nutrition and WASH programs, and emergency nutrition programs as they occur in country.

Advocates for child health and nutrition programs, and for funding in the OHH portfolio in order to achieve targets within the OHH performance monitoring plan. Ensures that USAID programs contribute to relevant National Development Plans and Sustainable Development Goals (SDG).

Provides technical and programmatic support, including developing PowerPoint presentations and talking points, and serving as site officer for high level delegations, other visitors, and overall USG and USAID Mission needs. Supports the OHH Team and the Mission in developing operational plans, such as the PEPFAR Country Operational Plan, the Malaria Operational Plan, and the Agency Operational Plan. Responds to reporting requirements and requests from the Mission, USAID headquarters, and others, as needed.

b. Program/Project Management – 45 %

Manages a diverse portfolio including immunization, child health, water and sanitation, and nutrition. As the primary nutrition Specialist, the incumbent is responsible for child health nutrition activities, and providing support to HIV/AIDS nutrition activities in addition to the aspects of nutrition within the Feed the Future initiative and HATO. Nutrition activities include micronutrients, breastfeeding, infant and young child feeding, maternal nutrition, and nutrition and HIV/AIDS.

Serves as A/COR and program/project/activity manager. Provides review and approval of work plans, budgets, performance monitoring plans, quarterly and annual reports, and other key documents for managed activities. Provides guidance on new program initiatives, drafts program documents to secure funding and implement activities, and manages the relationships between USAID and implementing partners (IPs) implementing child health nutrition and WASH activities. Provides technical assistance in capacity building, planning, implementation, monitoring, and evaluation to key USAID governmental and non-governmental partners, to ensure that they develop measurable plans and objectives for implementation of innovative child health, nutrition, and WASH projects. Based on skills and knowledge in financial and program management, provides oversight to ensure that USAID-supported child health, nutrition and WASH programs achieve anticipated results, are linked to and enhance attainment of OHH Strategic Objectives, are aligned with GoU priorities, and are implemented within the framework of USG foreign assistance policies. Conducts regular site visits to monitor activity progress, and to provide technical and programmatic recommendations.

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 FH Unit Leader and collaboratively with other members of the Health and OHH Teams. Assignments are primarily in terms of program objectives and desired results. Accomplishments are evaluated for conformance with policy and accomplishment of USAID/Uganda objectives and individual work objectives through periodic and annual evaluations.

(4) Supervisory Controls:

Position is non-supervisory.

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:

--Bachelor's degree in nutrition, public health, international health development, or a closely related degree.

--A Master's degree is highly desired.

Prior Work Experience:

--From 5 to 7 years of progressively responsible professional experience working in the health or development field in Uganda.

--Three years of this experience should be in direct management of non-governmental activities in health or development; including designing, implementing, monitoring, and evaluating activities.

--This experience should have provided experience in the delivery of child health and nutrition programs, and relevant experience working or collaborating with other donors, governments, international organizations, etc.

Language Proficiency:

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

Job Knowledge:

--In-depth professional-level knowledge of technical and programmatic approaches, concepts, and practices, especially as they relate to child health, nutrition, WASH integration of nutrition into HIV in Uganda and the region, is required.

--Significant knowledge of project design, planning, implementation, and monitoring is required.

--A thorough knowledge of the concepts, principles, techniques, and practices of Uganda's child health and nutrition policies and programs is required.

A thorough knowledge and understanding of the economic, political, social, and cultural characteristics of Uganda, and the economic development, resources, in particular as it relates to child health and nutrition programs in Uganda, including current trends and directions, is expected.

Skills and Abilities:

--Must be able to work effectively with mid- and senior-level public and civil service officials from the GoU and development partners.

--Must be able to work effectively in a team environment, and to coordinate well with others.

--Must be able to develop effective and collaborative managerial relationships with IPs.

--Excellent writing and computer skills, to prepare project documentation, presentations, regular and adhoc reports, etc., are required.

--Diplomacy, tact, cultural sensitivity, and team participation skills are required, in order to establish and maintain effective working relationships within USAID, and with the public and private sectors.

--Excellent organizational skills are required in order to multi-task and stay organized in a complex, frequently changing environment.

--Demonstrated advanced analytical skills and problem solving, as well as the ability to effectively manage stress and conflict, is required.

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 technical and programmatic approaches, concepts, and practices, especially as they relate to child health, nutrition, WASH integration of nutrition into HIV in Uganda and the region, is required.

--Significant knowledge of project design, planning, implementation, and monitoring is required.

--A thorough knowledge of the concepts, principles, techniques, and practices of Uganda's child health and nutrition policies and programs is required.

A thorough knowledge and understanding of the economic, political, social, and cultural characteristics of Uganda, and the economic development, resources, in particular as it relates to child health and nutrition programs in Uganda, including current trends and directions, is expected.

2. Prior Work Experience (35 points):

--From 5 to 7 years of progressively responsible professional experience working in the health or development field in Uganda.

--Three years of this experience should be in direct management of non-governmental activities in health or development; including designing, implementing, monitoring, and evaluating activities.

--This experience should have provided experience in the delivery of child health and nutrition programs, and relevant experience working or collaborating with other donors, governments, international organizations, etc.

3. Skills and Abilities (25 points):

--Must be able to work effectively with mid- and senior-level public and civil service officials from the GoU and development partners.

--Must be able to work effectively in a team environment, and to coordinate well with others.

--Must be able to develop effective and collaborative managerial relationships with IPs.

--Excellent writing and computer skills, to prepare project documentation, presentations, regular and adhoc reports, etc., are required.

--Diplomacy, tact, cultural sensitivity, and team participation skills are required, in order to establish and maintain effective working relationships within USAID, and with the public and private sectors.

--Excellent organizational skills are required in order to multi-task and stay organized in a complex, frequently changing environment.

--Demonstrated advanced analytical skills and problem solving, as well as the ability to effectively manage stress and conflict, is required.

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 nutrition, public health, international health development, or a closely related degree. A Master's degree is highly desired.

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>

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-GFSI/2019/2020 Appro: 72-1919/201031 617-MO-2021-FSN-SALARIES-NUTR | 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>).

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/OGE%20Regulations>.

[END SOLICITATION]