



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061722R10012

**ISSUANCE DATE:** March 21, 2022

**CLOSING DATE/TIME:** April 19, 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](mailto:kampalausaidjobs@usaid.gov)

Sincerely,

Sean  
Mendoza

Digitally signed by  
Sean Mendoza  
Date: 2022.03.11  
14:50:21 +03'00'

Sean Mendoza  
Supervisory Executive Officer

**I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72061722R10012
- 2. ISSUANCE DATE:** March 21, 2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 19, 2022, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: [kampalausaidjobs@usaid.gov](mailto:kampalausaidjobs@usaid.gov)
- 5. POSITION TITLE:** Project Management Specialist (Policy)
- 6. MARKET VALUE:** UGX 118,018,022 – 173,277,435 per annum, equivalent to FSN-10. 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 (Policy) position located in the USAID/Uganda’s Economic Growth (EG) Office - Private Sector and Policy Unit (PSPU).

The PSPU leads best practices for developing and managing partnerships and relationships related to the private sector. It also negotiates with potential resource partners and manages a Mission investment facilitation mechanism. While the PSPU sits in the EG Office, it supports USAID/Uganda Mission’s entire private sector involvement, including Democracy, Rights, and Governance Office; Education, Youth and Child Development Office; and Office of Health and HIV/AIDS portfolios. As part of the

PSPU, the Policy Specialist supports the economic growth program areas in the Country Development Cooperation Strategy (CDCS).

The Policy Specialist's primary purpose is to manage policy development and implementation activities within USAID/Uganda's EG portfolio that aim to promote a sustainable private sector business enabling environment. The Policy Specialist's major responsibilities include program management, providing technical expertise, managing professional relationships, and strengthening effective policy dialogue at various levels of government. In his/her work with the Government of Uganda (GOU), the Policy Specialist advocates for increased public resource allocation and budgeting for economic growth promotion.

The Policy Specialist ensures that the Mission has the necessary technical expertise to address policy issues related to the promotion of an enabling environment for the private sector and the multiple program areas of the EG objectives as described in the CDCS. In particular, the Policy Specialist focuses on policies, laws, regulations, and procedures relevant to economic growth; private sector competitiveness; improved resilience; reduced malnutrition, and; improving the Ugandan government's capability to implement policy.

In addition to the PSPU, the EG Office has four other units: Agriculture Sector Development, Resilience and Nutrition, Environment and Natural Resources Management, and Program Support. The Policy Specialist shares responsibility with other EG team members to achieve the EG Office's program objectives.

The Policy Specialist reports to the PSPU Unit Leader.

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

### **Program Management (50 percent of time)**

The Policy Specialist provides technical and administrative oversight of activities related to policy development and implementation that promote a private sector business enabling environment, and partnerships. The Policy Specialist also works on the investment climate for agriculture, and land tenure and gender issues.

The Policy Specialist manages and monitors contracts and agreements, and implementing partners to ensure timely and effective achievement of targeted results. When the Policy Specialist has specific responsibility to manage a contract, grant, or cooperative agreement as an Activity Manager or Agreement/Contracting Officer's Representative (AOR/COR), he/she oversees and monitors these instruments using USAID principles, approaches, and regulations.

The Policy Specialist will typically perform the following tasks:

- a) Provide technical direction and guidance to targeted program stakeholders and partners to increase the quality of their products and services.
- b) Provide administrative oversight and management of USAID contracts and agreements to ensure effective cost control.
- c) Monitor contracts and agreements to ensure compliance with requirements and make timely recommendations for necessary adjustments.

d) Conduct periodic field visits to contractor and grantee activities to activity beneficiaries' satisfaction and make actionable recommendations.

e) Conduct briefings and site visits for high-level managers from the Mission, Embassy, and Washington, D.C.

**Provide Technical Expertise (25 percent of time):**

The Policy Specialist provides technical expertise on promoting a private sector business enabling environment in Uganda, including agribusiness policy development and implementation. The Policy Specialist actively participates in Mission dialogue on issues relating to private sector development, implementation of public and private sector policy frameworks, and the enhancement of the conditions and opportunities for doing business in Uganda.

The Policy Specialist maintains up-to-date information on development trends, competitiveness issues, and market-based information systems in the agriculture sector value chains where USAID is intervening. The Policy Specialist uses this information to advise other members of the Mission on public policy issues relevant to the successful achievement of the economic growth objectives in the Country Development Cooperation Strategy (CDCS) .

The Policy Specialist provides leadership for policy development and implementation by building and sustaining public and private sector relationships, managing the complexity and interdependency of policy implementation, and managing expectations among stakeholders.

The Policy Specialist will typically perform the following tasks:

a) Manage and analyze data and information to facilitate evidence-based policy development, decision-making, and implementation.

b) Lead the development of effective institutional capacities, processes, and systems in public and private sector organizations so that they can better fulfil their mandates.

c) Track, assess, and document lessons learned from the progress of public policy implementation and make recommendations on potential adjustments to policy positions.

d) Support operational dialogue, coordination, networking, and collaboration among key stakeholders and partners involved in the implementation of national policy instruments.

e) Recommend ways USAID can consistently and comprehensively integrate private sector engagement policies into programming.

f) Be the point of contact for guiding and informing EG's strategic planning and program design related to policy and promoting a private sector business enabling environment.

**Manage Relationships (25 percent of time):**

The Policy Specialist develops and maintains professional contacts with GOU institutions, ministries, and agencies. The Policy Specialist must maintain a broad network of private sector associations, firms, local academic and business communities, and other relevant policy entities to help maximize the impact of the Mission's interventions.

The Policy Specialist keeps track of relevant public policy reform activities led by other donors such as the European Union, International Fund for Agricultural Development, the World Bank, and others. The Policy Specialist uses this information to update the Mission on issues regarding sector-wide interventions.

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 immediate supervisor is the PSPU Unit Leader, who provides guidance and mentoring on the Policy Specialist’s technical and managerial performance.

**(4) Supervisory Controls:**

The position is non-supervisory. However, when serving as COR or AOR, the position supervises the work of contractors and grantees.

**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 10 – 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:**

Bachelor’s Degree in Agricultural Economics, Rural Development, Public Policy and Planning, Business Administration, or a related field is required.

**Prior Work Experience:**

--Minimum of five years of experience managing programs related to agriculture, trade, and investment policy, regulations, and procedures linked to economic growth is required.

--Experience planning and developing public policy strategies with donor organizations, host-country institutions, or nongovernmental organizations in Uganda and the East Africa region.

**Language Proficiency:**

Level IV English ability (fluent, sp/rd/wr) is required.

**Job Knowledge:**

- Thorough knowledge of program management, including design, implementation, monitoring, and evaluation.
- Knowledge of Uganda's agricultural trade and investment policy framework development, strategies, and practices.
- Thorough knowledge of existing national policies on economic development and private sector business enabling environment.
- Understanding of the Comprehensive African Agricultural Development Program (CAADP), and Uganda's agricultural sector Development Strategy and Investment Plan (DSIP) and Competitiveness and Investment Climate Strategy (CICS).
- Understanding of the special circumstances for women and youth in agriculture and rural settings.

**Skills and Abilities:**

- Able to present complex information, analyses, and recommendations in a clear and logical way.
- Able to manage time and priorities to meet tight deadlines.
- Able to interpret and accurately apply regulatory directives and related guidance.
- Have a sound understanding of the social, economic, and regional determinants of public policy reform and implications of these on economic growth.
- Have sound computer literacy, including using word processing and spreadsheet software.
- Have strong interpersonal skills, including demonstrated ability to work collaboratively with a range of professional counterparts and resource users.
- Be self-driven with an ability to perform with minimal supervision.

**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 10, 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 (50 points):**

--Thorough knowledge of program management, including design, implementation, monitoring, and evaluation.

--Knowledge of Uganda's agricultural trade and investment policy framework development, strategies, and practices.

--Thorough knowledge of existing national policies on economic development and private sector business enabling environment.

--Understanding of the Comprehensive African Agricultural Development Program (CAADP), and Uganda's agricultural sector Development Strategy and Investment Plan (DSIP) and Competitiveness and Investment Climate Strategy (CICS).

--Understanding of the special circumstances for women and youth in agriculture and rural settings.

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

--Minimum of five years of experience managing programs related to agriculture, trade, and investment policy, regulations, and procedures linked to economic growth is required.

--Experience planning and developing public policy strategies with donor organizations, host-country institutions, or nongovernmental organizations in Uganda and the East Africa region.

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

- Able to present complex information, analyses, and recommendations in a clear and logical way.
- Able to manage time and priorities to meet tight deadlines.
- Able to interpret and accurately apply regulatory directives and related guidance.
- Have a sound understanding of the social, economic, and regional determinants of public policy reform and implications of these on economic growth.
- Have sound computer literacy, including using word processing and spreadsheet software.
- Have strong interpersonal skills, including demonstrated ability to work collaboratively with a range of professional counterparts and resource users.
- Be self-driven with an ability to perform with minimal supervision.

**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 Agricultural Economics, Rural Development, Public Policy and Planning, Business Administration, or a related field is required.

Evaluation Factors have been assigned the following points:

Job Knowledge - 50 points  
 Work Experience - 30 points  
 Skills and Abilities - 20 points

Education – **Pass/Fail**  
 Language Proficiency - **Pass/Fail**  
 Satisfactory Professional Reference Checks– **Pass/Fail**

**Evaluation Factor Total – 100 points, and Pass for Education, Language Proficiency and Reference Checks.**

Offerors invited to an interview and written test will be evaluated based upon the same criteria described above. In addition, offerors determined to be competitively ranked may also be evaluated on interview performance, written evaluations and/or satisfactory professional reference checks.

**IV. SUBMITTING AN OFFER**

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

(i) A typed and **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:

- (i) DS-174
- (ii) Cover Letter
- (iii) Complete Curriculum vitae/resume
- (iv) Supplemental documents
- (v) Academic Transcripts

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

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

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

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

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

SOL NUMBER TITLE OF POSITION, LAST, FIRST CANDIDATE NAME -  
Ex: 72061722R10012\_Project Management Specialist (Policy) 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](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf))

2. **RESERVED.**

3. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: BBFY Fund: DV-GFSI/2021/2022 APPRO: 7221/221021 617-DO1-RES-22-PO.2-01-AGR-AO	1	LOT	UGX TBD	UGX TBD at Award after negotiations with Contractor

4. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

AAPD/CIB No.	Title/Issued Date	Subject Category
<a href="#">AAPD 21-04 Revision 3 (PDF 382K)</a>	EXECUTIVE ORDER 14042 ON ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL AWARDS (FAR Deviation No. M-OAA-DEV-FAR-22-01c) – <i>December 14, 2012</i> <a href="#">AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities.</a> [165K PDF] <a href="#">AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts</a> [166K PDF] <a href="#">AAPD 21-04 ATTACHMENT 6: Overview of Applicability of FAR 52.223-99</a> [200K PDF]	Acquisition Management, PSCs
<a href="#">AAPD 21-01 (PDF 221K)</a>	Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J – <i>March 26, 2021</i>	Acquisition Management

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

**6. PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

**[END SOLICITATION]**