



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061722R10001 (0001)

**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

Sean Mendoza

Supervisory Executive Officer

Digitally signed  
by Sean Mendoza  
Date: 2022.03.14  
12:48:04 +03'00'

**I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72061722R10001 (0001)
- 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 (HIV/AIDS Regional Coordinator-Prevention) (Readvertized)
- 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 (HIV/AIDS Regional Coordinator-Prevention) position.

The Project Management Specialist (HIV/AIDS Prevention) is responsible for providing programmatic and technical expertise in comprehensive HIV prevention (biomedical, behavioral and structural) by serving as the primary or alternate focal person on key technical areas including: HIV testing services, gender based violence prevention, care and mitigation and post violence care, targeted key and priority

population programming, condom promotion, social and behavior change communication, pre-exposure prophylaxis, voluntary medical male circumcision, and the DREAMS initiative.

The PMS provides full Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) oversight and direction to programs conducted by Implementing Partners (IPs) under Contract, Cooperative Agreement, and/or Grant, works across OHH and other offices in the Mission to support a coordinated, strategic approach to HIV prevention programming.

The PMS provides expertise in organizational capacity strengthening, entailing transfer of knowledge and skills to local partners in HIV prevention programming, institutional development (including in leadership and governance, management, and human resources), fiscal responsibility and sustainability. The PMS identifies opportunities for U.S. Government (USG) engagement in HIV/AIDS prevention programming and for effective collaboration and coordination with the Government of Uganda (GoU) and other development partners.

The position is located in the Office of Health (OHH), HIV/TB Unit - Prevention sub-Unit, reports to the Senior HIV Prevention Specialist and has no supervisory responsibility.

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

### **1. Project Management and Oversight (50%)**

--Serve as COR/AOR on designated health programs.

--Regularly undertake site visits to USAID supported programs to assess the quality of services, provide expert advice and guide implementing partners on newly emerging and highly efficacious approaches to HIV/AIDS prevention program implementation.

--Provide expert guidance in the design, implementation, monitoring, and evaluation of HIV/AIDS prevention programs.

--Monitor program resources allocated for HIV prevention activities to ensure that they are being used rationally and that there are no cost overruns.

--Ensure quality of HIV prevention services at facility and community-level through monitoring compliance to national and international guidelines, approaches, and tools and provision of supportive supervisions to IPs.

--Work with the Office of Financial Management to undertake routine reviews and assessment aimed at identifying internal control weaknesses and taking remedial action.

--Prepare quality documents including Concept Papers, Action Memoranda, Scopes of Work, and budgets for assigned activities in a timely and efficient manner and consistent with USAID regulations and policies.

--Provide on-going technical assistance to USAID supported local partners to ensure that activities are evidence-based, sound management and accounting ethos are in practice and services are transparent, equitable and responsive to client needs and to ensure that local partners are prepared to assume and sustain leadership.

- Arrange for and procure outside technical assistance as needed to further enhance implementation of successful HIV prevention program activities.
- Arrange for and procure outside technical assistance as needed to ensure that USAID-funded partners are transparently and effectively managing USG investments and that partner systems are developing and improving enough to eventually sustain themselves without USAID support.
- Carry out ad-hoc assignments as dictated by unforeseen operational requirements at the request and discretion of the USAID/Uganda Mission Director, Deputy Mission Director, OHH Director, and/or HIV/AIDS and TB Team Leader.

## **2. Representation and Technical Leadership (25%)**

- Based on thorough knowledge of the global state of the art in HIV prevention and the contemporary HIV prevention environment in Uganda, provide sound technical guidance to support the Mission to maintain a context-appropriate HIV prevention program.
- Actively engage with other PEPFAR agencies, technical counterparts in Ministry of Health and other national stakeholders to shore up the Mission's leadership in key HIV prevention interventions including key populations programming, pre-exposure prophylaxis, and HIV testing services including self-testing.
- Engage actively in support of the Mission's HIV prevention representative 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.
- Represent USAID and PEPFAR as needed at designated national, regional, and international meetings that relate to HIV /AIDS prevention.

## **3. Coordination and Reporting (25%)**

- Work closely with the HIV Care and Treatment team to ensure strategies and approaches of both interventions are aligned and mutually reinforcing.
- Work closely with other units within the health office and across the Mission to optimize opportunities for cross-sectoral integration and leveraging of resources across the different program components.
- Contribute to and where applicable participate in HIV/AIDS related program evaluations with aim of documenting and scaling up good practices.
- Work with local implementing partners to develop clear institutional development approaches with measurable milestones and monitor progress to ensure steady progress towards organizational capacity and sustainability.
- In collaboration with the Strategic Information Team, regularly analyze and interpret HIV prevention data to generate key results and trends to assist the Mission maintain a highly nimble HIV prevention program. Perform data quality assessments to ensure the quality and reliability of data.
- 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.

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 PMS works under the general supervision of the Senior HIV Prevention Specialist. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the incumbent is required to determine 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 will seek advice and assistance as required. Work is reviewed in terms of results achieved.

**(4) Supervisory Controls:**

Continuing supervision of other Mission staff is not contemplated.

**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 7 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:**

--Master’s Degree in Social Sciences, Social Work, Public Health, International Development, or other closely related field.

--Other relevant training or certification, if applicable, to augment university degrees and work experience.

--Post-graduate training in organizational development will be an added advantage.

**Prior Work Experience:**

--At least five (5) years of progressively responsible, professional experience in HIV/AIDS with multi-lateral or bi-lateral organizations.

--Increasingly responsible experience in the design, implementation, monitoring and evaluation of HIV/AIDS prevention initiatives in developing countries and/or in generalized epidemics.

--Demonstrated experience with developing, implementing and assessing of institutional processes and systems particularly in local organizations.

--Experience in analyzing HIV/AIDS epidemiological data and translating data into practice.

**Language Proficiency:**

Level IV fluency in both oral and written English is required.

**Job Knowledge:**

--Demonstrated knowledge of PEPFAR processes through which HIV/AIDS programs are planned, reviewed, approved, implemented, and evaluated.

--Demonstrated understanding of state-of-the-art HIV/AIDS combination prevention initiatives including HIV counseling and testing, gender based violence prevention and mitigation and post violence care, targeted key and priority population programming, condom promotion, social and behavior change communication, pre-exposure prophylaxis, and voluntary medical male circumcision.

--Sound understanding of the social, economic, and cultural determinants and implications of the HIV epidemic in Uganda.

**Skills and Abilities:**

--Ability to communicate information in an objective, transparent, accurate, and concise oral and written form and to represent USAID/Uganda's programs and priorities to a wide range of outside parties including senior Ugandan officials, USAID senior management, and others.

--Ability to present information, analyses, and recommendations in clear written and oral formats; and the ability to travel to regions and districts within Uganda.

--Ability to independently conceive, plan, organize, manage, and evaluate important, diverse, and complex work projects.

--Demonstrated ability to apply policy directives to activity design, implementation and monitoring and evaluation.

--Excellent analytical, technical and project management skills to review and provide substantive feedback on concept papers, proposals, program descriptions/scopes of work, performance reports, and other technical and programmatic documents.

--Ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures.

--Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, in a culturally diverse environment, accepting divergent points of view and help find consensus to achieve team goals.

--Ability to develop positive working relationships within the USG including across USAID, CDC, State Department, Department of Defense, and Peace Corps.

--Ability to establish and maintain effective working relationships with implementing partners, private sector partners, other donor partners, and both central and district level Government of Uganda counterparts.

--Demonstrated ability to work with local civil society and faith-based organizations including mentoring them and building their technical and institutional capacity.

--Excellent computer skills including in Microsoft Office, web-based databases, and electronic filing, including the ability to help others and to learn new programs quickly.

### 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 9 – 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 – Presenting an Offer 1 (iv) are:**

**1. Job Knowledge (40 points):**

--Demonstrated knowledge of PEPFAR processes through which HIV/AIDS programs are planned, reviewed, approved, implemented, and evaluated.

--Demonstrated understanding of state-of-the-art HIV/AIDS combination prevention initiatives including HIV counseling and testing, gender based violence prevention and mitigation and post violence care, targeted key and priority population programming, condom promotion, social and behavior change communication, pre-exposure prophylaxis, and voluntary medical male circumcision.

--Sound understanding of the social, economic, and cultural determinants and implications of the HIV epidemic in Uganda.

## **2. Prior Work Experience (35 points):**

--At least five (5) years of progressively responsible, professional experience in HIV/AIDS with multi-lateral or bi-lateral organizations.

--Increasingly responsible experience in the design, implementation, monitoring and evaluation of HIV/AIDS prevention initiatives in developing countries and/or in generalized epidemics.

--Demonstrated experience with developing, implementing and assessing of institutional processes and systems particularly in local organizations.

--Experience in analyzing HIV/AIDS epidemiological data and translating data into practice.

## **3. Skills and Abilities (25 points):**

--Ability to communicate information in an objective, transparent, accurate, and concise oral and written form and to represent USAID/Uganda's programs and priorities to a wide range of outside parties including senior Ugandan officials, USAID senior management, and others.

--Ability to present information, analyses, and recommendations in clear written and oral formats; and the ability to travel to regions and districts within Uganda.

--Ability to independently conceive, plan, organize, manage, and evaluate important, diverse, and complex work projects.

--Demonstrated ability to apply policy directives to activity design, implementation and monitoring and evaluation.

--Excellent analytical, technical and project management skills to review and provide substantive feedback on concept papers, proposals, program descriptions/scopes of work, performance reports, and other technical and programmatic documents.

--Ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures.

--Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, in a culturally diverse environment, accepting divergent points of view and help find consensus to achieve team goals.

--Ability to develop positive working relationships within the USG including across USAID, CDC, State Department, Department of Defense, and Peace Corps.



--Ability to establish and maintain effective working relationships with implementing partners, private sector partners, other donor partners, and both central and district level Government of Uganda counterparts.

--Demonstrated ability to work with local civil society and faith-based organizations including mentoring them and building their technical and institutional capacity.

--Excellent computer skills including in Microsoft Office, web-based databases, and electronic filing, including the ability to help others and to learn new programs quickly.

#### **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 Social Sciences, Social Work, Public Health, International Development, or other closely related field. Other relevant training or certification, if applicable, to augment university degrees and work experience. Post-graduate training in organizational development will be an added advantage.

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](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: 72061722R10001 (0001) Project Management Specialist (HIV/AIDS Regional Coordinator-Prevention) (**Readvertized**) 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: GH-H/2020/2024 Appro: 72-1920/241031 617-MO-2021-FSN-SALARIESPEPFAR	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="#"><u>AAPD 21-04 Revision 3 (PDF 382K)</u></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="#"><u>AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities.</u></a> [165K PDF] <a href="#"><u>AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts</u></a> [166K PDF] <a href="#"><u>AAPD 21-04 ATTACHMENT 6: Overview of Applicability of FAR 52.223-99</u></a> [200K PDF]	Acquisition Management, PSCs
<a href="#"><u>AAPD 21-01 (PDF 221K)</u></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]**