



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061723R10013

ISSUANCE DATE: June 1, 2023

CLOSING DATE/TIME: June 30, 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.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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

Any questions must be directed in writing to the Point of Contact specified in Attachment 1 at:

kampalausaidjobs@usaid.gov

Sincerely,

Anne Martin
Acting Supervisory Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061723R10013
- 2. ISSUANCE DATE:** June 1, 2023
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 30, 2023, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov
- 5. POSITION TITLE:** Project Management Specialist (Resilience)
- 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 qualified candidates for the position of Project Management Specialist (Resilience).

The Project management Specialist (Resilience) (The specialist) position is a member of USAID/Uganda’s Economic Growth (EG) Office. The Specialist serves as a technical and strategic leader for planning, program and activity design, budgeting, implementation, monitoring, and evaluation of resilience related programs, projects, and activities that promote food security, nutrition, livelihoods, and water sanitation and hygiene (WASH) to maintain the well-being of households and communities in the event of shocks and stresses in regions which suffer from recurrent natural and man-made disasters.

The Specialist serves as the in-house subject matter leader on resilience, livelihoods, and food security. The Specialist provides technical assistance and advice to USAID offices on resilience and other relevant subjects, in addition to promoting coordination of USAID activities that contribute to resilience building.

The Specialist also acts as the Mission representative in policy, strategy, and technical engagements with the Government of Uganda (GOU), U.S. Government (USG) interagency, international, and bilateral organizations, development partners and donor agencies to address technical issues and coordinate implementation of resilience-related activities.

In addition, the Specialist serves as a Contracting/Agreement Officer's Representative (COR/AOR), Alternate COR/AOR and/or Activity Manager, providing technical assistance to the appropriate GOU Ministry in the development of national country policies, and the design and management of in-country programs/projects/activities, reflecting best practices in resilience building.

The Specialist works under the general supervision of the Resilience and Nutrition Unit Leader.

(2) Statement of Duties to be performed

A. Program/Project/Activity Management – 35 percent of time

- Oversee the complex USAID resilience related assistance activities which involves food security, agriculture, nutrition, livelihoods, and WASH programming.
- Serve as A/COR, Alternate A/COR and/or activity manager for resilience-related activities.
- Provide technical direction to implementing partners, and exercise designated approval authorities.
- Lead and contribute to the design of new USAID resilience programs/projects/activities.
- Evaluate proposals and applications as a member of Technical Evaluation Committees.
- Support activity startup, including preparation of analyses and documentation required to obligate funds.
- Initiate or participate in the development or review of resilience-related strategies.
- Support coordination amongst USAID implementing partners and with local stakeholders (e.g. other IPs, cooperating-country government counterparts, non-governmental organizations, other donors, etc.).
- Provide recommendations to strengthen activities based on the latest research, field monitoring, or evaluations.
- Oversee implementing partner compliance with bilateral government agreements and performance expectations.
- Ensure the partners are embodying the concept of Collaborating, Learning, and Adapting (CLA) in implementation, and serve as a CLA resource to the broader Mission.

B. Technical and Strategic Leadership – 35 percent of time

- Advise on interpreting, explaining, clarifying US Mission policies, strategies and programs related to resilience.
- Serve as a technical advisor in the design, operationalization and execution of the USAID-funded activities and strategies related to resilience.
- Offer technical advice and guidance in external fora to benefit the GOU and other development partners.

- Provide strategic guidance and input on resilience and food security activities.
- Lead in the preparation of the strategic and operational planning processes such as the USAID Country Development Cooperation Strategy and USAID Operational Plan.
- Ensure that the Mission-wide USAID resilience portfolio is integrated and advances USAID and USG strategic objectives.
- Analyze and report on resilience and food security data and trends in Uganda and the region, with a focus on the status and impact of USAID and other donor programs to internal and external stakeholders.
- Report on USAID successes, best practices and approaches to GOU officials, private sector, civil society, and other donors.
- Provide technical and strategic leadership to improve activity performance, result quality, adoption of innovative approaches and best practices to achieve measurable results.
- Work with key stakeholders and implementing partners to improve the quality of outcomes of resilience and food security related activities by applying evidence-based guidelines, best practices/ approaches, and tools.
- Work to ensure technical and programmatic synergy between USAID, GOU, and other development partner programs.
- Provide technical expertise during the preparation of key annual planning and reporting documents including the Congressional Budget Justifications, Technical Notifications and Annual Progress Reports and other ad hoc requests for information.
- Lead the preparation of reports and responses to a wide range of requirements including responding to requests for information from USAID/Washington.

C. Coordination – 30 percent of time

- Coordinate closely with other Mission offices, such as the Offices of Health, Democracy & Governance, and Education and Youth development to ensure alignment on resilience-related activities.
- Ensure coordination with USAID/Washington, other USAID Missions, GOU, and other development partners that promote the resilience building.
- Represent USAID at national, regional, and international meetings that relate to resilience and food security, including regular participation in national level technical working groups, professional associations, and related committees.

(3) Supervisory Relationship

The Specialist position is within the Mission's Economic Growth Office. Working under the supervision of the Resilience and Nutrition Unit Leader. In carrying out workrelated duties and responsibilities, the jobholder is expected to function effectively with minimal supervision. Completion of tasks and assignments are reviewed regularly through required written documents and oral progress reports.

(4) Supervisory Controls

Continuing supervision of other Economic Growth Office and/or Mission staff is not anticipated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Offers will be initially screened for compliance with application instructions and eligibility in accordance with the minimum qualification criteria listed below.

To ensure compliance with the entire set of this solicitation instructions (please see page 6 to 9 – III. EVALUATION AND SELECTION FACTORS and IV. SUBMITTING AN OFFER sections), **the offer package must be completed and signed (hand or electronic signature) where indicated - and offerors must include in their offers information to demonstrate that they:**

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

Education:

Bachelor's degree in social science, development studies, agriculture, agricultural economics, engineering or any other related field is required.

Prior Work Experience:

--Minimum seven (7) years of progressively responsible professional experience working in the international development field in Uganda or a similar developing country setting.

--Five years of this experience should be in direct management, including design, implementation, technical direction, activity management, budgeting, monitoring, and evaluation of resilience, food security, nutrition, and livelihood activities.

--Demonstrated experience working either for or with donor organizations, GOU, private sector institutions, or non-governmental organizations in the development arena is required.

Language Proficiency:

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

Job Knowledge:

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

--Strong understanding of technical and programmatic approaches used in resilience programming, including in-depth knowledge of either livelihoods, agriculture, food security, nutrition, or WASH.

--Thorough knowledge of the concepts, principles, techniques, and practices of developing complex, integrated, and cross-sectoral resilience programs Thorough knowledge of the concepts, principles, techniques, and practices for inclusive development, focusing on youth, gender, and other marginalized populations.

--In-depth knowledge of Uganda's economic, political, social, and cultural context.

--Strong understanding of Uganda's history, current trends, and future direction of development assistance, particularly for resilience, food security, agriculture, nutrition, or WASH programming.

Skills and Abilities:

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

--Must have demonstrated ability to work in a team, coordinate with internal and external teams, and provide leadership in their technical area of expertise.

--Must be able to develop collaborative relationships with implementing partners for effective management and oversight.

--Must demonstrate the following skills and abilities: Excellent communication and writing ability that target all audiences; Strong ability to use computer software and other technology; Diplomatic tact and conflict management; work and engage effectively in multicultural and cross-office teams; advanced analytical and problem solving; strategic thinking and decision making; strong organization skills.

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>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Offers will be initially screened for compliance with the solicitation instructions and eligibility in accordance with the qualification criteria below.

To ensure compliance with the entire set of this solicitation instructions (please see page 8 to 9, IV SUBMITTING AN OFFER section), **the offer package must be complete, and signed (hand or electronic signature) where indicated - and offerors must include in their offers information to demonstrate** that they have attained the required education level and meet the experience requirements, etc.

Offerors will be evaluated and ranked based on the information provided for the four Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Submitting 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 (45 points):

- Demonstrated knowledge of program management, including design, implementation, monitoring and evaluation.
- Strong understanding of technical and programmatic approaches used in resilience programming, including in-depth knowledge of either livelihoods, agriculture, food security, nutrition, or WASH.
- Thorough knowledge of the concepts, principles, techniques, and practices of developing complex, integrated, and cross-sectoral resilience programs Thorough knowledge of the concepts, principles, techniques, and practices for inclusive development, focusing on youth, gender, and other marginalized populations.
- In-depth knowledge of Uganda's economic, political, social, and cultural context.
- Strong understanding of Uganda's history, current trends, and future direction of development assistance, particularly for resilience, food security, agriculture, nutrition, or WASH programming.

2. Skills and Abilities (30 points):

- Must be able to work effectively with mid- and senior-level public and civil society officials from the GOU and from development partners.
- Must have demonstrated ability to work in a team, coordinate with internal and external teams, and provide leadership in their technical area of expertise.
- Must be able to develop collaborative relationships with implementing partners for effective management and oversight.
- Must demonstrate the following skills and abilities: Excellent communication and writing ability that target all audiences; Strong ability to use computer software and other technology; Diplomatic tact and conflict management; work and engage effectively in multicultural and cross-office teams; advanced analytical and problem solving; strategic thinking and decision making; strong organization skills.

3. Prior Work Experience (25 points):

Minimum seven (7) years of progressively responsible professional experience working in the international development field in Uganda or a similar developing country setting. Five years of this experience should be in direct management, including design, implementation, technical direction, activity management, budgeting, monitoring, and evaluation of resilience, food security, nutrition, and livelihood activities. Demonstrated experience working either for or with donor organizations, GOU, private sector institutions, or non-governmental organizations in the development arena is required.

4. Education and Professional Qualifications (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. **Pass/Fail**

Bachelor's degree in social science, development studies, agriculture, agricultural economics, engineering or any other related field is required.

Evaluation Factors have been assigned the following points:

Job Knowledge - 45 points

Skills and Abilities - 30 points

Prior Work Experience - 25 points

Education and Professional Qualifications – **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 complete DS-174 Employment Application for Locally Employed Staff or Family Member (<https://eforms.state.gov/Forms/ds174.pdf>; [click at this link for latest version]. Offerors are required to complete sections 1 through 6 (use **additional pages**, if needed).

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

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

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

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

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

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

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

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

(vi) **Offers should be in Adobe Acrobat (.pdf). No other file types will be accepted. All documents should be scanned into one (1) document (**one (1) ATTACHMENT**) which should not exceed 10MB.**

Documents should be arranged and scanned in this order:

- (1) DS-174
- (2) Cover Letter
- (3) Complete Curriculum vitae/resume
- (4) Supplemental documents
- (5) Academic Transcripts

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

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

All qualified Offerors will be considered regardless of age, race, color, sex, creed, national or tribal origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an 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: 72061723R10013 Project Management Specialist (Resilience), Smith, Jose

V. LIST OF REQUIRED FORMS FOR PSC HIRES

1. 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 the forms for obtaining medical and security clearances.
2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors.** Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

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: APPRO: 7221/221021 BBFY/FUND: DV-GFSI/2021/2022 OBLIGATION: 617-MO-2022-FSN-SALARIES-FTF	1	LOT	UGX TBD	UGX TBD at Award after negotiations with Contractor

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

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

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>.

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

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

[END SOLICITATION]