



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061722R10025

ISSUANCE DATE: September 5, 2022

CLOSING DATE/TIME: September 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.

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,

Kent Benson
Supervisory Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061722R10025
- 2. ISSUANCE DATE:** September 5, 2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** September 19, 2022, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov
- 5. POSITION TITLE:** Project Management Specialist (Supply Chain)
- 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

Working with the Senior Supply Chain Systems Advisor and other Health Systems Strengthening (HSS) Unit technical staff, the Specialist provides programmatic guidance and management support for planning, budgeting, ordering, and monitoring the utilization of USAID/Uganda’s health commodities. This position will ensure optimal availability and in-country oversight of USAID commodities to support HIV/AIDS, malaria and family planning programs and activities in OHH’s portfolio. The Specialist demonstrates experience in health programming and project management with a focus on public health commodities management. The Specialist demonstrates knowledge of the Ugandan supply chain management systems; ability to work in a team setting and be self-managing, and the ability to coordinate with and foster collaboration with USAID/USG implementing partners, warehouses, and government and non-governmental programs. The Specialist performs emerging duties necessary to achieve the goals and objectives of USAID/Uganda.

BACKGROUND:

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. This position is based in the Systems Strengthening sub-team.

To support the Government of Uganda's goal of improving the health and nutritional status of the Ugandan population, the three OHH sub-Teams together manage a wide array of programs, many of which are cross-cutting and integrated in design. Each element of the portfolio contributes to the U.S. government's Global Health Initiative (GHI), seeking country-led health approaches that focus on integration of services, leveraging host country and other donor investments, strengthening health systems, a focus on women and girls, improved application of evaluation, innovation, and science and technology. USAID/Uganda implements the GHI principles through the public sector, the private not for profit sector, and the private for profit sector.

The USG is the largest donor of health commodities to Uganda. USAID procures millions worth of medicines, laboratory and other health supplies for HIV/AIDS, family planning and malaria health services provided by public and private health facilities and USAID supported non-governmental organizations. USAID's health commodities play a critical role in each of the complex health programs within the USAID/Uganda Mission portfolio. The products include HIV/AIDS commodities (antiretroviral drugs, cotrimoxazole, HIV tests, laboratory reagents); male circumcision kits, pharmaceuticals, and consumables; antimalarial medicines and diagnostic tests; male condoms, and the full range of long and short-acting contraceptives. Managing the USAID commodities along the supply chain – from quantification of requirements to timely delivery to end user sites - a challenging and important task that requires careful planning and coordination with the other OHH sub-teams, international partners, local warehouses, and recipients.

(2) Statement of Duties to be performed.**A. Project Management (60 percent of time)**

The Specialist provides programmatic and financial oversight of selected activities related to procurement, warehousing, distribution, and utilization of USAID's health commodities.

--Serve as the Acquisition/Contracting Officer's Representative (A/COR) and/or Activity Manager for selected activities.

--Provide continuity to current programs and instruction and guidance for the start-up of new activities.

--Participate in Mission review of technical proposals to ensure that proposals are technically sound and realistic.

--Prepare required authorization documents for signature of the responsible Mission official, and track disbursements to program partners.

--Prepare and amend USAID documentation, including Action Memoranda, scopes of work, and budgets for assigned activities in a timely and efficient manner and consistent with USAID regulations and policies.

Monitoring, Evaluation, and Reporting

--Monitor activity progress, implementation quality, and adherence to budgets of service providers (e.g., procurement agents, warehouses).

--Supervise the maintenance of project records and the preparation of periodic reports of activity status of service providers, IPs, and other recipients.

--Ensure regular communication with counterparts at all levels.

--Conduct regular site/field visits to identify and assess the quality of services and the impact of USAID commodity inputs.

--Monitor program resources allocated to activities to ensure that they are being used effectively.

B. Coordination with USG and Key Stakeholders (40 percent of time)

1. The Specialist plays a key role in the coordination both within USG and outside with other key stakeholders.

--Maintain close contact with relevant counterparts and stakeholders

--Actively participate in the coordination of USAID, other USG implementers, and key stakeholders involved in improving availability and access to health and HIV/AIDS commodities in Uganda both in the public and private sectors.

--Participate in USG inter agency working groups.

--Represent USAID on key GOU, donor, and other national working groups.

2. The Specialist adjusts in assigned duties and responsibilities as the OHH program develops, and as guidance and requirements evolve under various USG initiatives.

--Organize and conduct site visits and prepare documents as required.

--Prepare reports for the Mission website.

--Attend appropriate USAID-sponsored training.

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:

Work will be performed under the general supervision of the HSS Unit Leader and with substantial interaction and inputs from the Senior Health Systems Strengthening Advisor and other HSS Unit members, with overall supervision and inputs from the OHH Director. Performance is evaluated annually based on accomplishments. Close collaboration with other units is critical.

(4) Supervisory Controls:

None.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

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

To ensure compliance with the entire set of this solicitation instructions (please see page 8 to 11 – 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, or the local equivalent, in Public Health, Project Management, or the equivalent in a field related to health commodities management.

Prior Work Experience:

- From five (5) years of progressively responsible professional experience working in Uganda in health and HIV/AIDS field.
- Work experience should include at least three years of project management and health commodities management.
- Prior work experience with development partners or Non-Governmental Organizations (NGO) is desirable.

Language Proficiency:

Level IV (fluent) spoken and written English language proficiency is required.

Job Knowledge:

- Knowledge of national supply chain management systems and Health and HIV/AIDS service delivery in the public and private sector in Uganda.
- Understanding of donor engagement in supporting health systems strengthening efforts and health commodities; and knowledge of US Government and PEPFAR policies, regulations, procedures, and documentation.
- The position requires:
 - (1) Mastery of a wide range of methods for the assessment and improvement of health financing and human resources for health initiatives.
 - (2) Skill to plan, organize, and implement programs, plans, and proposals involving substantial agency resources, or that require extensive changes in established procedures.
 - (3) Demonstrated understanding of results-based financing and human resources for health strategies.

Skills and Abilities:

- Demonstrated project management skills, including financial management, administrative, and monitoring skills used to track the performance of implementing partners and activities.
- Ability to present information, analyses, and recommendations in clear written and oral formats.
- Ability to work effectively within a team and interagency environment.
- Ability to initiate and self-manage work in a decentralized system.
- Ability to travel to regions and districts within Uganda.
- Must have excellent computer skills including Word, Excel, and PowerPoint. Knowledge of logistics management software (e.g., Pipeline, Quantimed) is desirable.

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 10 to 11, 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 (40 points):

--Knowledge of national supply chain management systems and Health and HIV/AIDS service delivery in the public and private sector in Uganda.

--Understanding of donor engagement in supporting health systems strengthening efforts and health commodities; and knowledge of US Government and PEPFAR policies, regulations, procedures, and documentation.

--The position requires:

(1) Mastery of a wide range of methods for the assessment and improvement of health financing and human resources for health initiatives.

(2) Skill to plan, organize, and implement programs, plans, and proposals involving substantial agency resources, or that require extensive changes in established procedures.

(3) Demonstrated understanding of results-based financing and human resources for health strategies.

2. Prior Work Experience (35 points):

--From five (5) years of progressively responsible professional experience working in Uganda in health and HIV/AIDS field.

--Work experience should include at least three years of project management and health commodities management.

--Prior work experience with development partners or Non-Governmental Organizations (NGO) is desirable.

3. Skills and Abilities (25 points):

--Demonstrated project management skills, including financial management, administrative, and monitoring skills used to track the performance of implementing partners and activities.

--Ability to present information, analyses, and recommendations in clear written and oral formats.

--Ability to work effectively within a team and interagency environment.

--Ability to initiate and self-manage work in a decentralized system.

--Ability to travel to regions and districts within Uganda.

--Must have excellent computer skills including Word, Excel, and PowerPoint. Knowledge of logistics management software (e.g., Pipeline, Quantimed) is desirable.

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, or the local equivalent, in Public Health, Project Management, or the equivalent in a field related to health commodities management.

Evaluation Factors have been assigned the following points:

Job Knowledge - 40 points
 Prior 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 **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: 72061722R10025_Project Management Specialist (Supply Chain), Smith, Jose

4. **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.

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. 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	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: BBFY Fund: GH-H/2020/2024 APPRO: 72-1920/241031 617-MO-2022-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
AAPD 21-04 Revision 3 (PDF 382K)	EXECUTIVE ORDER 14042 ON ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL AWARDS (FAR Deviation No. M-OAA-DEV- FAR-22-01c) – December 14, 2012 AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities. [165K PDF] AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts [166K PDF] AAPD 21-04 ATTACHMENT 6: Overview of Applicability of FAR 52.223-99 [200K PDF]	Acquisition Management, PSCs
AAPD 21-01 (PDF 221K)	Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J – March 26, 2021	Acquisition Management

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.

[END SOLICITATION]