



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061720R10017

ISSUANCE DATE: July 20, 2020

CLOSING DATE/TIME: July 31, 2020, 4:45:00 PM Uganda Time

SUBJECT: Solicitation for a Cooperating Country National Personal Services Contractor (CCNPSC) (*Local Compensation Plan*)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Fredrick Onyango
Supvy. Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061720R10017
- 2. ISSUANCE DATE:** July 20, 2020
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** July 31, 2020, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** Grace Nakaddu, EXO Specialist, gnakaddu@usaid.gov or 0414-306-001.
- 5. POSITION TITLE:** Project Management Specialist (HIV)
- 6. MARKET VALUE:** UGX 108,988,938 – 159,733,808 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. Employees who do not meet the required standards for their position during this six months 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) position.

This position is in Health HIV/AIDS Office (OHH). OHH is the largest Strategic Objective Team in USAID/Uganda and manages an annual budget of \$284.5M portfolio. The Health and HIV office is divided into four sub-teams— HIV/TB, Health Systems Strengthening, Family Health and Malaria/Emerging Pandemic Threats (EPT). This position is in the HIV/TB sub-Team.

Recognizing the global HIV/AIDS pandemic as one of the greatest health challenges of our time, President George W. Bush announced the President’s Emergency Plan for AIDS Relief (PEPFAR) in

2003. USAID/Uganda received US\$160 million in FY20 and is projected to receive \$176.8 million in FY21 to support comprehensive HIV/AIDS prevention, care, and treatment programs; systems strengthening and overall improvements in service delivery.

This is a mid-level professional position responsible for providing programmatic expertise and technical leadership in comprehensive biomedical, behavioural and structural HIV prevention. The PMS ensures that the mission has the necessary technical and management expertise to handle and successfully implement HIV/AIDS programs and activities in USAID/Uganda's portfolio; demonstrates experience in planning, implementing, monitoring of HIV/AIDS prevention including: HIV testing and counselling, voluntary medical male circumcision, pre-exposure prophylaxis, condom promotion, the DREAMS (Determined, Resilient, Empowered, AIDS-free, Mentored, and Safe) initiative, social and behaviour change communication, gender based violence prevention, care and mitigation as well as targeted key and priority population programming; provides strategic direction and technical guidance to HIV/AIDS prevention programs and linkages to the USAID Mission as a whole, other USG agencies, the GOU and donor and other implementing partners; provides full COR/AOR oversight and professional management, implementation, and direction to programs/projects/activities conducted by Implementing Partners (IPs) under Contract, Cooperative Agreement, and/or Grant. The assignments include responsibility for the monitoring and evaluation of existing prevention programs/projects/activities and for developing and implementing new programs/projects/activities, as required; working across OHH and other offices in the Mission to support a coordinated, strategic approach to HIV prevention programming; providing expertise in organizational capacity strengthening, entailing transfer of knowledge and skills to local partners in HIV prevention programming and institutional development including leadership and governance, management, fiscal responsibility and sustainability.

The PMS identifies opportunities for maximizing U.S. Government investments in HIV prevention through fostering strong partnerships with the Government of Uganda (GOU) and other development partners to ensure that the Mission's HIV prevention interventions are coordinated with, complement and leverage the efforts of government and its partners; exercises considerable judgment and discretion in dealing with senior- and mid-level partners in other USG agencies and with the GOU, donors, other local organizations, implementing partners; performs emerging duties necessary to achieve the goals and objectives of USAID/Uganda; and reports to the senior HIV/AIDS Prevention Specialist and has no supervisory responsibility.

(2) Statement of Duties to be performed.

1. Project Planning and Management (65 % of time)

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

Support USAID IPs both within the public and private sectors to develop strategic work plans with realistic and measurable targets to support effective implementation of the Mission's and PEPFAR HIV prevention program.

Engage actively as the Mission's HIV prevention expert 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.

Contribute to and where applicable participate in HIV/AIDS related program reviews and evaluations with aim of documenting and scaling up good practices.

Serve as C/AOR on designated HIV/AIDS and other health programs.

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

Participate in Mission Reviews of technical proposals to potential grantees, to ensure that proposals are technically sound, realistic, and meet the needs of the target beneficiaries and communities.

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.

Ensure quality and efficacy 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.

Perform site visits to USAID supported programs to assess the progress of services, provide expert advice and guide implementing partners on newly emerging and highly efficacious approaches to HIV prevention program implementation.

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

Report implementation obstacles to relevant OHH team members and make appropriate recommendations to resolve them.

2. Coordination (35 % of time)

Participate in consultations with USG implementers and other key stakeholders, including civil society groups, involved in improving HIV prevention services in Uganda both in the public and private sectors.

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.

Represent USAID and PEPFAR as needed at designated national, regional and international meetings that relate to HIV prevention.

Maintain regular contact with professional counterparts at the district, regional and national level regarding HIV prevention service delivery.

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.

Ensure that USAID successes, best practices and approaches are shared widely with partner country officials, private sector, civil society and other donors.

Provide on-going technical assistance to USAID supported local partners to ensure that their activities are evidence-based; services offered are transparent, equitable and responsive to current needs and priorities; that partners practice sound management and robust accounting and that local partners are well-prepared to assume and sustain leadership of the HIV response.

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

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/AIDS Prevention Specialist. Assignments are made orally and in writing. Assignments occur in the normal course of the work, but the PMS 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. However, the PMS has responsibility of local capacity building by coaching and mentoring local partners on HIV prevention programming, institutional development, fiscal responsibility and sustainability.

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 5 to 10 – III. EVALUATION AND SELECTION FACTORS and IV. PRESENTING AN OFFER sections), **the offer package must be complete and signed—where indicated - and offerors must include in their offers information to demonstrate that they:**

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

Education:

Bachelor’s Degree in Social Sciences, Medicine, Public Health, International Development, or other closely related field required.

Prior Work Experience:

Five (5) years of progressively responsible, professional experience in HIV/AIDS with USAID and/or other multi-lateral or bi-lateral organization Increasingly responsible experience in the design, implementation, monitoring and evaluation of HIV/AIDS prevention initiatives in developing countries.

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

Experience with PEPFAR programming and reporting.

Language Proficiency:

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

Job Knowledge:

Knowledge of Health and HIV/AIDS service delivery in the public and private sector in Uganda and in other sub-Saharan African countries, including health promotion and a sound understanding of the social, economic and cultural determinants and implications of the HIV epidemic in Uganda.

An understanding of other donor involvement in supporting HIV/AIDS prevention efforts; and knowledge or demonstrated ability to acquire US Government and PEPFAR policies, regulations, procedures, and documentation is required.

Demonstrated knowledge or ability to master 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.

Demonstrated experience in local organization capacity development focusing on governance, accountability and service delivery in public, faith-based, non-governmental, civil society and community institutions.

Skills and Abilities:

Demonstrated technical expertise in HIV prevention, health promotion and behavior change communication

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.

Ability to work effectively with team and interagency environments, and to train, mentor, and coordinate well with others.

Ability to interpret regulatory directives and related guidance and apply them to activity design, implementation, monitoring and evaluation.

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.

Strong management skills, including financial management, administrative, and monitoring skills used to track performance of implementing partners and activities.

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

Demonstrated skills in mentoring and building technical and institutional capacity of local organizations including faith-based, non-governmental, community based and civil society organizations.

Ability to travel to regions and districts within Uganda.

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.

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 7 – 10 IV. PRESENTING AN OFFER section), **the offer package must be complete and signed—where indicated - and offerors must include in their offers information to demonstrate that they** have attained the required education level and meet the experience requirements, etc.

Offerors will be evaluated and ranked based on the information provided for the four Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Presenting an Offer 1 (iv).

Offerors **must**, therefore, **address each of the four Quality Ranking Factors (QRFs) in their offer.** Top-ranked Offerors who meet the minimum qualification will be invited for an interview and given a written evaluation.

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The four Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Presenting an Offer 1 (iv) are:

1. Job Knowledge (40 points):

Knowledge of Health and HIV/AIDS service delivery in the public and private sector in Uganda and in other sub-Saharan African countries, including health promotion and a sound understanding of the social, economic and cultural determinants and implications of the HIV epidemic in Uganda.

An understanding of other donor involvement in supporting HIV/AIDS prevention efforts; and knowledge or demonstrated or ability to acquire US Government and PEPFAR policies, regulations, procedures, and documentation is required.

Demonstrated knowledge or ability to master 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.

Demonstrated experience in local organization capacity development focusing on governance, accountability and service delivery in public, faith-based, non-governmental, civil society and community institutions.

2. Prior Work Experience (35 points):

Five (5) years of progressively responsible, professional experience in HIV/AIDS with USAID and/or other multi-lateral or bi-lateral organization Increasingly responsible experience in the design, implementation, monitoring and evaluation of HIV/AIDS prevention initiatives in developing countries.

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

Experience with PEPFAR programming and reporting.

3. Skills and Abilities (25 points):

Demonstrated technical expertise in HIV prevention, health promotion and behavior change communication

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.

Ability to work effectively with team and interagency environments, and to train, mentor, and coordinate well with others.

Ability to interpret regulatory directives and related guidance and apply them to activity design, implementation, monitoring and evaluation.

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.

Strong management skills, including financial management, administrative, and monitoring skills used to track performance of implementing partners and activities.

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

Demonstrated skills in mentoring and building technical and institutional capacity of local organizations including faith-based, non-governmental, community based and civil society organizations.

Ability to travel to regions and districts within Uganda.

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.

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 Social Sciences, Medicine, Public Health, International Development, or other closely related field required.

Evaluation Factors have been assigned the following points:

Job Knowledge - 40 points

Work Experience - 35 points

Skills and Abilities - 25 points

Education – **Pass/Fail**

Language Proficiency - **Pass/Fail**

Satisfactory Professional Reference Checks– **Pass/Fail**

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

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

IV. PRESENTING AN OFFER

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

(i) A typed and **hand signed** (around Section 6 – Declaration) DS-174 Employment Application for Locally Employed Staff or Family Member (<https://eforms.state.gov/Forms/ds174.pdf>; Version Exp. 06/2022). Offerors are required to complete sections 1 through 6. (Make sure to use **additional Work Experience pages (Section 4)**, if needed, to provide complete work history).

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

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

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

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

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

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

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

(v) Copies of Academic Transcripts.

(vi) Offers should be in a standard file type such as Microsoft Word (.doc) or Adobe Acrobat (.pdf). All should be in one document which should not exceed 10MB.

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

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

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

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

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions and how to complete and submit forms for obtaining medical and security clearances.

VI. BENEFITS/ALLOWANCES

As a matter of policy and as appropriate, a PSC is normally authorized the following benefits and allowances - in accordance with the U.S. Mission to Uganda's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, retirement plan, and medical insurance subsidy. Final compensation for Offerors will be negotiated within the listed market value.

VII. TAXES

Successful Offeror will be subject to Ugandan tax laws.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

1. USAID regulations and policies governing CCNPSC awards are available at the below sources:

USAID Acquisition Regulation (AIDAR), Appendix J, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including contractual General Provisions (https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)

2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: BBFY Fund: GH-C-/2018/2019 APPRO: 72-1918/191031	1	LOT	UGX TBD	UGX TBD at Award after negotiations with Contractor

3. Acquisition & Assistance Policy Directives and Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts (<https://www.usaid.gov/work-usaid/aapds-cibs>).

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

[END SOLICITATION]