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,

Sean Mendoza
Supvy. Executive Officer
I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72061721R10007

2. ISSUANCE DATE: January 25, 2021

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: February 24, 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: Supervisory Project Management Specialist (Family Health)

6. MARKET VALUE: UGX 219,900,268 to 324,611,127 per annum, equivalent to FSN-12. 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.


11. STATEMENT OF DUTIES:

(1) General Statement of Purpose of the Contract

USAID/Uganda is seeking for qualified individuals to fill the Supervisory Project Management Specialist (Family Health) position.

The Office of Health & HIV/AIDS (OHH) Team is responsible for one of USAID's largest and most complex bilateral assistance health programs. Currently, there are five technical units: 1: Health System Strengthening Unit (HSS), 2: President’s Malaria Initiative Unit (PMI) and its sub-units for Emerging Pandemic Threats and the Global Health Security Agenda (GHSA), 3: the HIV & TB Unit (HIV/TB) and its PEPFAR sponsored activities, 4: Family Health Unit (FHT), and 5: Strategic Information Unit (SI)
which provides support to the Office and other technical teams. The OHH Team is headed by a U.S. Foreign Service Officer who reports directly to the Mission Director.

The FHT Unit is headed by the Supervisory Project Management Specialist (FHT Unit Leader) who is responsible for providing leadership and direction of the unit and in turn reports to the OHH Director or designee. The FHT Unit focuses on: (1) improved health for children under the age of 5 and women of reproductive age activities to address barriers that prevent women from accessing health services through the promotion of gender equity. (2) poor hygiene and sanitation to ensure USAID integrates water, sanitation and hygiene interventions with the larger goals of improved nutrition. (3) challenges that come with Uganda’s rapidly growing population by working with stakeholders in the public and private sectors to support voluntary family planning and reproductive health. (4) increasing the availability, affordability and quality of voluntary family planning services within the public health system. The FHT Unit also works as part of the Feed the Future Initiative and USAID integrated nutrition programs to prevent under-nutrition with economic growth and agriculture programs.

The Specialist is responsibility for providing technical leadership to the entire USAID/Uganda Mission and to the USG Mission to Uganda as a whole in the areas of family planning, nutrition, water, sanitation, and hygiene (WASH), as well as maternal and child health issues. The Specialist is recognized by the USG and the GoU as an expert in family health, and serves as a key Advisor to Mission Management, the USG Mission in Uganda, to the GoU, and to implementing partners (IPs). The Specialist provides supervision and managerial oversight, and is involved in the planning, design, and implementation and evaluation of all USAID/Uganda family health activities. The Specialist provides day-to-day technical management and oversight of the family health portfolio.

The Specialist facilitates communication and ensures collaborative working relationships with high-level decision makers, as well as technical staff, in the Ministry of Health, Regional Health Bureaus, USAID/Washington counterparts, with other government entities, and with other donors and nongovernmental organizations working in the health sector. The Specialist represents USAID and the USG on various high-level governing bodies key to family health; serves on GoU technical working groups and donor working groups to advance the policy objectives of the USG and to support coordination and harmonization of health activities in Uganda; and, provides essential communication and liaison within USAID offices and with other USG agencies. The work includes supervision of six professional and support members of the FHT Unit.

The Specialist provides strategic and technical leadership in the design and implementation of USAID/Uganda family health activities in Uganda. As a senior health advisor for USAID, the Specialist represents USAID and the USG in national and international fora to advise on policies, strategies, and technical issues. The Specialist has an understanding of global health issues, as well as the entire USAID/USG health portfolio, and serves as an Agreement Officer’s Representative/Contracting Officer’s Representative (AOR/COR) or Activity Manager for selected programs/projects/activities. As an AOR/COR, the Specialist monitors program performance and progress, identifies implementation achievements as well as problems in performance, and initiates appropriate actions in consultation with other FHT Unit staff, and/or the Deputy and Office Chief, as appropriate. The Specialist overseas the FHT Unit of eight members, including AORs/CORs, and provides mentoring and coaching to the entire OHH in the areas of family planning, nutrition, water, sanitation and hygiene (WASH), as well as maternal and child health issues. The Specialist may be assigned to act for the Office Chief and/or Deputy Office Chief in their absence or preoccupation.
(2) Statement of Duties to be performed.

1. Strategic and Technical Advisor for Family Health and Ending Preventable Maternal and Child Deaths (EPCMD) – 55%

   --provides policy and strategic leadership, in support of the EPCMD and the overall USAID/USG Family Health program, with a focus on maternal and child health, family planning, nutrition, and WASH including: developing and leading the design of new family health activities; participating in inter-sectoral designs and program management; assuring activity monitoring and evaluation standards are met; providing expert technical and programmatic information and assistance as requested by the Ambassador, the USAID/Uganda Mission Director or Deputy Mission Director, and the OHH Office Director relating to the FHT Unit, including content for reporting documents, speeches, cables, analyses, and briefing papers; working with various offices in the Mission to design and commission studies and research relating to family health issues; and, ensuring lessons-learned are compiled and results are dissemination to all health partners.

   --represents USAID/Uganda and the broader USG health community at national and international meetings and technical working groups, including: leading internal and external meetings on issues related to USAID/USG health programs/projects/activities, with emphasis on all elements related to family health; represents USAID/USG at relevant technical and steering committee meetings, such as the Ugandan National Advisory Committee for Health, the Joint Core Coordinating Committee, and the MoH Task Force, and serves on OHH Health Management teams; maintaining an extensive range of senior and mid-level GoU official contacts, such as the Minister of Health, senior representatives from other donor agencies and NGOs, and senior USAID and USG staff; and, serving as the lead USG FHT Unit member to the GoU and IPs, ensuring strategic coordination among USG health teams, the GoU, IPs, other partners, and regional programs.

   --provides senior policy, strategic, and technical advice and guidance to the Ministry of Health (MoH) including: working with senior MoH officials to plan, draft and evaluate the GoU health development plan, and other strategic documents and policies; and, providing advice and guidance to the MoH Director of Planning and Finance in the planning of regional and national (Ugandan) annual review meetings.

   --works closely with USAID/Washington counterparts, ensuring compliance and constant communication with headquarters including: participation in key headquarter working groups, calls, and trainings; overseeing the development of site visit schedules and effective monitoring plans for the family health program; ensuring schedules are carried out routinely and that end-use checks occur; and, preparing for VIP visits, including preparing briefers, scene setters, arranging for site visits and accompanying delegations on visits to USAID programs, and briefing VIPs on Uganda, the country’s health challenges and programs, and on USAID and USG support.

2. Program/Project/Activity Management and Monitoring – 25%

   --serves as AOR/COR or Activity Manager for a variety of programs/projects/activities in the Family Health portfolio, and supervises and provides guidance to subordinate staff who serving as AORs/CORs for additional projects, including: maintaining a schedule for and conducting regular site visits to review program implementation and meeting with beneficiaries, and based on the information collected during such visits, adjusting or recommending adjustments to programs/projects/activities as appropriate; reviewing annual work plans and performance reports to ensure IPs are in compliance with bilateral government agreements, and with performance expectations; ensuring IPs are in compliance with all relevant USAID regulations and procedures, communicating regularly with IPs regarding USAID rules and regulations as well as their obligations to USAID; and, taking a lead role in the preparation of the
strategic and operational planning processes such as the Country Development Cooperation Strategy and USAID Operational Plan, as well as participating in the annual PEPFAR Country Operational Plan and Malaria Operational Plan.

3. FHT Unit Financial Management – 10%

--responsible for the financial management of programs/projects/activities assigned to the FHT Unit including: regular budgeting for the Family Health program; ensuring that that obligations, expenditures, and budget pipelines conform to action plans; ensuring appropriate and timely incremental funding of activities; ensuring program activities are in compliance with USAID financial regulations, and reporting any financial discrepancies to the OHH Chief and Financial Analyst, the Mission Controller, and the Office of Acquisition and Assistance; keeping the Controller and Financial Analyst informed on the liquidation of advances; reviewing and providing administrative approval for assigned activities; and, ensuring compliance with Non-Federal Audits (NFAS) and the closure of open recommendations, and maintaining monthly project financial management tracking systems.

4. Supervision of FHT Unit Staff – 10%

--provides oversight of work and supervision of eight staff (CCNs and/or expatriate staff) and other short-term staff (including AORs/CORs) as required, and mentors the entire office in the various elements that make up the FHT Unit.

--serves as a full supervisor, providing supervision, leadership, mentorship, and guidance to the professional and assistant-level FHT Unit staff, and provides guidance on family health matters to all members of the OHH, including advising the Office Chief/Deputy Office Chief(s) as well as the Mission Director and Deputy Mission Director.

--participates with considerable weight in selection decisions within the FHT Unit and performs the full range of training, evaluation, and other supervisory responsibilities expected at the full professional level. 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 Specialist and FHT Unit Leader works under the very general supervision of the OHH Director or designee who provides overall objectives, suggests approaches to consider, and reviews certain completed reports and other assignments. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the Specialist is required to determine those that must be coordinated with superiors. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The Specialist will seek advice and assistance as required. Work is normally considered technically correct and is reviewed largely in terms of results achieved.

(4) Supervisory Controls:

The Specialist serves as the FHT Unit Leader and full supervisor, providing supervision, leadership, mentorship, and guidance to the eight professional and assistant-level personnel in the FHT Unit.

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 11 – III. EVALUATION AND SELECTION FACTORS and IV. PRESENTING AN OFFER sections), the offer package must be completed 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:

Advanced degree, or the local equivalent, in economics, social science, public health, management, social science, or anthropology is required. An MPH is preferred.

Prior Work Experience:

---From seven years of progressively responsible, professional-level experience in health-sector program management, with at least four years of that time in strategy and policy development, is required.

--Experience must have provided the opportunity for project design, program planning, and/or implementation.

--At least two years of experience in development-related work or related fields for USAID, other donor agencies, GoU organizations, or private-sector institutions which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data is desired.

--In addition, two to four years of previous successful supervisory experience is desired.

Language Proficiency:

Level IV (fluent) English. The ability to communicate effectively in both written and spoken English is required. Knowledge of one or more Ugandan languages will be highly useful.

Job Knowledge:

--In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to family health in Uganda and the region, is required.

--Mastery of a variety of health development areas, including HSS, health care reform, health care financing, health information systems, human resources development, logistics systems and commodity supply, maternal and child health, and family planning is expected.

--Knowledge and understanding of the economic political, social, and cultural characteristics of Uganda; and, the economic developments, resources, and resource constraints, and development prospects and priorities of Uganda and the region.
--Good knowledge of, or the potential to acquire such knowledge of, USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities.

--Knowledge and understanding of the organization and respective roles of the different branches in the GoU, in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation plans.

--In-depth knowledge of GoU institutions, policy directions, objectives, and priorities relating to USAID activities in the sector; and a sound knowledge of the political, economic, social, and cultural characteristics and developments in Uganda.

**Skills and Abilities:**

--Ability to plan, organize, manage, and evaluate family health program activities is required.

--Verbal communication skills, tact, and diplomacy are required to establish and develop sustainable working relations and a high level of trust with senior and middle-level GoU officials, and with public and private organizations, such as primary USAID technical contacts in the development area. Verbal communication skills are also used to explain and interpret GoU attitudes, priorities, and concerns to USAID/USG officials, and to negotiate program/project/activity plans and resolve implementation issues with appropriate host-country organizations, technical advisors, IPs, counterparts, and peers.

--Excellent writing skills are required in order to prepare regular and ad hoc reports, project documentation, and briefing papers.

--Analytical ability is required in order to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans.

--Skill in program/project/activity programming, policies, and plans, and in developing strategies for implementation, is desired.

--Ability to work effectively in a team environment, and to achieve consensus on policy, project, and administrative matters.

--Good computer skills are required to manage activity goals and achievements, both technical and financial.

### 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](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 10 to 11, IV. PRESENTING AN OFFER section), the offer package must be complete and hand 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):

   --In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to family health in Uganda and the region, is required.

   --Mastery of a variety of health development areas, including HSS, health care reform, health care financing, health information systems, human resources development, logistics systems and commodity supply, maternal and child health, and family planning is expected.

   --Knowledge and understanding of the economic political, social, and cultural characteristics of Uganda; and, the economic developments, resources, and resource constraints, and development prospects and priorities of Uganda and the region.

   --Good knowledge of, or the potential to acquire such knowledge of, USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities.

   --Knowledge and understanding of the organization and respective roles of the different branches in the GoU, in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation plans.

   --In-depth knowledge of GoU institutions, policy directions, objectives, and priorities relating to USAID activities in the sector; and a sound knowledge of the political, economic, social, and cultural characteristics and developments in Uganda.
2. Work Experience (35 points):

----From seven years of progressively responsible, professional-level experience in health-sector program management, with at least four years of that time in strategy and policy development, is required.

--Experience must have provided the opportunity for project design, program planning, and/or implementation.

--At least two years of experience in development-related work or related fields for USAID, other donor agencies, GoU organizations, or private-sector institutions which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data is desired.

--In addition, two to four years of previous successful supervisory experience is desired.

3. Skills and Abilities (25 points):

--Ability to plan, organize, manage, and evaluate family health program activities is required.

--Verbal communication skills, tact, and diplomacy are required to establish and develop sustainable working relations and a high level of trust with senior and middle-level GoU officials, and with public and private organizations, such as primary USAID technical contacts in the development area. Verbal communication skills are also used to explain and interpret GoU attitudes, priorities, and concerns to USAID/USG officials, and to negotiate program/project/activity plans and resolve implementation issues with appropriate host-country organizations, technical advisors, IPs, counterparts, and peers.

--Excellent writing skills are required in order to prepare regular and ad hoc reports, project documentation, and briefing papers.

--Analytical ability is required in order to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans.

--Skill in program/project/activity programming, policies, and plans, and in developing strategies for implementation, is desired.

--Ability to work effectively in a team environment, and to achieve consensus on policy, project, and administrative matters.

--Good computer skills are required to manage activity goals and achievements, both technical and financial.

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.

Advanced degree, or the local equivalent, in economics, social science, public health, management, social science, or anthropology is required. An MPH is preferred.
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**


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:


LINE ITEMS

<table>
<thead>
<tr>
<th>ITEM NO (A)</th>
<th>SUPPLIES/SERVICES (DESCRIPTION) (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: APPRO:72-1917/181031 BBFY Fund: GH-C-POP/2017/2018</td>
<td>1</td>
<td>LOT</td>
<td>UGX TBD</td>
<td>UGX TBD at Award after negotiations with Contractor</td>
</tr>
</tbody>
</table>

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]