



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061720R10004

ISSUANCE DATE: October 14, 2019

CLOSING DATE/TIME: October 25, 2019, 4:45:00 PM Uganda Time

SUBJECT: Solicitation for 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, Sections I through V 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 personal service contract (PSC), 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 information.

Sincerely,

Fredrick Onyango
Supvy. Executive Officer



I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061720R10004
- 2. ISSUANCE DATE:** October 14, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** October 25, 2019, 4:45:00 PM Uganda Time
- 4. POSITION TITLE:** Project Management Assistant (Health Systems Strengthening)
- 5. MARKET VALUE:** UGX 64,941,542 – 94,765,215 per annum, equivalent to FSN-08. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uganda. Final Compensation will be negotiated within the listed market value.
- 6. 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.
- 7. PLACE OF PERFORMANCE:** Kampala, Uganda with possible travel as described in the Statement of Work.
- 8. SECURITY LEVEL REQUIRED:** Employment Authorization
- 9. STATEMENT OF DUTIES:**

(1) General Statement of Purpose of the Contract

USAID/Uganda is seeking for a qualified individual to fill the Project Management Assistant (Health Systems Strengthening) position located within the Office of Health and HIV (OHH)'s Health Systems Strengthening (HSS) unit, to provide a wide array of support to OHH projects, including support to project design, budgeting, compliance, and performance monitoring and evaluation.

S/he conducts a variety of complex research, analyses and reporting, and supports internal cross-cutting efforts and external coordination; provides assistance in partner development and private sector engagement, serves as the Mission's alternate environment officer and provides direction and oversight to OHH and implementing partners (IPs) on issues related to environmental compliance, in accordance with USAID requirements to incorporate environmental considerations into results-based planning, achieving, assessing and learning.

(2) Statement of Duties to be performed.

A. Project Environmental Compliance - 70%

Serve as the Mission's Alternate Mission Environmental Officer (MEO) to ensure that projects and activities throughout the Office follow environmental compliance regulations and climate risk management guidelines, including health care waste management procedures and construction project environmental compliance.

Advise Technical Teams, Contracting/Agreement Officers' Representatives(A/COR), Activity Managers on how best to comply with USAID Environmental procedures over the life of projects, including effective monitoring of partner implementation of the environmental mitigation measures.

Provide technical guidance and draft environmental documentation; Initial Environmental Evaluations (IEEs), Environmental Monitoring and Mitigation Plans (EMMPs), and Action Memos. Approve work plans, approaches, solutions, designs, or refinements.

Receive and inspect completed services or supplies upon delivery, and verify that they meet the acceptance standards, including time of delivery, specified in the contract. As necessary, provide direction the contractor in writing to take appropriate action to correct the deficiencies.

Serve in a cross-cutting role to promote integrated environmental awareness throughout the Mission.

Serve as a liaison between OHH and the Economic Growth Office (EG) on upcoming programs, budgets, activity closeout.

Coordinate closely with the EG MEO on effective direction and oversight of Mission environmental compliance activities and liaise with the regional MEO based in Nairobi.

Serve as a liaison between OHH and the Mission Engineer on preparation of Statements of Work for pre-construction, construction implementation, construction oversight, and post-construction (including monitoring and evaluation).

Participate in site visits to monitor compliance oversight for USAID projects throughout Uganda, including travel up to 10% of the time.

Provide technical and management support to Mission environmental and construction reporting requirements, including those under PEPFAR.

In the absence of the MEO, serve in an acting role on his/her behalf.

Assist MEO in organizing and conducting environmental compliance trainings, brown bags etc, at the Mission.

Represent USAID on health infrastructure technical working group.

B. Project/Activity Management - 30 %

Support contracting officer's representatives/agreement officer's representatives (COR/AORs) in the management, monitoring, and evaluation of program/project/activity implementation, and manages sector-specific information in specialized databases.

Serve as COR/AOR, Alternate COR/AOR, and/or Activity Manager on designated awards. Track and manage IP budgets, funding, accruals and expenditures. Review and approve IP's request for payments and ensure funding actions comply with USAID regulations.

Monitor IP management of and annual reporting on government-furnished property. Verify the return or disposition at contract close-out.

Ensure performance-monitoring systems are in place, establish and track indicators, and participate in the development of evaluation plans, assessments, and implementation.

Collect, monitor, and interpret performance data to strengthen project activities. Prepare status reports and provide information on progress in achieving outputs, objectives, and results for Office activities. Make recommendations and provide support to IP corrective actions, as needed.

Participate in new activity design and strategy development within the organization.

Prepare documents related to program planning, implementation, and management, including memoranda, letters, documents in USAID's global award management system (GLAAS), performance reports, trip reports, and analyses.

Manage electronic and hard-copy filing systems for OHH based on USG and USAID record retention regulations.

Coordinate with the Office of Security to obtain necessary security clearances and appropriate identification for contractor designated personnel. Monitor contractors' compliance with the security specifications.

Prepare routine and extraordinary reports, including project/activity status reports, Division/Office-specific contributions to outside reporting requirements, the Country Operational Plan, semi-annual and annual reports, budget and program analyses, quarterly accruals reports, briefings, presentations, and other reporting requirements.

Organize field trips, conferences, and seminars, and provides support to high-level visits to the Mission

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

(3) Supervisory Relationship:

Immediate supervision is from the HSS Unit Leader. The immediate supervisor provides the required guidance and mentoring on technical and managerial performance.

(4) Supervisory Controls:

The PMA has no formal supervisory responsibility.

10. AREA OF CONSIDERATION:

All qualified Ugandans are eligible to submit an offer in response to this solicitation.

11. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Grace Nakaddu, EXO Specialist, gnakaddu@usaid.gov or 0414-306-001.

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. Applicants who do not meet all of the education and experience requirements or who provide incomplete, unsigned applications that are not in compliance with the application instructions will not be evaluated or considered for award.

Education:

Bachelor's degree in financial management, business administration, accounting, social sciences or related field is required.

Prior Work Experience:

--Three to five years of progressively responsible work in financial management, budgeting, accounting, business administration, program management, environmental compliance, private sector engagement, project development, social economics or another closely related field is required.

--Prior experience working with international donor organizations or donor-funded projects is highly desirable.

Language Proficiency:

Level IV English ability (Fluent) is required.

Job Knowledge:

--Demonstrated knowledge of statistics, accounting and/or budgeting practices and procedures.

--A practical knowledge of business correspondence, database management, and project management.

--Familiarity with public health interventions in Uganda.

--Knowledge of Environmental Compliance rules and regulations and climate risk management guidelines highly desirable.

Skills and Abilities:

- Strong interpersonal skills and ability to work collaboratively as part of a multicultural team.
- Ability to work independently and perform at a high level with minimal supervision.
- Ability to communicate information in objective, transparent, accurate, and concise oral and written forms.
- Ability to present information, analyses, and recommendations in clear written and oral formats.
- Excellent analytical, technical and project management skills to review and provide substantive feedback on concept papers, proposals, program descriptions/scopes of work, performance reports, and other technical and programmatic documents.
- Ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures.
- Ability to establish and maintain effective working relationships with a variety of internal and external points of contact.
- 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.
- Ability travel up to 10% of the time.

III. EVALUATION AND SELECTION FACTORS

Offerors must address each criterion (Quality Ranking Factors (QRF) in their application in order to meet the minimum qualifications for this position. Top-ranked Offerors who meet the minimum qualification will be invited for an interview and given a written evaluation.

Offers will be initially screened for compliance with application instructions and eligibility in accordance with the qualification criteria above. Incomplete, unsigned applications that are not in compliance with the instructions will not be evaluated or considered for award.

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.

Offerors will be evaluated and ranked based on the following Evaluation Factors:

1. Job Knowledge (total 40 points):

- Demonstrated knowledge of statistics, accounting and/or budgeting practices and procedures.

- A practical knowledge of business correspondence, database management, and project management.
- Familiarity with public health interventions in Uganda.
- Knowledge of Environmental Compliance rules and regulations and climate risk management guidelines highly desirable.

2. Prior Work Experience (total 35 points):

- Three to five years of progressively responsible work in financial management, budgeting, accounting, business administration, program management, environmental compliance, private sector engagement, project development, social economics or another closely related field is required.
- Prior experience working with international donor organizations or donor-funded projects is highly desirable.

3. Skills and Abilities (total 25 points):

- Strong interpersonal skills and ability to work collaboratively as part of a multicultural team.
- Ability to work independently and perform at a high level with minimal supervision.
- Ability to communicate information in objective, transparent, accurate, and concise oral and written forms.
- Ability to present information, analyses, and recommendations in clear written and oral formats.
- Excellent analytical, technical and project management skills to review and provide substantive feedback on concept papers, proposals, program descriptions/scopes of work, performance reports, and other technical and programmatic documents.
- Ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures.
- Ability to establish and maintain effective working relationships with a variety of internal and external points of contact.
- 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.
- Ability travel up to 10% of the time.

4. Education (pass/fail): Offerors will be given a passing score if they have a relevant degree. Offerors without a relevant degree will not be considered for award or proceed forward in the evaluation process.

Bachelor's degree in financial management, business administration, accounting, social sciences or related field is required.

Evaluation Factors have been assigned the following points:

Job Knowledge - 40 points
Work Experience - 35 points
Skills and Abilities - 25 points

Education and language proficiency – **Pass/Fail**
Satisfactory Professional Reference Checks – **Pass/Fail**

Evaluation Factor Total – 100 points, and Pass for Education, language proficiency and Reference Check

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. 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.

To ensure consideration of applications for the intended position, Offerors must prominently reference the Solicitation number in the application submission.

2. Eligible Offerors are required to complete and submit:

(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, your 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.

3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

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

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>

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

AAPD/CIB No.	Title/Issued Date	Subject Category
AAPD 16-03 (PDF 305 KB) AAPD 16-03 (Word 90 KB)	Expanded Incentive Awards for Personal Services Contracts with Individuals Issued: June 15, 2016	Personal Services Contracts

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]