



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061719R10019

ISSUANCE DATE: September 16, 2019

CLOSING DATE/TIME: October 15, 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:** 72061719R10019
- 2. ISSUANCE DATE:** September 16, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** October 15, 2019, 4:45:00 PM Uganda Time
- 4. POSITION TITLE:** Project Management Specialist (Adolescent Reproductive Health)
- 5. MARKET VALUE:** UGX 137,483,245 – 202,072,484 per annum, equivalent to FSN-11. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uganda. Final Compensation will be negotiated within the listed market value.
- 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 Specialist (Adolescent Reproductive Health) position located within the Office of Health and HIV (OHH)'s Family Health Unit (FHU), working closely with all the technical teams.

The PMS provides strategic, technical and programmatic guidance and leadership on the integration of family planning, reproductive health and HIV/AIDS to members of the Family Planning (FP)/Reproductive Health (RH) unit and others across the USAID/Uganda Mission as needed.

The PMS works to integrate adolescent FP/RH initiatives and strategies across sectors in family planning, education, gender-based violence, and HIV prevention, care and treatment to ensure coordination, layering, and increase targeting and effectiveness of programming for adolescents and young women. The Specialist will serve as Contracting/Agreement Officer's Representative (C/AOR) to provide technical and professional leadership to plan, design, implement, monitor, and oversee mission supported

FP/RH activities and cross-cutting multi-sectoral approaches. S/he will participate in the design of new programs/projects and evaluation of ongoing programming.

The PMS keeps abreast of current publications and information on international FP/RH integration related to adolescent girls and young women, and its programming in developing countries, in order to advise the Mission and other stakeholders on best practices. This involves participating in relevant sector-wide technical working groups, and helping USAID/Uganda integrate adolescent family planning and reproductive health into other areas of its portfolio.

(2) Statement of Duties to be performed.

A. Technical Advice and Advocacy – 50%

--Provide leadership, technical guidance, coordination, and monitoring/evaluation on adolescent/young women family planning and reproductive health activities for OHH and other USAID/Uganda Mission offices as needed.

--Work with the FP, maternal and child health (MCH), prevention of mother to child transmission (PMTCT) and care and treatment focal persons in OHH to ensure that:

a) Adolescent girls/young women-focused HIV/AIDS services, particularly HIV testing and referral, are offered as an integral part of FP and MNCH services; and

b) Family planning services, including long term and permanent methods, for adolescent girls and young women of reproductive age are offered as integral components of HIV care and treatment services, especially following the country transition to tenofovir/lamivudine/dolutegravir (TLD) as the preferred first line HIV/AIDS treatment regimen.

--Participate in the planning and design of the Mission's annual and mid-term health plans and strategies to ensure that FP, MNCH and HIV/AIDS are addressed as integrated elements, with particular attention to increasing targeting to adolescents girls and young women.

--Provide technical assistance and guidance to USAID implementing partners in executing, monitoring and reporting of FP, MNCH and HIV/AIDS integration including development of tools and frameworks for progress monitoring.

--Keep abreast of and analyze epidemiological, health, economic, political and other trends affecting family planning, reproductive health and FP/HIV integration and keep the Mission informed of these trends.

--Provide strategic guidance to, and design program interventions for FP and HIV/AIDS activities based on state-of-the-art approaches and new scientific developments, including technical assistance to integrate family planning into MTCT initiatives, HIV counseling and testing, care and treatment and other HIV intervention approaches.

--Participate in developing policies and guidelines to integrate adolescent girls/young women FP/RH activities into other health-related activities, including HIV/AIDS, and Mission focus areas, such as education. Advocate for integrated FP/RH and HIV programs in portfolio reviews in order to achieve PMP targets, and ensure that USAID/Uganda programs contribute to relevant Health Sector Strategic Plan III and SDG goals.

--Review programs across OHH to monitor compliance with current US policy and statutory restrictions such as the Protecting Life in Global Health Assistance policy and statutory restrictions relating to abortion. Provide training and compliance support to OHH staff and implementing partners as needed,

--Participate in the Collaborative, Learning and Adapting (CLA) communities of practice with the aim of sharing FP/RH integration with other sectors including HIV. Contribute to monitoring, evaluation, analysis and learning at the project and DO levels.

--Work with the Strategic Information (SI) team to synthesize trends at the regional/national levels and incorporate learning from all analysis into current and future programming and share extensively across all stakeholders. Facilitate knowledge management through exchange of technical information and ideas, to collaborate on cross cutting issues, to provide effective collaboration among actors in family planning/reproductive health, and to promote program/project synergies.

B. Program/Project Management – 35%

--Serve as A/COR, alternate A/COR and/or activity manager for assigned activities. In this capacity, s/he reviews and approves work plans, budgets, performance monitoring plans, quarterly and annual reports, and other key documents for USAID-supported projects.

--Monitor burn rates and ensure that obligations, expenditures, and budget pipelines conform to action plans. Submit quarterly accruals reports and ensure appropriate and timely incremental funding of activities.

--Ensure that IPs receiving population and HIV funding are compliant with USG family planning regulations and policies.

--Provide guidance on new program initiatives, draft program documents to secure funding and implement activities, and manage the relationships between USAID/Uganda and IPs implementing FP/RH and HIV integration activities.

--Provide technical assistance in capacity building, planning, implementation, monitoring, and evaluation to key USAID governmental and non-governmental partners, to ensure that they develop measurable plans and objectives for implementation of innovative FP/RH projects targeting adolescents and young women.

--Provide oversight to ensure that USAID-supported FP/RH and HIV funded programs achieve anticipated results, are linked to and enhance attainment of OHH objectives, which are aligned with Government of Uganda (GoU) priorities and implemented within the framework of USG foreign assistance policies.

--Conduct regular site visits to monitor progress of activities and provide technical and programmatic recommendations.

C. Representation and Reporting (15%)

--Participate as a senior Mission representative in national-level technical, programmatic, and policy meetings, and in consultations with other donors, government officials, and implementing partners (IPs). Participate on the PEPFAR interagency Care and Treatment technical working group, as well as gender-focused groups.

--Provide technical input into PEPFAR planning and reporting processes including quarterly PEPFAR Oversight and Accountability Review Team (POART) and Country Operational Plan (COP) development.

--Provide technical and programmatic support, including developing PowerPoint presentations and talking points, and serve as site officer for high-level delegations, other visitors, and overall USG and USAID Mission needs.

--Maintain responsibility for supporting OHH and the Mission in developing agency operational plans and strategies, such as the Country Development Cooperation Strategy (CDCS) and the Operational Plan.

--Respond to reporting requirements and requests from within the Mission, and from USAID/Washington and others, as needed.

--Participate in internal and external strategy discussions, including active engagement across sectors at the Mission, as a technical expert on adolescent girls/young women FP/RH and HIV integration.

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:

The PMS works under the general supervision of the Deputy Family Health Team Leader. Assignments are primarily in terms of program objectives and desired results. Accomplishments are evaluated for conformance with policy and accomplishment of USAID/Uganda objectives and individual work objectives through periodic and annual evaluations.

(4) Supervisory Controls:

The PMS 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:

Master's degree in demography, public health, international development, social sciences or another closely related field.

Prior Work Experience:

Five to seven (5-7) years of progressively responsible professional experience working in the family planning/ reproductive health and/or HIV/AIDS in Uganda.

Three (3) years of this experience should be working with the Government of Uganda, donor and/or private institutional structures in family planning/reproductive health and/or HIV.

Language Proficiency:

Level IV (fluent) English language proficiency, speaking and writing, is the minimum requirement.

Job Knowledge:

A comprehensive knowledge of population and development as well as theories and practices around improving access to and quality of family planning/reproductive health is required.

Knowledge of best practices for family planning/reproductive health service delivery, community engagement, policy development and implementation, advocacy, capacity building, program planning is preferred.

Skills and Abilities:

Strong communication, mentoring, interpersonal, teamwork and leadership skills.

Ability to process information from a wide variety of sources into cohesive, polished documents, reports and technical policy briefs.

Diplomacy and tact to work effectively with a variety of internal and external stakeholders in a multi-cultural environment.

Ability to work effectively in a team environment and coordinate well with others.

Ability to establish and maintain effective working relationships within USAID/Uganda, across the interagency and with the Ugandan public and private sectors.

Excellent organizational skills and the ability to multi-task and meet tight deadlines in a complex, frequently changing environment is a requirement.

Advanced analytical skills and problem-solving skills.

Excellent computer skills and software skills.

Ability to travel within Uganda, up to 10% of the time.

III. EVALUATION AND SELECTION FACTORS

Offerors must address each criterion 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.

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):

A comprehensive knowledge of population and development as well as theories and practices around improving access to and quality of family planning/reproductive health is required.

Knowledge of best practices for family planning/reproductive health service delivery, community engagement, policy development and implementation, advocacy, capacity building, program planning is preferred.

2. Prior Work Experience (total 35 points):

Five to seven (5-7) years of progressively responsible professional experience working in the family planning/ reproductive health and/or HIV/AIDS in Uganda.

Three (3) years of this experience should be working with the Government of Uganda, donor and/or private institutional structures in family planning/reproductive health and/or HIV.

3. Skills and Abilities (total 25 points):

Strong communication, mentoring, interpersonal, teamwork and leadership skills.

Ability to process information from a wide variety of sources into cohesive, polished documents, reports and technical policy briefs.

Diplomacy and tact to work effectively with a variety of internal and external stakeholders in a multi-cultural environment.

Ability to work effectively in a team environment and coordinate well with others.

Ability to establish and maintain effective working relationships within USAID/Uganda, across the interagency and with the Ugandan public and private sectors.

Excellent organizational skills and the ability to multi-task and meet tight deadlines in a complex, frequently changing environment is a requirement.

Advanced analytical skills and problem-solving skills.

Excellent computer skills and software skills.

Ability to travel within Uganda, 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.

Master's degree in demography, public health, international development, social sciences or another closely related field.

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. 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.

2. Late applications, received after the closing date and time, will not be accepted or considered for award.

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

4. Eligible Offerors are required to complete and submit:

(i) A **hand signed** around Section 6 - Declaration - of DS-174 Employment Application for Locally Employed Staff or Family Member (<https://eforms.state.gov/Forms/ds174.pdf>)

(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) A Curriculum Vitae/Resume.

The curriculum vitae/resume should contain sufficient information to make a valid determination that the offeror fully meets the requirements as stated in this solicitation.

This information should be clearly identified in the curriculum vitae/resume. Failure to provide information sufficient to determine the qualifications for the position will result in loss of full consideration.

(iv) Copies of Academic Transcripts

(v) Names, contact numbers, and e-mail addresses of three (3) professional references. At least one of the references must be a prior or current direct supervisor.

5. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to: KampalaHR@state.gov

6. 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.

7. Submitted offers and documents become the property of USAID and will not be returned.

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]