



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061719R10017

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.

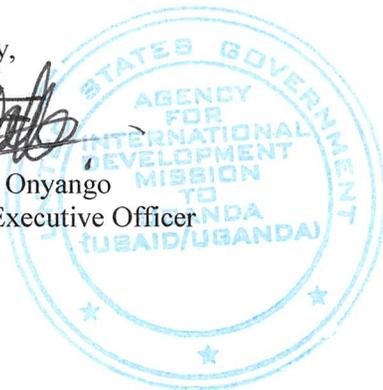
Offers must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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:** 72061719R10017
- 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 (Maternal and Child Health/Family Planning (MCH/FP))
- 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 (Maternal and Child Health/Family Planning (MCH/FP) position located in the USAID/Uganda Office of Health and HIV/AIDS (OHH), Family Health Unit.

The PMS provides technical and professional leadership to plan, implement, monitor, and oversee mission supported maternal and child health activities and serves as Agreement Officer's Representative/Contracting Officer's Representative (AOR/COR) responsible for planning, designing, organizing, directing, and coordinating development programs and monitoring and evaluation of activities implemented.

The PMS 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 non-governmental organizations working in the health sector.

The PMS must have a detailed understanding of global health issues, as well as the entire USAID health portfolio, in order to represent USAID and the U.S. Government (USG) in various high-level governing bodies key to family health; serve on Government of Uganda (GoU) and donor technical 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.

(2) Statement of Duties to be performed.

A. Technical Responsibilities - (45%)

1. Provide overall strategic guidance and sound technical advice to a total of eighteen activities which receive MCH funds annually supporting both the public and private sectors.
2. Represent USAID and the USG in national and international fora to advise on maternal, neonatal child health policies, strategies, and technical issues. Keep abreast of information, trends, and breakthroughs including MCH technologies, and share this with USAID MCH Implementing Partners (IPs), and OHH colleagues. Liaise with all other relevant OHH teams and MCH implanting partners, to implement and scale-up Saving Mothers, Giving Life (SMGL) approaches and strategies.
3. At the policy level, the PMS will closely work with MOH, UN agencies and other major MCH stakeholders to ensure implementation of MCH-related policies and guidelines and to update and revise current policies and guidelines to meet identified new challenges.
4. Support the adaptation and piloting of World Health Organization (WHO) quality of care standards for maternal newborn and child health care among the USAID Regional Health Integration to Enhance Services (RHITES) regions and refine, popularize and scale-up the unbranded SMGL package based on the SMGL principles.
5. As the USAID key liaison for MCH projects, identify opportunities and further engage with the Ministry of Health (MOH) to ensure that USAID has adequate information about this project to enable us contribute to our learning.

B. Program Management - (35%)

Provide oversight of activities related to the MCH program in USAID/Uganda's cooperative agreements/contracts. Key program management activities include:

1. Serve as AOR/COR or Activity Manager for a variety of programs/projects/activities in the MCH portfolio.
2. Maintain a schedule for and conduct regular site visits to review program implementation, meet with beneficiaries, and based on the information collected during such visits, adjust or recommend adjustments to programs/projects/activities as appropriate.
3. Review annual work plans and performance reports to ensure IPs are in compliance with bilateral government agreements and with performance expectations.

4. Ensure 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.
5. Take 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 participate in the development of the annual PEPFAR Country Operational Plan and Malaria Operational Plan.
6. As applicable, the PMS will provide technical guidance regarding MCH related areas to programs with a cross-cutting focus.
7. Work closely with Project Managers of the different Performance Appraisal Documents (PADS) where a number of activities receiving MCH resources fall, to ensure that the goals and objectives of the PADS are realized.
8. Participate in Mission review of technical proposals in the area of MCH and integrated health service delivery.
9. Assist in the planning of high level USG and SMGL partner site visits to Uganda. Organize field trips, conferences, and seminars and ensure maximum participation by target audiences. Write obriefing documents and share necessary reports.
10. Manage interactions with partners including helping to develop sustainable strategies to facilitate medium to long-term impact of partner activities, providing direction and capacity strengthening, etc.

C. Interagency Coordination - (20%)

Represent USAID/Uganda at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Brief agency officials on the results of such meetings and prepare written reports for submission to other interested parties.

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 Family Health Deputy Unit Leader. Assignments are made orally and in writing, with a discussion of any elements of the assignment that may be new or to determine priority. Most assignments are self-generated, and occur in the normal course of the work, but the incumbent determines 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 must seek advice and assistance as required. Work is reviewed in terms of results achieved.

(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, Public Health, Medicine, Population studies or other relevant degree is required.

Prior Work Experience:

Five to seven (5-7) years of progressively responsible, professional- experience in health sector management preferably in maternal, neonatal and child health;

Work experience should include at least three years of strategy, and policy development working with the GOU, donor and/or private institutional structures in maternal and child health and nutrition. Experience must have provided the opportunity for project design, program planning, and/or implementation;

Demonstrated experience in coordination of large-scale projects or working in teams is required.

Language Proficiency:

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

Job Knowledge:

In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to maternal child health in Uganda and/or 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;

Demonstrated knowledge and understanding of the economic, political, social, and cultural characteristics of Uganda; and, the economic developments, resources, resource constraints, development prospects and priorities of Uganda and/or the region;

Working knowledge of legislation, policy, and practice relating to development assistance; programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities.

Skills and Abilities:

Strong interpersonal, analytical, and communications skills required;

Ability to order priorities and manage several activities simultaneously;

Ability to work effectively in a team environment and coordinate well with others, particularly mid- and senior- level officials;

Excellent computer skills including Word, Excel, Database software, E-mail, and the internet;

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

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;

Ability to travel to regions and districts within Uganda for field work, up to 10% of the time;

Exceptional diplomacy, tact, cultural sensitivity and team participation are also required, in order to establish and maintain effective working relationships within USAID and with implementing partners and the interagency team.

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):

In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to maternal child health in Uganda and/or 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;

Demonstrated knowledge and understanding of the economic, political, social, and cultural characteristics of Uganda; and, the economic developments, resources, resource constraints, development prospects and priorities of Uganda and/or the region;

Working knowledge of legislation, policy, and practice relating to development assistance; programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities.

2. Prior Work Experience (total 35 points):

Five to seven (5-7) years of progressively responsible, professional- experience in health sector management preferably in maternal, neonatal and child health;

Work experience should include at least three years of strategy, and policy development working with the GOU, donor and/or private institutional structures in maternal and child health and nutrition. Experience must have provided the opportunity for project design, program planning, and/or implementation;

Demonstrated experience in coordination of large-scale projects or working in teams is required.

3. Skills and Abilities (total 25 points):

Strong interpersonal, analytical, and communications skills required;

Ability to order priorities and manage several activities simultaneously;

Ability to work effectively in a team environment and coordinate well with others, particularly mid- and senior- level officials;

Excellent computer skills including Word, Excel, Database software, E-mail, and the internet;

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

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;

Ability to travel to regions and districts within Uganda for field work, up to 10% of the time;

Exceptional diplomacy, tact, cultural sensitivity and team participation are also required, in order to establish and maintain effective working relationships within USAID and with implementing partners and the interagency team.

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, Public Health, Medicine, Population studies or other relevant degree 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. 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]