



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061719R10016

ISSUANCE DATE: September 16, 2019

CLOSING DATE/TIME: September 27, 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:** 72061719R10016
- 2. ISSUANCE DATE:** September 16, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** September 27, 2019, 4:45:00 PM Uganda Time
- 4. POSITION TITLE:** Project Management Specialist/Monitoring and Evaluation (M&E)
- 5. MARKET VALUE:** UGX 102,802,449 – 150,709,572 per annum, equivalent to FSN-10. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uganda. Final Compensation will be negotiated within the listed market value.
- 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 (M&E) position in the USAID/Uganda OHH, Strategic Information (SI) Unit.

The M&E Specialist provides the Office of Health and HIV/AIDS (OHH) with a broad range of support in data collection, analysis and reporting in areas related to sector, program, project and activity performance monitoring, evaluation and learning. S/he employs advanced statistical, data processing and analysis skills to interrogate major health-related data sets to generate information useful for program management and improve project efficiency and effectiveness. In addition, s/he provides direct oversight to OHH awards related to strategic information, monitoring and evaluation, and health systems strengthening.

(2) Statement of Duties to be performed.

A. Data collection and analysis, and monitoring and evaluation of program activities (60%)

1. Data Management

--Develop tools and data systems, such as data repositories, monitoring and evaluation (M&E) tools, guidelines and other reference documents for monitoring, evaluation and learning (MEL) of the health program to ensure harmonized data collection system across the program.

--Track performance against and maintain multiple sets of key indicators: common indicators related to standard components used in all USAID programs/projects; indicators at the development objective level; indicators at the project level; and, detailed indicators at the activity level. Ensure data are properly collected, and that each indicator is an appropriate measure of its corresponding result.

--Contribute to ensuring the quality of information being collected, including considerations related to the treatment of research subjects and relevant data disaggregation needs.

--Support the Mission's data management practice, including: data management planning; helping to establish the health office and associated project units' data protocols for documenting data that are collected during activities; documenting data analysis procedures and meeting data retention and warehousing requirements; and complying with all applicable regulations.

--Participate in data cleaning exercises and Data Quality Assessments (DQAs).

2. Data Analysis

--Serve as a key resource for OHH data analysis. Recommend analytical methods for Mission needs to best assess progress against planned results and perform data extraction and analysis, including inferential statistical analysis, such as regression analysis, and other analyses as appropriate to the data.

--Document methodologies and procedures used in the compilation and analysis of data as well as data sources and limitations of estimates and guidelines for their use.

--Contribute to calculating sample sizes for qualitative and quantitative studies; identifying appropriate counterfactuals and preparing research instruments.

--Conduct rigorous analysis of data from a variety of sources to unearth project obstacles and opportunities and employ cutting edge approaches and tools to make compelling, and in most cases, visual data presentations.

--Perform data analysis for field monitoring and assessments (such as Site Improvement through Monitoring System (SIMS) and Surge) and develop analytical reports.

3. Monitoring, Evaluation and Learning

--Ensure that evaluations at the office, unit, project or individual activity level are properly planned and carried out in a high-quality and professional manner, by guiding Technical Offices to draft appropriate Scopes of Work (SOWs) for evaluation units, by actual participation in and sometimes leading evaluation teams, and by ensuring that Unit comments on draft evaluation SOW and reports are reflected in final versions.

--Advise Agreement Officer's Representatives/Contracting Officer's Representatives (AOR/CORs) and IPs to ensure activity work plans and monitoring plans include relevant and effective performance measures that together provide greater results and more accurate measurements.

--Provide cross-cutting technical guidance in the implementation of the Mission's Performance Management Plan (PMP) and OHH responsibilities from Mission PMP.

--Support implementation of USG monitoring, evaluation and reporting requirements including preparation of assigned M&E components of the various USG annual planning and reporting processes such as the Country Operational Plan (COP), Annual Program Results (APR), Performance Plan and Report (PPR), etc. using USG specific systems and tools.

--Coordinate and review evaluations and studies conducted by IPs and contractors.

--Participate in the OHH field monitoring of activities to ensure quality of data, requiring travel up to 20% of the time.

--Facilitate adaptive management of interventions through rapid feedback and shorter learning loops from studies, data analysis, evaluations and lessons from other sources

B. Program, Project and Activity Management (25%)

--Serve as an AOR/COR, or activity manager for one or more activities. Ensure that USAID exercises prudent management over the award and monitor the recipient's progress in achieving the objectives of the program description/SOW.

--Review and provide administrative approval for assigned activities.

--Ensure compliance with audits, evaluations, assessments and reviews; and the closure of open recommendations.

--Maintain monthly project financial management tracking systems. Ensure that obligations, expenditures, and budget pipelines conform to action plans and results and ensure appropriate and timely incremental funding of activities.

--Ensure program activities are in compliance with USAID regulations.

--Participate in the design of new SI Unit, Health Office or associated Country Development Cooperation Strategy (CDCS) project activities.

C. Reporting and Communication (15%)

--Prepare data visualizations to facilitate public presentation of data findings including pie charts, bar graphs, and tables, among others to include in both external and internal reports.

--Contribute to management of quarterly performance monitoring reviews and reports, PEPFAR reporting requirements, Portfolio Reviews, the annual Performance Plan and Report, as well other reporting requirements.

--Liaise with OHH unit members to provide information to the OHH, Mission staff, IPs, and the personnel of other USG agencies on M&E concepts, processes, design, training, and practices.

--Assist in identifying M&E training needs and participate in planning and implementing training workshops for partners and stakeholders including training on the Data for Accountability, Transparency, and Impact (DATIM) system and District Health Information Software 2 (DHIS2).

--Coordinate with other SI unit members to review results of evaluations, studies and surveys in public health, including Demographic Health Surveys, AIDS Indicator Surveys, Behavior Change Surveillance, Malaria Indicator Survey, etc.

--Work with the national health information system technical working group led by the Ministry of Health (MoH) to clean data, create secondary variables and develop summaries and reports.

--Serve as a member of the Mission's MEL group and Strategic Information Technical Working Group.

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 M&E Specialist works under the general supervision of the SI 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 M&E Specialist will seek advice and assistance as required. Completed work is accepted as technically correct, and the overall assignment is reviewed in terms of results achieved.

(4) Supervisory Controls:

The M&E Specialist 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:

A Bachelor's degree in health informatics, statistics, health economics, applied research, demography, development studies or another closely related field is required.

Prior Work Experience:

A minimum of five (5) years of experience in M&E, data analysis, database management and data systems development required;

Experience implementing or managing program/project evaluations required;

A demonstrated track record of increasing responsibility and experience in the design, implementation and management of data systems and data analysis using multiple analytical platforms required; and

Previous experience with multi-lateral or bi-lateral organizations required.

Language Proficiency:

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

Job Knowledge:

Demonstrated knowledge related to inferential statistical analysis, program/project performance analysis, data visualization, and program reporting and monitoring required;

Knowledge and understanding of host-country historic, economic, social, cultural, and political characteristics and an understanding of the general level of development in the region required;

Working knowledge of technical and programmatic aspects of Health and HIV/AIDS interventions in a developing country context required;

Familiarity with a wide range of issues in management of health programs, such as program design, monitoring, evaluation, health management information systems, local government systems and community development required;

Thorough knowledge of development approaches; and methods of empirical data collection, analysis, and reporting on program monitoring and impact evaluation in order to advise on effective approaches and to write effective analyses required; and

Excellent knowledge of analytical, and monitoring and evaluation capacities of local institutions preferred.

Skills and Abilities:

Expert skills in the use of multiple data analysis packages such as ArcGIS 10, SPSS, Stata, SASS, and R required;

Originality and creative thinking to discern data patterns and create data visualizations required;

Ability to issue precise and accurate factual reports using rigorous analytical and interpretive skills required;

Ability to work in multidisciplinary units and in an environment in which there may be unit members with varying backgrounds and skill levels required;

Excellent communication skills both writing and speaking, especially in being able to communicate technical subjects to clients with nontechnical background required;

Ability to understand technical staff needs for data and to present information, analyses, and recommendations in clear written and oral formats required;

Ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures required;

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 required.

Proficiency in database development and data warehousing using MS Office products and nonproprietary platforms preferred; and

Ability to travel to regions and districts within Uganda, up to 20% 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):

Demonstrated knowledge related to inferential statistical analysis, program/project performance analysis, data visualization, and program reporting and monitoring required;

Knowledge and understanding of host-country historic, economic, social, cultural, and political characteristics and an understanding of the general level of development in the region required;

Working knowledge of technical and programmatic aspects of Health and HIV/AIDS interventions in a developing country context required;

Familiarity with a wide range of issues in management of health programs, such as program design, monitoring, evaluation, health management information systems, local government systems and community development required;

Thorough knowledge of development approaches; and methods of empirical data collection, analysis, and reporting on program monitoring and impact evaluation in order to advise on effective approaches and to write effective analyses required; and

Excellent knowledge of analytical, and monitoring and evaluation capacities of local institutions preferred.

2. Prior Work Experience (total 35 points):

A minimum of five (5) years of experience in M&E, data analysis, database management and data systems development required;

Experience implementing or managing program/project evaluations required;

A demonstrated track record of increasing responsibility and experience in the design, implementation and management of data systems and data analysis using multiple analytical platforms required;

Previous experience with multi-lateral or bi-lateral organizations required; and

Experience with PEPFAR monitoring, evaluation and reporting (MER) system will be an added advantage.

3. Skills and Abilities (total 25 points):

Expert skills in the use of multiple data analysis packages such as ArcGIS 10, SPSS, Stata, SASS, and R required;

Originality and creative thinking to discern data patterns and create data visualizations required;

Ability to issue precise and accurate factual reports using rigorous analytical and interpretive skills required;

Ability to work in multidisciplinary units and in an environment in which there may be unit members with varying backgrounds and skill levels required;

Excellent communication skills both writing and speaking, especially in being able to communicate technical subjects to clients with nontechnical background required;

Ability to understand technical staff needs for data and to present information, analyses, and recommendations in clear written and oral formats required;

Ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures required;

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 required.

Proficiency in database development and data warehousing using MS Office products and nonproprietary platforms preferred; and

Ability to travel to regions and districts within Uganda, up to 20% 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.

A Bachelor's degree in health informatics, statistics, health economics, applied research, demography, development studies or another closely 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. 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	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]