



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061720R10003

ISSUANCE DATE: October 14, 2019

CLOSING DATE/TIME: November 13, 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.

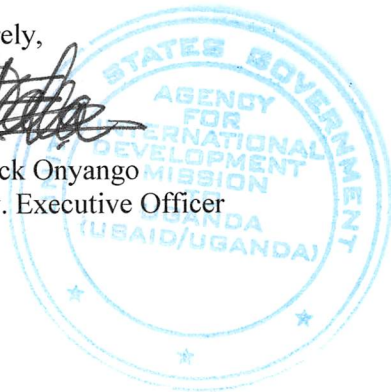
Offers must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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:** 72061720R10003
 - 2. ISSUANCE DATE:** October 14, 2019
 - 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** November 13, 2019, 4:45:00 PM Uganda Time
 - 4. POSITION TITLE:** Project Management Specialist (Supply Chain)
 - 5. MARKET VALUE:** UGX 145,734,783 – 214,194,284 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 (Supply Chain) position located in the Supply Chain sub-unit within the Health Systems Strengthening (HSS) unit in the Office of Health and HIV (OHH) - but based at the Ministry of Health (MOH) - National Medical Stores to facilitate the advisory role of this position.

The PMS supports Presidential initiatives and other Agency priorities under the President's Emergency Plan for AIDS Relief (PEPFAR), the President's Malaria Initiative (PMI), Preventing Child and Maternal Deaths and Protecting Communities from Infectious Diseases. The successful achievement of these initiatives depends on the timely procurement and distribution of health commodities, and this position serves as a critical link between USAID/OHH and the MoH in helping advance USAID/Uganda's health

objectives and, ultimately, achievement of the Development Objectives (DO) in the Country Development Cooperation Strategy (CDCS).

The primary role in the position is to provide critical, high level policy advice and technical support to the Government of Uganda (GoU), specifically the Ministry of Health (MoH) and National Medical Stores (NMS). The PMS will focus mainly on technical support, collaboration and coordination with each of the key National and decentralized supply chain management systems in their fulfillment of mandates to effectively provide adequate and quality health commodities in a standardized, timely, efficient, and cost effective manner. The PMS also supports the U.S. Government (USG) in its efforts to strengthen Government of Uganda (GoU) supply chain management (SCM) systems for improved commodity security and accountability for both the public and private health sector.

(2) Statement of Duties to be performed.

A. Technical Leadership (50%)

Stay abreast of state-of-the-art knowledge, programming and best practices related to supply chain management and utilize this information to improve MoH and NMS supply chain management.

Use diplomatic skills and technical acumen to influence the MoH and NMS in their strategic decisions and policy formulation to strengthen supply chain management, including transparency and accountability, and encourage the GoU to take concrete steps in the overall journey to self-reliance.

Influence other donors, and the private sector to leverage resources for health systems strengthening to achieve mutual goals such as those related to PEPFAR, PMI, the Global Health Security Agenda, FP2020, and preventing child and maternal deaths.

Recommend and implement mechanisms that will ensure transparent and accountable management of health commodities at all levels of the system.

Support Ministry of Health (MoH) efforts to ensure supply chain systems fully integrate with key commodity management and information systems that will allow end to end data visibility.

Work in collaboration with the MoH Pharmacy Department, National Medical Stores (NMS) and district governments (commodity officers and District Health Teams (DHTs) to adapt best practices and innovations for commodity management in relation to service delivery.

Provide technical support for policy related issues that impact on supply chain, commodity management and allocation of resources for health commodities.

Provide supply chain expertise to USG Implementing Partners (IPs) during their program planning, and implementation using standardized supply chain packages.

Support improvement for supply chain planning, communication and coordination between the NMS, MoH Pharmacy Department and targeted programs including HIV, Malaria, TB and Reproductive Health/Family planning among others, in order to minimize stock outs of key health commodities.

Mentor and work collaboratively to strengthen technical capacity among MoH and NMS staff working on supply chain and commodity management to improve quality systems for commodities.

Participate in key technical fora related to supply chain and commodity management at the MoH, NMS, Ministry of Finance, Planning and Economic Development (MOFPED), and among key donors involved in supply chain.

Serve as the USG point of contact to liaise with MoH and NMS in relation to coordinating supply chain systems support, supply planning, forecasting, quantification and programming.

Advocate for increased staffing and resources for critical staff at MoH Pharmacy Department, and district local governments.

Support MoH to lead and manage significant standardization and categorization of commodity supplies and commodity-specific projects towards achieving strategic buying within each of the country programs and looking for ways to collaborate at regional and global levels.

B. Program Management (30%)

Serve as an AOR/COR/Activity Manager for one or more activities (and assist the AOR/COR in performing certain technical oversight duties); ensure that USAID exercises prudent management over the award and monitor the recipient's progress in achieving the objectives of the program description.

Work with the USAID Health/HIV team to monitor Implementing Partners (IPs) supporting supply chain systems implementation at all levels, and monitor achievement of milestones.

Coordinate exchanges and sharing of best practices among USG and other stakeholders in the Health and HIV program areas to strengthen supply chain systems improvement.

Assist the HSS team to develop mechanisms for commodity procurement including support on sourcing and buying using local and international partners.

Provide project management support for supply chain, fiduciary management and commodity procurement awards within the mission.

Support MoH to set up and implement key performance metrics processes that indicate improvement in performance of the supply chain management system.

Participate in annual planning, including the country operational plan, malaria operational plan, and the operational plan in collaboration with the PEPFAR, HSS, Malaria and Family Health Teams, by providing supply chain management expertise.

As the PMS position cuts across all areas of the health portfolio, work closely with other CORs, AORs and Activity Managers to review and support annual work planning to ensure activities are aligned with MoH policies and plans, coordinated with other USAID and development partners' activities, and reflect state of the art interventions and best practices in supply chain management.

C. Design of New Activities – 10%

As the HSS programs evolve and funding levels change, apply critical analysis and strategic thinking skills to identify areas for strategic support, participate in the selection of implementing mechanisms,

design and review proposals or applications, participate in procurement process, and guide the implementation of activities.

D. Integration of Supply Chain best practices with critical Mission Activities – 10%

Coordinate with other OHH staff to ensure development of key systems that effectively integrate of HIV, Malaria, Family Health and Strategic Information portfolios.

Contribute to activities that support the provision of technical and administrative oversight of USAID programs implementing integrated USAID Health systems, malaria, tuberculosis, HIV, family planning, reproductive health, child survival, and nutrition activities at national and district/site levels.

Coordinate other activities within the health portfolio as they relate to Health Systems Strengthening, including forecasting and quantification, planning and procurement of supplies, community services, social marketing, communication, monitoring and evaluation, human resources for health and health systems strengthening.

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:

Works under the general supervision by the Supply Chain sub-unit leader. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the PMS is required to determine 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 will seek advice and assistance as required. Work is reviewed in terms of results achieved.

(4) Supervisory Controls:

Continued supervision of other Mission staff is not contemplated.

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, or the local equivalent, in Public Health or another field closely related to health systems and commodities management.

Prior Work Experience:

--At least seven (7) years of progressively responsible professional experience working in Uganda in Health and HIV/AIDS field.

--This work experience should include at least five (5) years of project management in relation to supply chain and/or health commodities management.

--Supply chain experience working with GoU at the National, district and/or facility level is required.

--Experience collaborating with and/or working for key donors, development partners, or Non-Governmental Organizations (NGO) is required.

Language Proficiency:

Level IV (fluent) spoken and written English language proficiency is required.

Job Knowledge:

--Knowledge of national supply chain management systems and Health and HIV/AIDS service delivery in the public and private sector in Uganda including but not limited to procurement, warehousing and distribution, receipt and ordering of commodities, supply planning, quantification, and use of supply chain management information and management systems.

--Solid understanding of donor engagement in supporting health systems strengthening efforts and health commodities.

Skills and Abilities:

--Demonstrated project management skills, including data and information management, administrative, and monitoring skills used to track the performance of implementing partners and activities.

--Ability to present information, analyses, and recommendations in clear written and oral formats.

--Ability to work effectively within a team and interagency environment.

--Ability to initiate and self-manage work with minimal supervision.

- Demonstrated ability to coordinate and organize stakeholders at national and lower levels of management.
- Ability to travel to regions and districts within Uganda.
- Ability to work in a multi-cultural, dynamic and fast paced environment.
- Demonstrated ability to support policy development, interpretation and implementation in relation to health supply chain and health related programs.
- Ability to work in a multi-stakeholder engagement environment
- Excellent computer skills including Word, Excel, and PowerPoint. Skills related to logistics management software (e.g. Pipeline, Quantimed, FAST Tool) are required.

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):

- Knowledge of national supply chain management systems and Health and HIV/AIDS service delivery in the public and private sector in Uganda including but not limited to procurement, warehousing and distribution, receipt and ordering of commodities, supply planning, quantification, and use of supply chain management information and management systems.
- Solid understanding of donor engagement in supporting health systems strengthening efforts and health commodities.

2. Prior Work Experience (total 35 points):

- At least seven (7) years of progressively responsible professional experience working in Uganda in Health and HIV/AIDS field.
- This work experience should include at least five (5) years of project management in relation to supply chain and/or health commodities management.
- Supply chain experience working with GoU at the National, district and/or facility level is required.
- Experience collaborating with and/or working for key donors, development partners, or Non-Governmental Organizations (NGO) is required.

3. Skills and Abilities (total 25 points):

- Demonstrated project management skills, including data and information management, administrative, and monitoring skills used to track the performance of implementing partners and activities.
- Ability to present information, analyses, and recommendations in clear written and oral formats.
- Ability to work effectively within a team and interagency environment.
- Ability to initiate and self-manage work with minimal supervision.
- Demonstrated ability to coordinate and organize stakeholders at national and lower levels of management.
- Ability to travel to regions and districts within Uganda.
- Ability to work in a multi-cultural, dynamic and fast paced environment.
- Demonstrated ability to support policy development, interpretation and implementation in relation to health supply chain and health related programs.
- Ability to work in a multi-stakeholder engagement environment
- Excellent computer skills including Word, Excel, and PowerPoint. Skills related to logistics management software (e.g. Pipeline, Quantimed, FAST Tool) are required.

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, or the local equivalent, in Public Health or another field closely related to health systems and commodities management.

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	Expanded Incentive Awards for Personal Services Contracts with Individuals	Personal Services Contracts	

AAPD/CIB	Title/Issued Date	Subject Category
No.		
(Word 90 KB)	Issued: June 15, 2016	

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]