



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061719R10020

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.

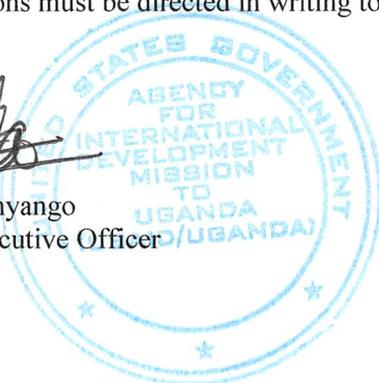
Offers must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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:** 72061719R10020
- 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 (Strategic Information)
- 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 (Strategic Information) position located in the USAID/Uganda Office of Health and HIV (OHH), Strategic Information (SI) Unit.

The PMS plays a key role in program strategy, development, monitoring, evaluation and learning, and provides support for OHH reporting to the Mission, the Embassy, and to USAID/Washington, Congress, Government of Uganda (GoU) and others.

The PMS provides cross-cutting program, policy, and evaluation support in order to ensure that proposed strategies and programs are consistent with Agency, Embassy, Mission, and Host-Country priorities.

(2) Statement of Duties to be performed.

A. Program Performance Management and Performance Reporting (35%)

Work directly with the Program Office, USAID/Washington and other United States Government (USG) agencies to provide technical monitoring and evaluation (M&E) expertise to plan and manage OHH responsibilities related to the Mission Performance Management Plan (PMP) that includes collecting data and assessing its validity and improving its quality.

Provide cross-cutting technical guidance in the implementation of the Mission's PMP.

Provide SI services and support Implementing Partners (IPs) in the development and implementation of Activity Monitoring and Evaluation Plans (AMELPS). Guide IPs in understanding the Performance Monitoring Plan system and process, and their role in the process, and advise them on specific measurement techniques appropriate for their programs.

Develop innovative and cross-cutting monitoring tools, including Data Quality Assessment and Improvement (DQA/I) tools in coordination with the Program Office and M&E contractors. Track and maintain multiple sets of key indicators: common indicators related to standard components used in all USAID programs/projects; indicators at the strategic objective 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.

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.

Assess quality of various performance reports and studies completed by IPs and contractors and performs assessments/studies/research that require highly technical and independent analysis and interpretation on a regular and recurring basis. Such studies and research are cross-cutting and include substantive and often sensitive Mission and OHH topics.

Train and mentor OHH technical staff on the process of defining measurable indicators and targets for the desired results addressed by their activity, and edits quarterly, semi-annual and annual performance Reports.

Provide information to OHH, Mission staff, IPs, and the personnel of other USG agencies on M&E concepts, processes, design, training, and practices.

Take primary responsibility for USAID's support to the GoU for development and management of a national information system and a central repository (data warehouse) for health data and serve as a USAID senior technical point of contact for health data and information system matters.

B. Project Management (25%)

Serve as AOR/COR for OHH M&E awards. Provide financial and programmatic oversight to ensure contracts and grants achieve anticipated results and are linked to and enhance attainment of OHH's strategic and broader Mission objectives.

Conduct regular site visits to monitor progress of activities and provide technical and programmatic recommendations to ensure project effectiveness and efficiency and judicious use of USG funding. Travel up to 20% of the time.

C. Evaluation and Organizational Learning (25%)

Ensure that evaluations at the team, 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 teams, by actual participation in and sometimes leading evaluation teams, and by ensuring that team comments on draft evaluation reports are reflected in final reports.

Work with the OHH Director and senior technical staff to develop and execute an evaluation plan that ensures compliance with the USAID Evaluation Policy. Advise thematic teams/working groups and technical specialists on planning, designing, and implementing their respective and appropriate Evaluation Plans.

Coordinate with team leaders and senior technical staff of other USG agencies to develop, oversee preparation of, and disseminate the results of evaluations, studies and surveys in public health including Demographic and Health Surveys, AIDS Indicator Surveys, Behavior Change Surveillance, Malaria Indicator Surveys, etc.

Lead cross-cutting evaluations, and support prioritization and implementation of recommendations.

Manage the Collaborating, Learning, and Adapting (CLA) component of OHH activities.

Organize brainstorming sessions and consultations with staff, implementing partners and stakeholders to develop a Learning Agenda for health interventions; identify mechanisms for implementing research and executes plan to manage implementation of research and evaluation activities and dissemination of the results.

Work closely with the Ministry of Health (MoH)'s Commissioner for Planning, and other senior GoU staff to ensure that national-level data is available and reliable, and work on a day-to-day basis with inter-agency Heads of Departments and senior technical staff to ensure that USG data contributes to an accurate picture of the situation on the ground, that double-counting is avoided, and that results are truly attributable to USAID (and USG) interventions.

D. Representation (15%)

Represent USAID in national and international level technical and programmatic meetings and consultations with other social sector donors, government officials and implementing partners.

Draft speeches for the Ambassador, Mission Director and Office Director; prepare briefing papers and presentations; and coordinate site preparations and accompany high level visitors to sites.

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 SI Unit Leader or designee. As a cross-cutting position, the PMS will be answerable to the Office Director for performance of specific assignments.

Assignments are made orally and in writing. Most assignments occur in the normal course of work, but the incumbent 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 incumbent will seek advice and assistance as required. Work is reviewed in terms of results achieved.

(4) Supervisory Controls:

The PMS supervises one FSN M&E Specialist and one Institutional Contractor Data Analyst. The exercise of administrative supervision and provision of technical guidance to USAID technical staff and IP staff on monitoring and evaluation design, planning and execution is 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:

A Master's degree in Public Health, Epidemiology, Biostatistics, development studies, public or business administration, statistics, sociology, or another closely related field is required.

Prior Work Experience:

At least five (5) years' experience providing M&E services at a mid- to senior-level.

Experience with managing for results such as developing results frameworks, developing performance indicators, developing performance management plans, conducting baseline and evaluation studies and reporting results is required.

Experience conceptualizing and managing research, data analysis and disseminating research findings required.

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

Language Proficiency:

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

Job Knowledge:

Demonstrated knowledge related to performance analysis, data visualization, and program reporting and monitoring.

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.

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

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.

Skills and Abilities:

Ability to communicate information in an objective, transparent, accurate, and concise oral and written forms and to represent USAID/Uganda's programs and priorities to a wide range of outside parties including senior Ugandan officials, USAID senior management, and others.

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

Ability to independently conceive, plan, organize, manage, and evaluate important, diverse and complex work projects.

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.

Excellent interpersonal skills, to develop and maintain effective working relationships with internal and external contacts at all levels in a culturally diverse environment.

Skills with diplomacy and tact to find consensus on divergent points of view and persuasion to find consensus in support of USAID and USG goals.

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

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.

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 performance analysis, data visualization, and program reporting and monitoring.

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.

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

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.

2. Prior Work Experience (total 35 points):

At least five (5) years' experience providing M&E services at a mid- to senior-level.

Experience with managing for results such as developing results frameworks, developing performance indicators, developing performance management plans, conducting baseline and evaluation studies and reporting results is required.

Experience conceptualizing and managing research, data analysis and disseminating research findings required.

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

3. Skills and Abilities (total 25 points):

Ability to communicate information in an objective, transparent, accurate, and concise oral and written forms and to represent USAID/Uganda's programs and priorities to a wide range of outside parties including senior Ugandan officials, USAID senior management, and others.

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

Ability to independently conceive, plan, organize, manage, and evaluate important, diverse and complex work projects.

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.

Excellent interpersonal skills, to develop and maintain effective working relationships with internal and external contacts at all levels in a culturally diverse environment.

Skills with diplomacy and tact to find consensus on divergent points of view and persuasion to find consensus in support of USAID and USG goals.

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

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.

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 Master's degree in Public Health, Epidemiology, Biostatistics, development studies, public or business administration, statistics, sociology, 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 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]