



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061724R10001

ISSUANCE DATE: October 13, 2023

CLOSING DATE/TIME: November 13, 2023, 4:45 PM Uganda Time

SUBJECT: Solicitation for a 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** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, 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 General Information section of the solicitation at: kampalausaidjobs@usaid.gov

Sincerely,

Annie Carisma
Deputy Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061724R10001
- 2. ISSUANCE DATE:** October 13, 2023
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** November 13, 2023, 4:45 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov
- 5. POSITION TITLE:** Senior Development Program Specialist (Localization)
- 6. MARKET VALUE:** UGX 219,900,268 to 324,611,127 per annum, equivalent to FSN-12. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uganda, final compensation will be negotiated within the listed market value.

7. 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 to a year. Employees who do not meet the required standards for their position during this probation 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.

8. PLACE OF PERFORMANCE: Kampala, Uganda with possible travel as described in the Statement of Work.

9. ELIGIBLE OFFERORS: Cooperating Country National (CCN) – an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted to permanent residence in the cooperating country.

10. SECURITY LEVEL REQUIRED: Employment Authorization

11. STATEMENT OF DUTIES:**1. General Statement of Purpose of the Contract.**

USAID/Uganda is seeking qualified candidates for the position of Senior Development Program Specialist (Localization).

The Senior Development Program Specialist (Localization) position is located in USAID/Uganda's Program Office. The Specialist serves as the Mission's expert on localization and is responsible for coordinating Mission efforts to implement Agency priority. To this end, the Specialist provides senior-level

strategic guidance to technical and support offices within USAID/Uganda to integrate localization through the program cycle, in fulfillment of Mission targets and Agency requirements on localization. The Specialist coordinates closely with the Mission Front Office (FO) to provide thought leadership and vision to achieve the Mission's ambitious goals for delivering on the Agency's localization agenda. In this capacity, the Specialist represents the Mission in Agency-wide, interagency, and external fora to share the Mission commitment to localization and catalyze a broader shift to locally-led development.

The Specialist is supervised by the Partnerships Team Lead and the position is nonsupervisory.

2. Statement of Duties to be performed.

a. Provide thought leadership and technical guidance to mainstream localization across the Program Cycle --40%

Lead the Mission on all lines of effort under the Agency Localization Vision, the Local Capacity Strengthening Policy, Local Systems Framework.

Track Agency-level localization developments and communicate back to the Mission as appropriate.

Hold learning events and other information sessions to orient mission staff on the tenets and policy structure of localization, and build Mission understanding of localization principles and approaches.

Provide subject matter expertise to integrate localization priorities and principles into Mission efforts across the program cycle, participating as a subject matter expert in efforts related to: strategic planning and stocktaking; project and activity designs; work planning and implementation; and monitoring, evaluation, and learning.

Participate in site visits and observe project activities to document progress on localization and advise on additional measures, with a particular focus on incorporating voices of marginalized and underrepresented populations.

Lead engagement with Washington stakeholders and in Agency fora (e.g. Local Works, the Localization Community of Practice, and the Local, Faith, and Transformative Partnerships (LFT) Hub, etc.) to keep abreast of the latest Agency developments and share Mission work on localization.

b. Oversee Mission- and Agency-Level Reporting on Localization --40%

Conduct high-level oversight of progress towards Agency and Mission localization goals.

Coordinate with the Program Office Monitoring, Evaluation and Learning Team to develop and socialize a methodology for collecting and validating data on required Agency-level indicators measuring localization.

Ensure that Mission efforts on localization are captured in key reporting documents like the Country Development Cooperation Strategy, Operational Plan, Performance Management Plan, Mission Resource Request, and Performance Management Plan.

c. Facilitate USAID/Uganda's engagement with local actors --20%

In coordination with relevant technical offices, serve as a resource for local organizations interested in beginning or increasing their relationship with USAID.

Serve as Mission liaison with Local Works, including participation in the review of new activity proposals and monitoring of ongoing activities.

Stay abreast of national and regional conversations in the localization space, providing advice to Mission leadership and technical teams as appropriate.

3) Supervision Received: The Specialist will work under the supervision of the Partnerships Team Lead in the Program Office.

4) Supervision Exercised: Supervision of other USAID staff is not contemplated.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands

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. To ensure compliance with the entire set of this solicitation instructions (please see page 5 to 8 – III. EVALUATION AND SELECTION FACTORS and IV. SUBMITTING AN OFFER sections), **the offer package must be completed; and offerors must include in their offers information to demonstrate that they:**

- (1) have attained the required education level; and
- (2) meet the experience requirements, etc.

Education:

A University degree in accounting, business/public administration, organizational development, economics, finance, law, political science, program management, or related field is required.

Prior Work Experience:

From seven (7) years of progressively responsible prior experience in project design and/or management in a development field is required. Four (4) years of prior work experience with USAID or implementing partners or bilateral, regional or multilateral development agencies is required. Experience in organizational development and with non-state actors is required. Experience in adult learning methods, training and/or facilitation techniques, organizational capacity assessment and development, mapping and planning and strategic planning is required. Experience with project management is required.

Language Proficiency:

Level IV (fluent) English, both oral and written, and local language proficiency is required.

Job Knowledge:

Advanced level of knowledge in the field of international development, including knowledge of efforts by USAID and other actors across the development landscape to elevate local voices and leadership required. Extensive knowledge of the Ugandan economic, political, and cultural characteristics, history, and mechanisms; as well as the nonprofit sector in Uganda required. Standard knowledge of GOU policies which affect assistance programs and the development context required. Knowledge or the potential to quickly gain knowledge of USAID policies and procedures, U.S. laws/legislation dealing with USG assistance programs. A thorough knowledge of the principles and best practices for monitoring, implementation modalities, and evaluation of development projects and programs is required. A comprehensive knowledge or potential to rapidly acquire such knowledge, in regulations, procedures and documents relating to strategic and program planning, activity design, impact assessment and monitoring and evaluation requirements.

Skills and Abilities:

Strong analytical skills, including the ability to synthesize large amounts of information and clearly communicate key points to non-specialist audiences, and analyze and interpret policies, and guide stakeholders in their practical application. Ability to lead without exercising formal authority, and achieve majority agreement on policy, project, and administrative matters. Ability to anticipate issues and provide well thought out recommendations on development and program issues. Ability to write logically and convincingly. Ability to work effectively in a team environment, and to achieve majority agreement on policy, project, and administrative matters.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Offers will be initially screened for compliance with the solicitation instructions and eligibility in accordance with the qualification criteria below.

To ensure compliance with the entire set of this solicitation instructions (please see page 9 to 10, IV SUBMITTING AN OFFER section), **the offer package must be complete, and offerors must include in their offers information to demonstrate that they have attained the required education level and meet the experience requirements, etc.**

Offerors will be evaluated and ranked based on the information provided for the four Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Submitting an Offer 1 (iv).

Offerors **must**, therefore, **address each of the four Quality Ranking Factors (QRFs) in their offer.** 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.

The four Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Submitting an Offer 1 (iv) are:

1. Skills and Abilities (40 points):

Strong analytical skills, including the ability to synthesize large amounts of information and clearly communicate key points to non-specialist audiences, and analyze and interpret policies, and guide stakeholders in their practical application. (10 points)

Ability to lead without exercising formal authority, and achieve majority agreement on policy, project, and administrative matters. (15 points)

Ability to anticipate issues and provide well thought out recommendations on development and program issues. (5 points)

Ability to write logically and convincingly. (5 points)

Ability to work effectively in a team environment, and to achieve majority agreement on policy, project, and administrative matters. (5 points)

2. Job Knowledge (35 points):

Advanced level of knowledge in the field of international development, including knowledge of efforts by USAID and other actors across the development landscape to elevate local voices and leadership required. (10 points)

Extensive knowledge of the Ugandan economic, political, and cultural characteristics, history, and mechanisms; as well as the nonprofit sector in Uganda required. Standard knowledge of GOU policies which affect assistance programs and the development context required. (15 points)

Knowledge or the potential to quickly gain knowledge of USAID policies and procedures, U.S. laws/legislation dealing with USG assistance programs. (5 points)

A thorough knowledge of the principles and best practices for monitoring, implementation modalities, and evaluation of development projects and programs is required. A comprehensive knowledge or potential to rapidly acquire such knowledge, in regulations, procedures and documents relating to strategic and program planning, activity design, impact assessment and monitoring and evaluation requirements. (5 points)

3. Prior Work Experience (25 points):

From seven (7) years of progressively responsible prior experience in project design and/or management in a development field is required. (5 points)

Four (4) years of prior work experience with USAID or implementing partners or bilateral, regional or multilateral development agencies is required. (5 points)

Experience in organizational development and with non-state actors is required. (5 points)

Experience in adult learning methods, training and/or facilitation techniques, organizational capacity assessment and development, mapping and planning and strategic planning is required. (5 points)

Experience with project management is required. (5 points)

4. Education and Professional Qualifications (Pass/Fail):

Offerors will be given a passing score if they have a relevant level of education. Offerors without a relevant level of education will not be considered for award or proceed forward in the evaluation process.

Pass/Fail

A University degree in accounting, business/public administration, organizational development, economics, finance, law, political science, program management, or related field is required.

Evaluation Factors have been assigned the following points:

Skills and Abilities– 40 points

Job Knowledge –35 points

Prior Work Experience – 25 points

Education – **Pass/Fail**

Language Proficiency - **Pass/Fail**

Satisfactory Professional Reference Checks– **Pass/Fail**

Evaluation Factor Total – 100 points, and **Pass** for Education, Language Proficiency, and Reference Checks. 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. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit (**Requirements (i) - (v) below are critical for compliance of the offer. Therefore, candidates MUST pay due attention to these:**

(i) A complete DS-174 Employment Application for Locally Employed Staff or Family Member (<https://eforms.state.gov/Forms/ds174.pdf>; [click at this link for latest version]. Offerors are required to complete sections 1 through 6 (use **additional pages**, if needed).

(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, the 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 Adobe Acrobat (.pdf). No other file types will be accepted. All documents should be scanned into one (1) document (**ONE (1) ATTACHMENT**) which should not exceed 10MB.**

Documents should be arranged and scanned in this order:

- (1) DS-174
- (2) Cover Letter
- (3) Complete Curriculum vitae/resume
- (4) Supplemental documents
- (5) Academic Transcripts

(vii) Submitted offers and documents become the property of USAID and will not be returned.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in Section I at kampalausaidjobs@usaid.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.

3. **Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.**

For this position, the subject line of the email MUST read:

SOL NUMBER TITLE OF POSITION, LAST, FIRST CANDIDATE NAME

Ex: 72061724R10001, Senior Development Program Specialist (Localization), Smith, Jose

4. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors.** The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.*

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

1. 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>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: BBFY Fund: DV-GFSI/2022/2023 APPRO: 7222/231021 617-MO-2023-FSN-SALARIES-FTF	1	LOT	UGX TBD	UGX TBD at Award after negotiations with Contractor

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

AAPD/CIB No.	Title/Issued Date	Subject Category
<u>AAPD 21-04 Revision 3 (PDF 382K)</u>	EXECUTIVE ORDER 14042 ON ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL AWARDS (FAR Deviation No. M-OAA-DEV-FAR-22-01c) – December 14, 2012 <u>AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities.</u> [165K PDF] <u>AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts</u> [166K PDF] <u>AAPD 21-04 ATTACHMENT 6: Overview of Applicability of FAR 52.223-99</u> [200K PDF]	Acquisition Management, PSCs

AAPD/CIB No.	Title/Issued Date	Subject Category
AAPD 21-01 (PDF 221K)	Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J – <i>March 26, 2021</i>	Acquisition Management

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>.

5. PSC Ombudsman. The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

6. FAR Provisions Incorporated by Reference

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN, 2023
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[END SOLICITATION]