



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061719R10008

ISSUANCE DATE: April 16, 2019

CLOSING DATE/TIME: May 10, 2019, 4:45:00 PM Uganda Time

SUBJECT: Solicitation for Resident Hire U.S. Personal Services Contractor (PSC)

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
Supervisory Executive Officer



I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72061719R10008

2. ISSUANCE DATE: April 16, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: May 10, 2019, 4:45:00 PM Uganda Time

4. POSITION TITLE: Program Advisor (Resident Hire)

5. MARKET VALUE: \$75,628 to \$98,317, equivalent to GS-13
Final compensation will be negotiated within the listed market value - in accordance with AIDAR Appendix D.

6. PERIOD OF PERFORMANCE: Initial two year contract from date of appointment with option to extend for three one-year periods. Exercising the options to extend will depend on continuing need of services, availability of funds, and satisfactory or better performance.

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

8. SECURITY LEVEL REQUIRED: Secret level clearance

9. STATEMENT OF DUTIES:

(1) General Statement of Purpose of the Contract

The USAID Uganda Mission is seeking a Program Advisor (PA) with in-depth experience program USG foreign assistance to support a variety of Mission needs over the next two-year period.

The PA is expected to support Mission functions including but not limited to: taking a leadership role in developing and completing new activity designs, scopes of work, and supporting monitoring, evaluation and learning (MEL) needs. S/he may assist with project and activity monitoring in the field, take on special projects, and provide in-depth analysis of issues and trends on an as-needed basis to members of Mission leadership, expanding USAID/Uganda's ability to effectively manage its portfolio.

Based in USAID/Uganda in Kampala, Uganda the PA serves in the Program Office, a team of international and local staff.

The USAID/Uganda Program Office executes all strategic development processes, budget planning, project and activity design, establishes MEL processes – including Collaborating, Learning, and Adapting (CLA) and Knowledge Management (KM) - and leads all development communication and public outreach on behalf of USAID. The Program Office also supports donor coordination and helps the Mission build strong partnerships with Government of Uganda (GOU) counterparts, development partners and the private sector.

The Program Office is highly integrated across the Mission's portfolio in advancing the agency's program cycle and providing counsel through regular, on-going backstop support to technical offices. It also provides guidance to Mission staff to promote and strengthen cross-office collaboration to execute an integrated County Development Cooperation Strategy (CDCS), support best practices, innovation and

creative thinking. The Program Office translates policy and provides guidance on the application of Agency guidelines and regulations. The office also manages three Mission-wide contracts for staffing, organizational development and MEL.

(2) Statement of Duties to be Performed.

1. Activity and Project Design:

- Provide technical support and policy guidance to the Program Office and activity design teams, including technical office counterparts, to develop new activity designs. Lead and facilitate development of results frameworks for new activity designs. Convene and facilitate activity design team meetings with Mission technical and support office staff. Lead and guide design teams through the Mission's established activity design process.
- Support and develop documentation for new procurement packages such as Activity Authorization Memos, checklists, and Independent Government Cost Estimates (IGCEs). Ensure that design teams have conducted sound budget analysis and that this analysis is reflected in IGCEs.
- Advise technical teams and the Program Office Director when new Project Appraisal Documents (PADs) and PAD amendments are required. Assist technical teams to complete PAD amendments and memos to the file to reflect and document changes to originally approved project designs.

2. Monitoring, Evaluation and Learning:

- In concert with MEL counterparts, offer professional technical advice to Office Directors, Agreement/Contracting Officer Representatives (A/CORs) in reporting on indicators, variance of indicators, integration and use of evaluation and assessment findings in new activity designs. Provide advice on implementation and refinement of sound performance management practices.
- Review the annual work, activity and monitoring and evaluation plans and quarterly reports of implementing partners for comprehensiveness, clarity and adherence to USAID/Uganda's Mission Performance Management Plan and Agency policies and procedures.
- As needed, provide technical and logistical guidance to technical and support offices for completion of the annual Performance Plan Report, Data Quality Assessments, integrated field visits and portfolio reviews, and general support and guidance on implementation of events and products included on the Mission's CLA Agenda and Learning Calendar.

3. Program and Budget Planning and Implementation:

- Provide support to the Mission's Program Office to develop and complete program cycle products such as operational plans, congressional budget justifications, congressional notifications, performance plan reports as well as ad hoc data and information requests from USAID/Washington.
- Working in concert with colleagues across the Mission, support efforts to advance the implementation of USAID/Uganda's multi-year, integrated strategy and integrated project management approach.

(3) Supervisory Relationship:

The PA will report directly to and receive technical oversight and guidance from the Supervisory Program Officer or designee.

(4) Supervisory Controls:

This is not a supervisory position.

Position Elements

Post Entry Training: The PA shall annually complete Financial Disclosure Report (OGE 450 form) and attend mandatory annual Ethics training conducted at USAID/Uganda by the Legal Advisor.

Available Guidelines: USAID Automated Directives (ADS) Chapter 201; Agency Policies, USAID/Uganda Mission Orders, policy and guidelines; USAID/USAID Country Development Cooperation Strategy.

Exercise of Judgment: The PA performs under general administrative direction with latitude for the exercise of independent judgement in areas such as program/project management but is not a policy maker. S/he will offer expertise to program and support offices. This professional position requires knowledge of development programming and theories of change, strong interpersonal relationships and managerial skills, and sound judgment. The position requires a results and customer service-oriented approach to serving broad Mission needs; and the ability to diplomatically and tactfully resolve conflict, while maintaining strong and collaborative relationships. The PA advises the Supervisory Program Officer and supports technical specialists in the planning and implementation of development programming.

Authority to Make Commitments: The PA has no authority to make commitments or decisions on behalf of USAID or the USG.

Nature, Level, and Purpose of Contacts: Senior professionals and officials in USAID and in the U.S. Embassy. S/he will also be working closely with senior FSNs, A/CORs. Contacts will be maintained with personnel within USAID, USAID/Uganda Implementing Partners, the U.S. Embassy and other donors and Government of Uganda counterparts only as requested by and under the guidance of USAID.

Time Required to Perform Full Range of Duties: The PA is expected to be able to perform the full range of job duties at the start of the contract period. It is anticipated that the PA may require a brief period to become familiar with current USAID policies and USAID/Uganda Mission processes and procedures.

10. AREA OF CONSIDERATION:

Uganda permanent resident card holders (U.S. citizens, U.S. Resident Aliens) 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

USAID/Uganda expects to award a two-year resident personal services contract. The successful applicant must be capable of securing a U.S. Government Secret security clearance. S/he must be able to secure a medical clearance.

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. USAID reserves the right to conduct telephonic interviews with the most highly ranked applicants and make the interview a deciding factor in selection.

The scale and complexity of the USAID/Uganda assistance program requires the knowledge, skills and experience of a seasoned program specialist. Required professional qualifications include the following and applicants must address all the elements as part of their offer in response to this resident hire PSC solicitation.

The 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 university degree in international development/relations, management, economics, business, or a related field is required; Master's degree preferred; and

Training in the areas of program management, project or activity design and MEL is a plus.

Work Experience:

Five (5) years of progressively responsible experience in areas such as strategy development, budgeting, project and activity design and management, MEL, or managing international development programs or activities.

Demonstrated experience and expertise with activity design and implementation processes is highly preferred.

Additional evaluation points will be given to offerors with demonstrated project and/or activity design experience.

Language Proficiency: Fluent English speaking, reading and writing is required.

Job Knowledge:

Knowledge of project management is required;

Knowledge of project management as it relates to international development and/or humanitarian assistance programs is highly preferred;

Knowledge of international development theory and of one or technical sectors (i.e. health, education, economic growth) is highly preferred;

Skills and Abilities:

Demonstrated ability to work independently within agreed-upon parameters with minimal supervision or guidance, while exercising sound judgment.

Facilitation, coordination, interpersonal, consensus building and problem-solving skills are desired.

Ability to work in a cross-cultural context and within team settings, and maintain a customer service-orientation is necessary.

Communications:

Outstanding written and oral communication skills and analytical skills are required for this position.

The candidate must demonstrate the ability to communicate diplomatically, clearly, and concisely, both orally and in writing, including the ability to draft high-quality technical reports, presentations and briefings.

III. EVALUATION AND SELECTION FACTORS

Offerors are required to address each of the Evaluation Factors in their application to demonstrate what experience, training, education and/or awards they have received that are relevant to each factor.

All applications that are compliant with application instructions and meet minimum qualifications will be evaluated and scored based on the documentation submitted with the application. These applications will be evaluated based on scoring of the Evaluation Factor responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks. USAID reserves the right to invite the highest and/or competitively ranked candidates for an interview and/or conduct reference checks only on those individuals.

Offerors will be evaluated and ranked based on the following Evaluation Factors:

1. Job Knowledge: (total 40 points)

Knowledge of project management is required; **(20 points)**

Knowledge of project management as it relates to international development and/or humanitarian assistance programs is highly preferred; **(10 points)**

Knowledge of international development theory and of one or technical sectors (i.e. health, education, economic growth) is highly preferred; **(10 points)**

2. Work Experience: (total 35 points)

Five (5) years of progressively responsible experience in areas such as strategy development, budgeting, project and activity design and management, MEL, or managing international development programs or activities. **(25 points)**

Demonstrated experience and expertise with activity design and implementation processes is highly preferred. **(10 points)**

3. Skills and Abilities: (total 15 points)

Demonstrated ability to work independently within agreed-upon parameters with minimal supervision or guidance, while exercising sound judgment. (10 points)

Ability to work in a cross-cultural context and within team settings, and maintain a customer service-orientation is necessary. (3 points)

Facilitation, coordination, interpersonal, consensus building and problem-solving skills are desired. (2 points)

4. Communication: (total 10 points)

Outstanding written and oral communication skills and analytical skills are required for this position. (5 points)

The candidate must demonstrate the ability to communicate diplomatically, clearly, and concisely, both orally and in writing, including the ability to draft high-quality technical reports, presentations and briefings. (5 points)

5. Education (pass/fail): Offerors will be given a passing score if they have a relevant degree.

A university degree in international development/relations, management, economics, business, or a related field is required; Master's degree preferred; and

Training in the areas of program management, project or activity design and MEL is a plus.

6. Language (pass/fail): Fluent English speaking, reading and writing is required.

Evaluation Factors have been assigned the following points:

Job Knowledge - 40 points

Work Experience - 35 points

Skills and Abilities - 15 points

Communication - 10 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 Check

Offerors invited to an interview and/or 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** offer form [AID 309-2](#), "Offeror Information for Personal Services Contracts with Individuals," available at: <http://www.usaid.gov/forms>;
 - (ii) Cover letter clearly indicating the position for which you are applying;
 - (iii) Curriculum vitae/resume specifically which **MUST** include:
 - (a) Paid and non-paid experience, job title, location(s), dates held (month/year) and hours worked per week for each position;
 - Dates (month/year) and locations for all international field experience must also be detailed;
 - **Any experience that does not include dates (month/year), location, and hours per week will not be counted towards meeting the solicitation requirements.**
 - (b) Specific duties performed that fully detail the level and complexity of the work.
 - (c) Names and contact information (phone and email) of your current and/or previous supervisor(s).
 - (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
 - (iv) Supplemental [separate] document specifically addressing each QRF as outlined in the solicitation.
 - (v) U.S. and Resident Alien (resident in Uganda) must attach a copy of a valid work permit.
5. Offers must be received by the closing date and time as specified in **Section I, item 3**, and submitted by email to the Point of Contact in **Section I, item 12**.

No other form of submission will be permitted (e.g. courier, fax or hand delivery). The US Government will not be responsible for incomplete/corrupted or missing information in electronic submissions and these offers may not be accepted. USAID will only confirm receipt and print out the electronic submission. USAID will not ensure quality or completeness of electronic files attached to the e-mails. The Offeror assumes all risk related to an electronic submission. Late offers or delayed electronic submissions will not be accepted.

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, the resident American and Alien: Program Advisor will be compensated in accordance with AIDAR Appendix D. Resident American and Alien Specialists are not eligible for fringe benefits, differentials or allowances. They are eligible for contributions to health insurance and life insurance. Benefits include sick and annual leave as described in AIDAR Appendix D (https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)

VII. TAXES

Successful American and Resident Alien Offerors will not be subject to Ugandan tax laws. However, they will be subject to social security (FICA) and Federal income tax (FIT) withholdings. As employees, they are ineligible for the “foreign earned income” exclusion under the Internal Revenue Service (IRS) regulations (see 26 CFR 1.911-3(c)(3)).

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at : 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 and 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
AAPD 16-03 REVISED (PDF 235 KB)	AAPD 16-03, REVISED AIDAR Deviation from Appendices D and J for the continuation of Expanded Incentive Awards for Personal Services Contracts with Individuals.	Personal Services Contracts
AAPD 16-03 REVISED (Word 91 KB)		
AAPD 15-02- Revised (PDF 145 kb)	AAPD 15-02 REVISED - This AAPD 15-02 REVISED extends implementation of the USAID policy for Leave and Holidays, including family and medical leave, for U.S. personal services contractors (USPSCs) by deviation from AIDAR Appendix D, § 12, clause (GP) #5. This policy is effective as indicated on page 2, section II, of the AAPD.	Personal Services Contracts
AAPD 15-02 Revised (Word 118 kb)		

AAPD/CIB No.	Title/Issued Date	Subject Category
AAPD 10-03 Amendment 1 (PDF 92 kb)	AIDAR, APPENDIX D: IMPLEMENTING BENEFITS FOR SAME-SEX DOMESTIC PARTNERS OF USPSCs – 08/22/11	Personal Services Contracts
AAPD 10-03 (PDF 69 kb)	AIDAR, APPENDIX D: IMPLEMENTING BENEFITS FOR SAME-SEX DOMESTIC PARTNERS OF USPSCs – 04/12/10	Personal Services Contracts
AAPD 10-01 (PDF 47 kb)	PERSONAL SERVICES CONTRACTS -- CHANGES IN USG REIMBURSEMENT AMOUNTS FOR HEALTH INSURANCE AND PHYSICAL EXAMINATION COSTS – 01/08/10	Personal Services Contracts
CIB 99-15 (PDF 51 kb)	Changes to AIDAR Concerning Resident Hires and Deviations – 08/99	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]