



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061723R10025

ISSUANCE DATE: September 27, 2023

CLOSING DATE/TIME: October 26, 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 Digitally signed by ANNIE
CARISMA
Date: 2023.09.25 08:44:17 +03'00'

Annie Carisma
Deputy Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061723R10025
- 2. ISSUANCE DATE:** September 27, 2023
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** October 26, 2023, 4:45 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov
- 5. POSITION TITLE:** Program Management Specialist (Monitoring and Evaluation)
- 6. MARKET VALUE:** UGX 157,828,400 to 232,334,711 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.
- 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 Program Management Specialist (Monitoring and Evaluation), (PMS/M&E).

The Program Management Specialist (Monitoring and Evaluation), (PMS/M&E) position is located in the Program Office -Monitoring, Evaluation, and Learning (MEL) sub-team. The Specialist serves as advisor to USAID/Uganda management, its partners, and implementing partners (IPs) on systems for monitoring, evaluating, and reporting on USAID development impact. The Specialist ensures monitoring, evaluation, and learning (MEL) is incorporated into all appropriate Mission policy documents and activity designs. The Specialist provides technical leadership to the Mission on strategic planning, performance monitoring, evaluation and learning to ensure that strategic results are systematically tracked and analyzed to support

accountability, learning and adaptations in strategies and approaches. To this end, the Specialist coordinates and provides technical guidance to other M&E Specialists in the Mission technical offices in delivery of key MEL tasks required at both the Mission and Implementing Partner (IP) level. The Specialist also serves as the Contracting Officer's Representative (COR) for a US \$27 million Mission-wide MEL Activity.

The Specialist reports to the Supervisory Project Management Specialist (Collaborating, Learning and Adapting (CLA)) and the position is nonsupervisory.

Background: USAID/Uganda provides development assistance to Uganda through its Country Development Cooperation Strategy (CDCS), with a focus on increasing health security, enhancing resilient growth and strengthening accountability in local and national governance systems. The CDCS is implemented by over 70 IPs of USAID/Uganda.

The Program Office provides strategic and technical support to technical teams at USAID/Uganda and its IPs to ensure that the Mission's portfolio is fully aligned to the development results of its CDCS, resources are budgeted for to implement the planned activities and results are systematically tracked and analyzed to support accountability, learning and adaptations in strategies and approaches.

2. Statement of Duties to be performed.

Development, Management and Maintenance of the Mission Performance Management Plan – 40 %

Provides strategic and technical leadership in the ensuring the alignment of existing USAID/Uganda Activities with the strategic results framework of the new CDCS.

Works closely with office directors/team leaders, Agreement/CORs (A/COR) and USAID IPs to develop and implement a mission-wide Performance Management Plan (PMP). In doing so, provides technical leadership in the design, implementation and management of strategic and activity evaluations, studies and investigations as defined in the Mission Learning Agenda.

Provides technical leadership in selecting indicators to measure overall context in areas of interest to the Mission, as well as performance indicators and tools for measuring progress toward the Mission's development objectives, intermediate results, and sub-intermediate results.

Provides technical guidance to A/CORs in ensuring that the Monitoring, Evaluation and Learning Plans (AMELPS) of their Activities, including performance indicators, targets and learning plans are fully aligned with the PMP of the CDCS.

Development and Implementation of Mission wide M&E Tools and processes – 40 %

Provides technical leadership and guidance to Mission teams and implementing leadership in the design, implementation and update of various MEL tools and processes in line with the new CDCS by:

Reviewing and updating IP annual and quarterly work planning and reporting templates and provides guidance to IPs in the design and execution of baseline surveys, studies, operational research. Takes a lead role in the development of other MEL tools and ensures their dissemination to IPs as part of a consolidated MEL starter pack.

Coordinating the development and implementation of USAID/Uganda's Data Quality Assurance (DQA) Plan. In so doing, the Specialist is responsible for consolidating the DQA plans of various offices, ensuring budget availability for implementation, coordinating timely implementation, and ensuring that the DQA reports are produced, discussed, and follow up actions agreed upon in a timely and quality manner.

Providing technical guidance to A/CORs in reviewing the quality of periodic IP progress reports and performance data in Development Information Solutions (DIS), with a focus on accuracy and completeness to ensure overall coherence and timeliness in the compilation of the annual Performance Plan and Report and the portfolio review(s).

Works closely with A/CORS across the Mission in identification of MEL capacity gaps of their IPs and developing periodic MEL training clinics and technical assistance towards strengthening both the Mission and IP's M&E systems.

Collecting, preparing, and analyzing performance monitoring data for quarterly and annual results reporting, annual portfolio reviews and mid-course stocktaking to determine program progress by the implementing partners and the Mission.

Facilitating learning from and appropriate management/use of data analysis.

Providing technical and administrative oversight as the COR for a US \$27 million Mission-wide MEL Activity that aims to help improve the overall performance management of USAID/Uganda, through evidence-based programming.

Management of the Mission's Performance Management Information System – 20 %

As the Mission Point of Contact for the DIS, oversees the smooth running of the Mission's performance management information system, the DIS by:

Providing technical support to A/COR in ensuring that their IPs are enrolled in the DIS by: having their accounts set up, access rights granted and working closely with the A/CORs to ensure timely data certification and utilization of the data for decision support.

Liaising closely with A/CORs to ensure the timely entry by periodic (quarterly and annual) performance data and information by IPs into the DIS. Further, the Specialist undertakes in-depth analyses of the data in the DIS and the periodic progress reports from IPs to ensure overall consistency and coherence to facilitate decision support by A/CORs.

Providing regular technical inputs to the DIS System developers and administrators to ensure that the DIS functionality is regularly updated and remains responsive to the needs of USAID/Uganda.

3) Supervision Received: The Specialist will work under the supervision of the Supervisory Project Management Specialist (CLA) 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 6 to 9 – III. EVALUATION AND SELECTION FACTORS and IV. SUBMITTING AN OFFER sections), **the offer package must be completed and signed (hand or electronic signature) where indicated - 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:

Bachelor's degree in social sciences, economics, demography, evaluation and management, or a related field is required.

Prior Work Experience:

Minimum of five (5) years of progressively responsible, professional level experience in monitoring and evaluation of development programs. Professional experience related to the development of monitoring and evaluation plans at different levels, design and management of evaluations, surveys and studies, operation of management information systems and reporting involving working with teams in dynamic environments is required. Experience in supporting teams utilize evidence to guide program adaptation is required.

Language Proficiency:

Level IV (fluent) English writing and speaking ability is required.

Job Knowledge:

Possess a thorough knowledge and understanding of Uganda's development issues including familiarity with key government programs and their measurement frameworks, donor programs and a sound awareness of the country's social economic environment.

Skills and Abilities:

Must possess strong interpersonal skills and demonstrated ability to work effectively within different team environments, demonstrated ability to guide, facilitate and collaborate with both internal and external counterparts to achieve quality results on time; strong conceptualization and problem-solving skills; excellent communication skills, including outstanding writing skills, with special attention to detail and yet succinct, timeliness, and quality; ability to conduct quantitative and qualitative data analysis and conversant with the use of software analysis packages.

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 signed (hand or electronic signature) where indicated - 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 (50 points):

Must possess strong interpersonal skills and demonstrated ability to work effectively within different team environments; --10 points

Demonstrated ability to guide, facilitate and collaborate with both internal and external counterparts to achieve quality results on time; --10 points

Strong conceptualization and problem-solving skills; --10 points

Excellent communication skills, including outstanding writing skills, with special attention to detail and yet succinct, timeliness, and quality; --10 points

Ability to conduct quantitative and qualitative data analysis and conversant with the use of software analysis packages. --10 points

2. Job Knowledge (20 points):

Possess a thorough knowledge and understanding of Uganda's development issues including familiarity with key government programs and their measurement frameworks, donor programs and a sound awareness of the country's social economic environment.

3. Prior Work Experience (30 points):

Minimum of five (5) years of progressively responsible, professional level experience in monitoring and evaluation of development programs. --10 points

Professional experience related to the development of monitoring and evaluation plans at different levels, design and management of evaluations, surveys and studies, operation of management information systems and reporting involving working with teams in dynamic environments is required. --10 points

Experience in supporting teams utilize evidence to guide program adaptation is required. --10 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

Bachelor's degree in social sciences, economics, demography, evaluation and management, or a related field is required.

Evaluation Factors have been assigned the following points:

Skills and Abilities--50 points

Job Knowledge - 20 points

Prior Work Experience – 30 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: 72061723R10025, Program Management Specialist (M&E), 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	UNIT (D)	UNIT PRICE	AMOUNT (F)
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		(C)		(E)	
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: BBFY Fund: DV/2022/2023 APPRO:7222/231021 617-MO-2023-FSN-SALARIES-BE	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) – <i>December 14, 2012</i> <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
<u>AAPD 21-01 (PDF 221K)</u>	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]