



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061723R10021

ISSUANCE DATE: September 11, 2023

CLOSING DATE/TIME: October 10, 2023, 4:45 PM Uganda Time

SUBJECT: Solicitation for Acquisition & Assistance 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,

**Kent
Benson**

Kent Benson
Supervisory Executive Officer

 Digitally signed by Kent
Benson
Date: 2023.09.05
09:14:19 +03'00'

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061723R10021
- 2. ISSUANCE DATE:** September 11, 2023
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** October 10, 2023, 4:45 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov
- 5. POSITION TITLE:** Project Management Specialist (Budget)
- 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 the Project Management Specialist (Budget), is located in the USAID/Uganda Office of Health and HIV/AIDS (OHH).

The USAID Project Management Specialist – Budget (the “Specialist”) is located within the Health Office and reports to the HIV/AIDS Section Chief/Team Lead.

The Specialist serves as a subject matter expert on the full range of USAID Health Office budget activities. The Specialist is responsible for leading or performing a wide array of budget actions for the entire Health Office portfolio, including budget planning, development, implementation and monitoring of complex, multi-million dollar health initiatives, a large portion of which includes

President's Emergency Plan for AIDS Relief (PEPFAR) funds. The Specialist provides senior-level guidance to Health Office and other Mission colleagues related to all budget and financial components of the Health Office portfolio and liaises closely with the PEPFAR team in USAID/Washington on PEPFAR-funded activities. The Specialist also plays a primary role in coordinating financial aspects of Health Office and other Mission reporting requirements.

2) Statement of duties to be performed.

Budget Planning and Direction

Serves as subject matter expert in leading the Health Office Team in the preparation of annual and multi-year office budgets and ensures program budget planning and development is aligned with Mission and PEPFAR strategy and cross-cutting priorities.

Provides extensive advisory services to a wide array of stakeholders including project managers, USAID/Washington PEPFAR team as well as other USG agencies implementing PEPFAR funding and implementing partners to ensure annual multi-million dollar USAID budgets are aligned with USAID priorities in the host country.

Analyzes budget guidance from a variety of sources, and guides Health Office and Mission leadership to ensure adherence.

Provides the appropriate fiscal data to be used for new and existing projects.

Advises the Health Office on budgeting issues and pertinent regulations that apply to the use of USAID funds by source, type and duration.

Makes recommendations to the Teams regarding appropriate contractual and financial actions.

Compiles budget information, project obligation materials and budget scenarios in conjunction with the Office of Financial Management (OFM).

Coordinate closely with USAID/Washington PEPFAR team on PEPFAR-funded activities to ensure Health Office budget planning and direction aligns with PEPFAR goals and guidance.

Budget Implementation, Monitoring and Analysis

Ensures health program budgets adhere to agency requirements, (adequate documentation, forward funding compliance, adherence to earmarks, initiatives, directives, and budget guidelines).

Updates uncommitted balances regularly and provide technical and programmatic recommendations to Health Office management on the use of un-sub-committed balances for new or ongoing activities.

Tracks obligations, outlays, accruals and pipeline and ensure their conformity to action plans, budgets and U.S regulations, as well as PEPFAR guidelines.

Analyzes existing financial data, including pipelines, disbursements, accruals and forecasted expenditures to inform the budget formulation process.

Prepares field support budget requests, in coordination with the Technical Teams

Develops and/or edits obligation documents, action memos, waivers and other documents needed for budget decisions.

Serves as Health Office subject matter expert (SME) for GLAAS.

Reporting

Provides guidance and coordinates Health Office contributions to a variety of plans and reports,

including PEFAR Country Operational Plan (COP), Congressional Budget Justification, Mission Resource Request (MRR), and Performance Plan and Report (PPR).

Organizes and coordinates Health Portfolio Reviews and assists in preparing the necessary document and presentations for Mission Portfolio Reviews. Helps track and follow-up action items from the portfolio reviews.

Identifies existing and potential program implementation and management problems as evident from tracking efforts and work with respective program managers to resolve problems/take corrective action.

Serves as a key liaison with the Mission's Program Office (PRO) responding, on behalf of Health Office, to regular and ad hoc reporting and programmatic requests.

3) Supervision Received.

The Specialist reports to the HIV/AIDS Section Chief/Team Lead. The Specialist is expected to work independently in carrying out responsibilities. S/he is expected to develop annual work objectives in consultation with his/her supervisor. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgement in discharging the duties of the assignment.

4) Supervision Exercised.

Position is non-supervisory.

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 10 – 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:

A Bachelor's degree or host country equivalent in Financial Management, Business Administration, Accounting, Management, Economics, Statistics, Computer Science, Public Health or related field is required.

Prior Work Experience:

Five years of progressively responsible work in financial management, budgeting, accounting, and/or audit and compliance. At least two years must be related to preparing and/or monitoring development project budgets and expenditures. Must have experience working with USG, implementing partners, host country government, and/or another international donor organization.

Language Proficiency:

Level IV fluency in English, and in the appropriate host-country business language, both written and spoken, is required. Language competence may be tested.

Job Knowledge:

Senior-level knowledge of professional accounting principles, theories, practices, procedures, and regulations, including the principles and accepted practices of federal governmental and/or business financial accounting, budgeting, and reporting. Knowledge of theoretical and practical aspects of program/project management, performance management frameworks and tools in the delivery of development objectives. Working knowledge of Federal agency regulations, USAID and PEPFAR policies and procedures, especially as related to budget and financial management. S/he must be intimately familiar with HIV/AIDS prevention, care and treatment activities in order to accurately price and track activities and commodities.

Skills and Abilities:

Expert-level skills in financial management and budgeting are required. Excellent computer proficiency, including skills with Microsoft Excel, spreadsheet development and management, pivot tables, data visualization, web-based databases, and electronic filing. Skilled attention to details and ability to ensure accuracy of documents, analyses, and reports. Good interpersonal skills, including ability to communicate effectively both orally and in writing. S/he must have strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans which are reflected in the budget. This position requires an outstanding ability to exercise flexibility and prioritization skills to be able to accept and react to evolving planning and implementation contexts. Ability to exercise sound judgement, take initiative and offer leadership.

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 8 to 9, 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 (40 points):

Expert-level skills in financial management and budgeting are required. **10 points**

Excellent computer proficiency, including skills with Microsoft Excel, spreadsheet development and management, pivot tables, data visualization, web-based databases, and electronic filing. **5 points**

Skilled attention to details and ability to ensure accuracy of documents, analyses, and reports. **5 points**

Good interpersonal skills, including ability to communicate effectively both orally and in writing. **5 points**

S/he must have strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans which are reflected in the budget. **10 points**

This position requires an outstanding ability to exercise flexibility and prioritization skills to be able to accept and react to evolving planning and implementation contexts. **5 points**

Ability to exercise sound judgement, take initiative and offer leadership.

2. Job Knowledge (40 points):

Senior-level knowledge of professional accounting principles, theories, practices, procedures, and regulations, including the principles and accepted practices of federal governmental and/or business

financial accounting, budgeting, and reporting. **15 points**

Knowledge of theoretical and practical aspects of program/project management, performance management frameworks and tools in the delivery of development objectives. **15 points**

Working knowledge of Federal agency regulations, USAID and PEPFAR policies and procedures, especially as related to budget and financial management.

S/he must be intimately familiar with HIV/AIDS prevention, care and treatment activities in order to accurately price and track activities and commodities. **10 points**

3. Prior Work Experience 20 points:

The assignment requires a minimum of seven (7) years of progressively responsible, professional-level Five years of progressively responsible work in financial management, budgeting, accounting, and/or audit and compliance. **15 points**

At least two years must be related to preparing and/or monitoring development project budgets and expenditures. **5 points**

Must have experience working with USG, implementing partners, host country government, and/or another international donor organization.

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.

A Bachelor's degree or host country equivalent in Financial Management, Business Administration, Accounting, Management, Economics, Statistics, Computer Science, Public Health or related field is required.

Evaluation Factors have been assigned the following points:

Skills and Abilities– **40 points:**

Job Knowledge – **40 points:**

Prior Work Experience – **20 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)

(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: 72061723R10021, Project Management Specialist (Budget), 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: APPR: 72-1922/231031 BFY/FUND: GH-C-AIDS/2022/2023 OBL: 617-MO-2023-FSN-SALARIESPEPFAR	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]