



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061719R10012

**ISSUANCE DATE:** July 22, 2019

**CLOSING DATE/TIME:** August 2, 2019, 4:45:00 PM Uganda Time

**SUBJECT:** Solicitation for Cooperating Country National Personal Services Contractor (CCNPSC) (*Local Compensation Plan*)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

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

This solicitation in no way obligates USAID to award a personal service contract (PSC), nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,



Jennifer Crow-Yang  
Supvy. Contracting Officer

**I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72061719R10012
- 2. ISSUANCE DATE:** July 22, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** August 2, 2019, 4:45:00 PM Uganda Time
- 4. POSITION TITLE:** Project Management Specialist (Civil Society/Community Systems)
- 5. MARKET VALUE:** UGX 137,483,245 – 202,072,484 per annum, equivalent to FSN-11. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uganda. Final Compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract provisions and clauses and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply; always subject to the right of early termination.

The initial term of the contract will be five years, which shall include a probationary period of six months. Employees who do not meet the required standards for their position during this six months period may be reassigned to another position or terminated at the convenience of the U.S. Government. Employees are expected to demonstrate qualifications and general suitability for continued employment during the probationary period. If with written justification, the probationary period may be extended for another period not exceeding six months.

- 7. PLACE OF PERFORMANCE:** Kampala, Uganda with possible travel as described in the Statement of Work.
- 8. SECURITY LEVEL REQUIRED:** Employment Authorization

**9. STATEMENT OF DUTIES:**

**(1) General Statement of Purpose of the Contract**

USAID/Uganda is seeking for a qualified individual to fill the Project Management Specialist (Civil Society/Community Systems).

The position is located in the USAID/Uganda Office of Health and HIV/AIDS (OHH), Health Systems Strengthening Unit - HSS Team 2 sub-Unit.

The PMS (Civil Society/Community Systems) provides technical and professional leadership to plan, implement, monitor, and oversee selected activities related to strengthening the role of civil society and communities in the Ugandan health sector. The position's role includes planning, designing, organizing, directing, and coordinating development programs and arranging for monitoring and evaluation of activities implemented by Government of Uganda through Ministry of Health (MOH), Ministry of Local Government (MOLG), NGOs, CBOs and other civil society partner organizations through grants, cooperative agreement and/or contracts, while also supporting USAID's Community Systems

strengthening portfolio activities implemented through the regional based implementing partners. The incumbent will provide technical advice to USAID/Uganda on improving stakeholder's engagement for sustainable program impact.

**(2) Statement of Duties to be performed.**

**BACKGROUND:**

The Health and HIV/AIDS (OHH) Team - with approximately 50 staff and an annual budget in excess of US\$250M -is divided into five sub-teams including HIV/AIDS, Family Health, Health Systems Strengthening (HSS), Strategic Information (SI) and Malaria/EPT. This position resides within the Health Systems Strengthening sub-Team, who supports cross-cutting system activities with the other sub-teams. USAID/Uganda receives approximately US\$180 M in FY 2019 to support a comprehensive HIV/AIDS prevention, care, and treatment programs; and About US\$33M for Malaria and US\$ 68M for family health (includes maternal and child health, nutrition-MNCH and WASH); which all encompass systems strengthening; and overall improvements in quality service delivery. Overall, PEPFAR/HIV funding constitutes about 60% of the total OHH annual budget.

The position - USAID Project Management Specialist (Civil Society/Community Systemsies) - is a key member of the USAID OHH Investing in People Team. Civil society and community based groups assisted directly or indirectly by OHH are typically involved in service delivery as well as advocacy activities. The Specialist will be responsible for program activities that work to strengthen civil society role in supporting the national response to HIV/AIDS, Malaria, MNCH and broader health systems issues, as well as helping USAID and its implementing partners to better understand how to support and strengthen communities systems to become more self-reliant and take a proactive role in finding solutions for their health concerns.

Specifically, the Specialist will serve as the lead on USAID's efforts to work collaboratively with donors to improve partnerships, donor harmonization to better align with GOU through engagement in various line ministries, support civil society's response to national efforts within the health sector, and will ensure that the program is aligned with national priorities, strengthens existing systems and structures, and supports innovative approaches to improve long-term sustainability. As the USG PEPFAR program moves towards building partnerships for sustainability, USAID is expected to strengthen its role in building networks with GOU, donors and other stakeholders for increased strategic engagement, resource mobilization and coordination to improve efficiency.

**A. PROGRAM MANAGEMENT - 60%**

Provide oversight of all activities related to working with GOU, civil society, particularly in HIV/AIDS, TB, Family Health and Malaria service delivery, in USAID/Uganda's cooperative agreements/contracts. Key program management activities for the Civil Society/Community Specialist include:

**1. Program Planning**

-- Provide sound technical advice that will strengthen the Mission's efforts in working with GOU, civil society organizations and other donors on HIV/AIDS service delivery and advocacy. Requires close coordination with the Maternal Child Health, TB and Malaria programs.

-- Develop, in collaboration with OHH implementing partners (IPs), detailed plans, goals, and objectives for strengthening GOU engagement and the role of civil society. Particularly, provide technical guidance on standardization of community service delivery systems using a systems strengthening approach.

- Provide planning expertise in delineating program focus and developing program orientation for working with civil society organizations involved in service delivery and advocacy.
- Exercise good judgment and discretion in resolving program-related issues and conflicts.
- Collaborate with other USAID programs including among others the Education, Youth and Child Development and Democracy and Governance offices.
- Keep up-to-date inventory of donor, government and community stakeholders who have direct influence on USAID health programs and operations and develop plans on how the mission can strengthen partnerships and collaboration with these entities.

## **2. Technical Oversight**

- Contribute to the Mission's annual planning preparation and reporting, including among others the country development cooperation strategy (CDCS), PEPFAR Country Operation Plan (COP), Malaria Operational Plan, and the mission Operational Plan.
- Provide technical advice during USG discussions on strengthening the role of GOU engagement, civil society and Community Systems strengthening in the health sector, including support for the national community framework for HIV.
- Provide overall technical guidance and leadership to OHH IPs, emphasizing evidence-based best practices at community level including development of sustainable models for integrating HIV into general health care services, as we attain epidemic control.
- Provide technical direction and guidance to all OHH IPs in the area of Community Systems and civil society during the work-plan and reporting processes.
- Provide technical support for improving the HRH initiatives for Community Systems.
- Conduct and analyze program evaluations to redefine concepts and criteria for new and expanding programs.
- Support HHO in documenting and sharing lessons from evolving partnerships and stakeholder engagement processes including ensuring appropriate follow-up from program team when necessary.

## **3. Project Management**

- Serve as the project/activity manager for activities relating to strengthening GOU and donor engagement, civil society work, and other projects that will be assigned from among USAID projects.
- Provide continuity to current programs and instruction and guidance for the start up of new activities.
- Participate in Mission review of technical proposals from potential G2G, civil society grantees and community programs as well as USAID implementing partner work-plans, to ensure that they are technically sound, realistic, and meet the needs of the various programs working with communities.
- Participate in USAID's project designs process to ensure that critical Community Systems strengthening initiatives are addressed.

-- Prepare required authorization documents for signature of the responsible Mission official, and track disbursements to program partners.

--Prepare and amend USAID documentation, including Action Memoranda, scopes of work, and budgets for assigned activities in a timely and efficient manner and consistent with USAID regulations and policies.

-- Support on-going USAID efforts to improve community programming including capacity building for CSOs, governance issues, and quality improvement for community programming among others.

-- Prepare briefing materials and/or provide presentations to senior USG leadership at the embassy and in Washington DC as a technical area subject matter expert when required.

#### **4. Monitoring, Evaluation, and Reporting**

-- Supervise the maintenance of project records and the preparation of periodic reports of activity status.

-- Evaluate the performance of IP organizations working with civil society groups on HIV/AIDS and health service delivery and advocacy activities. This could potentially include activities within the Education, Youth and Child Development Office.

-- Conduct periodic field visits to identify and assess the quality of services and the impact of program inputs, and to ensure regular communication with IPs and counterparts at all levels.

-- Monitor activity progress, implementation quality, and adherence to budgets.

-- Monitor program resources allocated to activities to strengthen G2G and civil society to ensure that they are being used effectively.

-- Report implementation obstacles to relevant OHH team members, and make appropriate recommendations to resolve them.

-- Participate in routine field monitoring visits to follow up IPs with Community Systems programs to ensure they are aligned to the approved standards.

-- Designing Community Systems evaluation questions to enrich the body of knowledge for improving communities' roles in service delivery.

-- Provide technical support in strengthening community health information and supply chain system.

#### **B. COORDINATION WITH USG AND KEY STAKEHOLDERS - 40%**

-- Maintain close contact with relevant regional, district and local government officials, particularly in focal areas regarding partnerships, government engagement, civil society engagement, and Community Systems strengthening for Health and HIV services.

-- Actively participate in the coordination among USAID, other USG agencies, implementing partners, and key stakeholders such as Development Partners, including civil society groups, involved in improving HIV/AIDS and health services in Uganda both in the public and private sectors.

- Serve as member of USG coordination working groups.
- Represent USAID on key GOU, donor and other technical working groups and fora.
- Maintain regular contact with professional counterparts at the national level.
- Represent the interests of USAID program objectives, using both diplomacy and technical clarity in discussions related to program concerns and issues.
- Arrange for and utilize outside technical assistance when required to further enhance implementation of program activities.
- The Specialist should expect adjustments in assigned duties and responsibilities as the USG HIV/AIDS program reaches maturity, and as guidance and requirements evolve under PEPFAR or subsequent initiatives in the Family Health, Malaria team programs. Other duties will also include:
  - Organize site visits and prepare orientation documents as required.
  - Prepare reports for the Mission website.
  - Attend appropriate USAID-sponsored training.

The PMS is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

**(3) Supervisory Relationship:**

Work under the general supervision of the OHH Health Systems Deputy sub-unit Leader. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the incumbent is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignments, the goals and objectives to be achieved, the results expected, and help to prioritize the assignments with the incumbent. The incumbent will seek advice and assistance as required. Work is reviewed in terms of result achieved.

**(4) Supervisory Controls:**

Continued supervision of other Mission staff is not contemplated.

**10. AREA OF CONSIDERATION:**

All qualified Ugandans are eligible to submit an offer in response to this solicitation.

**11. PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** Grace Nakaddu, EXO Specialist, [gnakaddu@usaid.gov](mailto:gnakaddu@usaid.gov) or 0414-306-001.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

Offers will be initially screened for compliance with application instructions and eligibility in accordance with the minimum qualification criteria listed below. Applicants who do not meet all of the education and experience requirements or who provide incomplete, unsigned applications that are not in compliance with the application instructions will not be evaluated or considered for award.

### **Education:**

Master's Degree, or the local equivalent in public health, international development, or the equivalent in a field related to health service delivery, particularly HIV/AIDS.

### **Prior Work Experience:**

From 6 years of progressively responsible professional experience working in Uganda in health, HIV/AIDS and/or the development field;

Experience working in health or HIV/AIDS service delivery or advocacy and working with civil society groups is particularly desirable;

Work experience should include at least 3 years of planning, developing, managing and evaluating programs and community activities with donor organizations, host-country organizations, and/or non-governmental organizations; and analyzing program data and presenting findings in written or oral form.

### **Language Proficiency:**

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

### **Job Knowledge:**

Knowledge of health and HIV/AIDS service delivery in the public and private sector in Uganda and in other sub-Saharan African countries, including the role that civil society has effectively played in service delivery and advocacy;

Sound understanding of the social, economic and cultural determinants and implications of the health burden and HIV epidemic in Uganda, and design of community health projects;

Understanding of other donor involvement in supporting health and HIV/AIDS civil society efforts;

Understanding of community-based counseling, care and support activities as well as other community health areas in nutrition, malaria, MCH etc. as carried out in Uganda; and

Knowledge of USG and PEPFAR policies, regulations, procedures, and documentation preferred.

### **Skills and Abilities:**

Technical expertise in health and HIV/AIDS service delivery and advocacy in working with civil society groups;

Ability to develop and maintain effective working-level and management-level contacts within the health and HIV/AIDS service delivery activities of the government and NGOs;

Ability to work effectively in team and interagency environments, and to train, mentor, and coordinate well with others;

Ability to interpret directives and related guidance;

Excellent computer skills including Word, Excel, E-mail, and the internet;

Strong management skills, including financial management, administrative, and monitoring skills used to track the performance of implementing partners and activities;

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

Ability to travel to regions and districts within Uganda.

### **III. EVALUATION AND SELECTION FACTORS**

Offerors must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked Offerors who meet the minimum qualification will be invited for an interview and given a written evaluation.

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

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

#### **Prior Work Experience (total 40 points):**

From 6 years of progressively responsible professional experience working in Uganda in health, HIV/AIDS and/or the development field;

Experience working in health or HIV/AIDS service delivery or advocacy and working with civil society groups is particularly desirable;

Work experience should include at least 3 years of planning, developing, managing and evaluating programs and Community Systems strengthening activities with donor organizations, host-country organizations, and/or non-governmental organizations; and analyzing program data and presenting findings in written or oral form.

#### **Job Knowledge (total 30 points):**

Knowledge of health and HIV/AIDS service delivery in the public and private sector in Uganda and in other sub-Saharan African countries, including the role that civil society has effectively played in service delivery, systems strengthening and advocacy;

Sound understanding of the social, economic and cultural determinants and implications of the health burden and HIV epidemic in Uganda, and design of Community Systems health projects;

Understanding of other donor involvement in supporting health and HIV/AIDS civil society and Community Systems strengthening efforts;

Understanding of community-based systems, community service delivery including counseling, care and support activities as well as other community health areas in nutrition, malaria, FP, MCH etc. as carried out in Uganda; and

Knowledge of USG and PEPFAR policies, regulations, procedures, and documentation preferred.

**Skills and Abilities (total 30 points):**

Technical expertise in health and HIV/AIDS service delivery and advocacy in working with civil society groups and Community Systems strengthening initiatives;

Ability to develop and maintain effective working-level and management-level contacts within the health and HIV/AIDS service delivery activities of the government, donors and NGOs/CSOs;

Ability to work effectively in team and interagency environments, and to train, mentor, and coordinate well with others;

Ability to interpret directives and related guidance;

Excellent computer skills including Word, Excel, E-mail, and the internet;

Strong management skills, including financial management, administrative, and monitoring skills used to track the performance of implementing partners and activities;

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

Ability to travel to regions and districts within Uganda.

**4. Education (pass/fail):** Offerors will be given a passing score if they have a relevant degree. Offerors without a relevant degree will not be considered for award or proceed forward in the evaluation process.

Master's Degree, or the local equivalent in public health, international development, or the equivalent in a field related to health service delivery, particularly HIV/AIDS.

Evaluation Factors have been assigned the following points:

Work Experience - 40 points

Job Knowledge - 30 points

Skills and Abilities - 30 points

Language Proficiency - **Pass/Fail**

Education – **Pass/Fail**

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

**Evaluation Factor Total – 100 points, and Pass for Education, language proficiency, and Reference Check**

Offerors invited to an interview and written test will be evaluated based upon the same criteria described above. In addition, offerors determined to be competitively ranked may also be evaluated on interview performance, written evaluations and/or satisfactory professional reference checks.

#### **IV. PRESENTING AN OFFER**

1. All qualified Offerors will be considered regardless of age, race, color, sex, creed, national or tribal origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization or other non-merit factor.
2. Late applications, received after the closing date and time, will not be accepted or considered for award.
3. To ensure consideration of applications for the intended position, Offerors must prominently reference the Solicitation number in the application submission.

4. Eligible Offerors are required to complete and submit:

(i) A **hand signed** around Section 6 - Declaration - of DS-174 Employment Application for Locally Employed Staff or Family Member (<https://eforms.state.gov/Forms/ds174.pdf>)

(ii) Cover letter (addressed to the USAID Supervisory Executive Officer) clearly indicating the position for which you are applying and describing how you meet the minimum requirements

(iii) A Curriculum Vitae/Resume.

The curriculum vitae/resume should contain sufficient information to make a valid determination that the offeror fully meets the requirements as stated in this solicitation.

This information should be clearly identified in the curriculum vitae/resume. Failure to provide information sufficient to determine the qualifications for the position will result in loss of full consideration.

(iv) Copies of Academic Transcripts

(v) Names, contact numbers, and e-mail addresses of three (3) professional references. At least one of the references must be a prior or current direct supervisor.

5. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to: [KampalaHR@state.gov](mailto:KampalaHR@state.gov)

**6. Offers should be in a standard file type such as Microsoft Word (.doc) or Adobe Acrobat (.pdf). All should be in one document which should not exceed 10MB.**

7. Submitted offers and documents become the property of USAID and will not be returned.

#### **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions and how to complete and submit forms for obtaining medical and security clearances.

**VI. BENEFITS/ALLOWANCES**

As a matter of policy and as appropriate, a PSC is normally authorized the following benefits and allowances - in accordance with the U.S. Mission to Uganda’s Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, retirement plan, and medical insurance subsidy.

Final compensation for Offerors will be negotiated within the listed market value.

**VII. TAXES**

Successful Offeror will be subject to Ugandan tax laws.

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

USAID regulations and policies governing CCNPSC awards are available at the below sources:

USAID Acquisition Regulation (AIDAR), Appendix J, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including contractual General Provisions ([https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf))

2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>

3. Acquisition & Assistance Policy Directives and Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts (<https://www.usaid.gov/work-usaid/aapds-cibs>).

AAPD/CIB	No.	Title/Issued Date	Subject Category
AAPD 16-03	(PDF 305 KB)	Expanded Incentive Awards for Personal Services Contracts with Individuals	Personal Services
AAPD 16-03	(Word 90 KB)	Issued: June 15, 2016	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]**