USAID | UGANDA
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061720R10006
ISSUANCE DATE: December 2, 2019
CLOSING DATE/TIME: January 10, 2020, 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,

Fredrick Onyango
Supvy. Executive Officer

I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72061720R10006

2. ISSUANCE DATE: December 2, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: January 10, 2020, 4:45:00 PM Uganda Time

4. POSITION TITLE: Project Management Specialist (HIV)/Regional Coordinator – Care & Treatment **(Readvertized)**

5. MARKET VALUE: UGX 145,734,783 – 214,194,284 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 (HIV)/Regional Coordinator – Care & Treatment position.

The position is located in the USAID/Uganda Office of Health and HIV/AIDS (OHH), HIV/TB Unit - Care and Treatment sub-Unit.

The PMS (HIV)/Regional Coordinator Care and Treatment is responsible for providing cutting edge programmatic and technical expertise in comprehensive HIV/AIDS care and treatment as well as Quality Improvement. The PMS provides expertise in organizational capacity strengthening to local organizations including faith-based and non-governmental organizations, community-based organizations, private sector institutions as well as government departments and bodies both at central and local government levels.

The PMS will spend a significant amount of time in the field providing hands-on support to local organizations, provide full COR/AOR oversight and direction to programs conducted by Implementing Partners (IPs) under Contract, Cooperative Agreement, and/or Grant and work across OHH, other offices in the Mission, Government of Uganda (GoU) and other development partners to support a coordinated, strategic approach to HIV/AIDS care and treatment programming.

(2) Statement of Duties to be performed.

A. PROGRAM MANAGEMENT 60%

1. Strategic Oversight and Program Planning

--Provide overall technical guidance on USAID/Uganda HIV/AIDs care and treatment services, including providing expert guidance in the design, implementation, monitoring and evaluation of HIV/AIDS care and treatment programs.

--Work closely with other units within the OHH and across the Mission to optimize opportunities for cross-sectoral integration and leveraging of resources across the different program components.

--Work closely with the HIV prevention and Education, Youth and Child Development (EYCD) teams to ensure that strategies and priorities for HIV-related programming are aligned and mutually reinforcing.

--Provide on-going technical assistance to USAID supported local partners to ensure that activities are evidence-based and that services are transparent, equitable, of high quality and responsive to client needs; that partners practice sound management and robust accounting; and that local partners are prepared to assume and sustain leadership.

--Provide technical leadership and advice to partners on integration of quality improvement (QI) approaches in program design, planning, implementation and monitoring.

2. Project Management

--Ensure quality of HIV/AIDS care and treatment services at facility and community-level through monitoring compliance to national and international guidelines, approaches and tools and provision of supportive supervisions to IPs.

--Support USAID IPs both within the public and private sector to develop strategic work plans with realistic and measurable targets to support effective implementation of the Mission's and PEPFAR HIV/AIDS care and treatment program.

--Review and approve annual work plans, monitoring and evaluation plans, quarterly reports and other key documents of USAID supported projects.

--Provide technical and organizational development guidance to local organizations entailing transfer of knowledge and skills in HIV/AIDS care and treatment programming, implementation, monitoring and reporting, and quality improvement. Guide institutional development including leadership and governance, management, human resources as well as fiduciary responsibility and sustainability.

--Work with local IPs to develop clear institutional development approaches with measurable milestones and monitor to ensure steady progress towards strengthened organizational capacity and sustainability.

--Serve as Contracting or Agreement Officer's Representative (C/AOR) on designated HIV/AIDS and other health programs.

--Work with the Office of Financial Management to undertake routine reviews and assessments of local partners aimed at identifying internal control weaknesses and taking remedial action.

--Monitor program resources allocated for HIV care and treatment activities to ensure that they are being used rationally and that there are no cost overruns.

--Prepare quality documents including Concept Papers, Action Memoranda, Scopes of Work and budgets for assigned activities in a timely and efficient manner and consistent with USAID regulations and policies.

--Participate in Mission Reviews of technical proposals to potential grantees, to ensure that proposals are technically sound, realistic, and meet the needs of the target beneficiaries and communities.

--Arrange for and procure outside technical assistance as needed to ensure that USAID-funded partners are transparently and effectively managing USG investments and that partner systems are developing and improving enough to eventually sustain themselves without USAID support.

--Carry out ad-hoc assignments as dictated by unforeseen operational requirements at the request and discretion of the USAID/Uganda Mission Director, Deputy Mission Director, OHH Director, HIV/AIDS and TB Team Leader and other leadership.

3. Monitoring, Evaluation and Reporting

--In collaboration with the Strategic Information Team, regularly analyze and interpret HIV care and treatment data to generate key results and trends to assist the Mission maintain a highly nimble HIV/AIDS care and treatment program.

--Perform data QI assessments to ensure the quality and reliability of program data.

--Regularly undertake site visits to USAID supported programs to assess the quality of services, provide expert advice and guide implementing partners on newly emerging and highly efficacious approaches to HIV/AIDS prevention program implementation.

--Monitor and make recommendations to resolve implementation obstacles to ensure judicious use of USG funds and effective implementation of HIV/AIDS care and treatment interventions.

--Contribute to and participate in HIV/AIDS related program evaluations to document and scaling up proven best practices.

B. COORDINATION WITH USG AND KEY STAKEHOLDERS 40%

--Engage actively as the Mission's HIV/AIDS care and treatment representative in the preparation of key annual and mid-term planning and reporting documents including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports.

--Ensure that USAID successes, best practices and approaches are shared widely with partner country officials, private sector, civil society and other donors.

--Develop and maintain relationships with relevant district and local government officials, in order to enhance success of HIV/AIDS service delivery interventions and advance USAID and USG strategic objectives.

--Serve as a technical subject matter expert through active engagement with other PEPFAR agencies, technical counterparts in Ministry of Health and other national stakeholders to advance USAID and USG strategic objectives related to key HIV/AIDS care and treatment interventions.

--Represent USAID and PEPFAR as needed at designated national, regional and international meetings that relate to HIV /AIDS prevention.

--Provide senior USG representation in the planning and hosting of visits by delegations of high-level USG officials through preparing briefing papers, presentations as well as site preparations.

--As a member of the PEPFAR Team, respond flexibly and capably to a wide range of work-related requirements including responding to requests for information from HQ, Congress and OGAC.

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:

The PMS (HIV)/Regional Coordinator – Care & Treatment position works under the general supervision of the Deputy Unit Leader, HIV/AIDS Care and Treatment Unit. 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 assignment, the goals and objectives to be achieved, and the results expected. The PMS will seek advice and assistance as required. Work is reviewed in terms of results achieved.

(4) Supervisory Controls:

Continuing supervision of other Mission staff is not expected.

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 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 in Medicine, Social Sciences, Social Work, Public Health or International Development.

Prior Work Experience:

At least five (5) years of progressively responsible, professional experience in HIV/AIDS with multi-lateral or bi-lateral organizations, and/or NGOs;

Increasingly responsible experience in the design, implementation, monitoring and evaluation of HIV/AIDS care and treatment initiatives in developing countries and/or in generalized epidemics;

Demonstrated experience developing, implementing and assessing of institutional processes and systems particularly in local organizations; and

Experience in analyzing HIV/AIDS epidemiological data and translating data into practice.

Language Proficiency:

Level IV fluency in both oral and written English is required.

Job Knowledge:

Demonstrated knowledge of Uganda's development and HIV/AIDS program dynamics, particularly the social, economic and cultural determinants and implications of the HIV epidemic in the country;

Demonstrated understanding of state-of-the-art HIV/AIDS care and treatment global guidelines, PEPFAR initiatives and the current priorities at national and global level;

Demonstrated knowledge of PEPFAR processes through which HIV/AIDS programs are planned, reviewed, approved, implemented and evaluated; and

Demonstrated experience in local organization capacity development focusing on governance, accountability and service delivery in public, faith-based, non-governmental, civil society and community institutions.

Skills and Abilities:

Ability to communicate information in an objective, transparent, accurate, and concise oral and written forms and to represent USAID/Uganda's programs and priorities to a wide range of outside parties including senior Ugandan officials, USAID senior management, and others;

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

Ability to travel to regions and districts within Uganda, up to 15% of the time;

Ability to independently conceive, plan, organize, manage, and evaluate important, diverse and complex work projects;

Demonstrated ability to apply policy directives to activity design, implementation and monitoring and evaluation;

Excellent analytical, technical and project management skills to review and provide substantive feedback on concept papers, proposals, program descriptions/scopes of work, performance reports, and other technical and programmatic documents;

Ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures;

Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, in a culturally diverse environment, accepting divergent points of view and help find consensus to achieve team goals;

Ability to exercise diplomacy, judgment and sensitivity in conflict situations that may arise in working with interagency teams, ministries, districts, civil society officials, implementing partners and other donors;

Ability to develop positive working relationships within the USG including across USAID, CDC, State Department, Department of Defense, and Peace Corps;

Ability to establish and maintain effective working relationships with implementing partners, private sector partners, other donor partners, and both central and district level Government of Uganda counterparts;

Demonstrated ability in mentoring and building technical and institutional capacity of local organizations including faith-based and non-governmental organizations, community based and civil society organizations, government bodies and departments at central and district level; and

Excellent computer skills including in Microsoft Office, web-based databases, and electronic filing, including the ability to help others and to learn new programs quickly.

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:

Job Knowledge (total 40 points):

Demonstrated knowledge of Uganda's development and HIV/AIDS program dynamics, particularly the social, economic and cultural determinants and implications of the HIV epidemic in the country **(10 points)**;

Demonstrated understanding of state-of-the-art HIV/AIDS care and treatment global guidelines, PEPFAR initiatives and the current priorities at national and global level **(10 points)**;

Demonstrated knowledge of PEPFAR processes through which HIV/AIDS programs are planned, reviewed, approved, implemented and evaluated **(10 points)** ; and

Demonstrated experience in local organization capacity development focusing on governance, accountability and service delivery in public, faith-based, non-governmental, civil society and community institutions **(10 points)**.

Prior Work Experience (total 35 points):

At least five (5) years of progressively responsible, professional experience in HIV/AIDS with multi-lateral or bi-lateral organizations, and/or NGOs **(10 points)**;

Increasingly responsible experience in the design, implementation, monitoring and evaluation of HIV/AIDS care and treatment initiatives in developing countries and/or in generalized epidemics **(10 points)**;

Demonstrated experience developing, implementing and assessing of institutional processes and systems particularly in local organizations **(10 points)**; and

Experience in analyzing HIV/AIDS epidemiological data and translating data into practice **(5 points)**.

Skills and Abilities (total 25 points):

Ability to communicate information in an objective, transparent, accurate, and concise oral and written forms and to represent USAID/Uganda's programs and priorities to a wide range of outside parties including senior Ugandan officials, USAID senior management, and others **(5 points)**;

Ability to present information, analyses, and recommendations in clear written and oral formats **(3 points)**.;

Ability to travel to regions and districts within Uganda, at least 40% of the time **(4 points)**;

Ability to independently conceive, plan, organize, manage, and evaluate important, diverse and complex work projects **(3 points)**;

Demonstrated ability to apply policy directives to activity design, implementation and monitoring and evaluation **(2 points)**;

Excellent analytical, technical and project management skills to review and provide substantive feedback on concept papers, proposals, program descriptions/scopes of work, performance reports, and other technical and programmatic documents **(1 point)**;

Ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures **(1 point)**;

Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, in a culturally diverse environment, accepting divergent points of view and help find consensus to achieve team goals **(1 point)**;

Ability to exercise diplomacy, judgment and sensitivity in conflict situations that may arise in working with interagency teams, ministries, districts, civil society officials, implementing partners and other donors **(1 point)**;

Ability to develop positive working relationships within the USG including across USAID, CDC, State Department, Department of Defense, and Peace Corps **(1 point)**;

Ability to establish and maintain effective working relationships with implementing partners, private sector partners, other donor partners, and both central and district level Government of Uganda counterparts **(1 point)**;

Demonstrated ability in mentoring and building technical and institutional capacity of local organizations including faith-based and non-governmental organizations, community based and civil society organizations, government bodies and departments at central and district level **(1 point)**; and

Excellent computer skills including in Microsoft Office, web-based databases, and electronic filing, including the ability to help others and to learn new programs quickly **(1 point)**;.

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 in Medicine, Social Sciences, Social Work, Public Health or International Development.

Evaluation Factors have been assigned the following points:

Job Knowledge - 40 points
Work Experience - 35 points
Skills and Abilities - 25 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. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact at KampalaHR@state.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.

To ensure consideration of applications for the intended position, Offerors must prominently reference the Solicitation number in the application submission.

2. Eligible Offerors are required to complete and submit:

(i) A typed and **hand signed** (around Section 6 – Declaration) DS-174 Employment Application for Locally Employed Staff or Family Member (https://eforms.state.gov/Forms/ds174.pdf; Version Exp. 06/2022). Offerors are required to complete sections 1 through 6. (Make sure to use **additional Work Experience pages (Section 4),** if needed, to provide complete work history).

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

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

3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

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)

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) AAPD 16-03 (Word 90 KB)	Expanded Incentive Awards for Personal Services Contracts with Individuals Issued: June 15, 2016	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]