USAID | UGANDA
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061719R10021

ISSUANCE DATE: August 26, 2019
CLOSING DATE/TIME: September 6, 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,

Fredrick Onyango
Supvy. Executive Officer

UNITED STATES GOVERNMENT
AGENCY FOR INTERNATIONAL DEVELOPMENT
MISSION TO UGANDA
(USAID/UGANDA)

I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72061719R10021

2. ISSUANCE DATE: August 26, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: September 6, 4:45:00 PM Uganda Time

4. POSITION TITLE: Project Management Specialist (Gender Based Violence)

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 (Gender Based Violence (PMS/GBV) position.

The position is located in the USAID/Uganda Office of Health and HIV/AIDS, Family Health Unit, and supports all technical teams and health implementing partners in their efforts to integrate gender and GBV into new project designs and on-going program activities by:

(i) providing technical and programmatic support that cuts across OHH teams. This includes day-to-day program management and oversight for specific gender and GBV activities and cross-cutting, multi-sectoral approaches;

(ii) explaining USAID organizational strategy, policies and program approaches; as well as gender imperatives in health programming such as the linkages between gender inequality and poor outcomes in family planning, reproductive health, and HIV/AIDS;

(iii) providing intellectual leadership and serves as the expert professional and technical advisor responsible for leading the development and support of gender and GBV concerns in OHH programs;

(iv) serving as gender focal person for the OHH and will work very closely with the Mission Gender Specialist;

(v) serving as Contracting/Agreements Officer's Representative (C/AOR) or Activity Manager for awards with gender and GBV components;

(vi) participating in design of new programs/projects and evaluation of ongoing programming;

(vii) advising OHH and other stakeholders, including the Ministry of Health (MOH) and other donors, on best practices related to gender mainstreaming in health programs;

(viii) keeping abreast of current publications and best practices in order to advise the Mission and OHH on all issues related to gender and GBV programming in health and other sectors, especially HIV.

(2) Statement of Duties to be performed.

A. Technical Advice and Advocacy – 50%

Provide leadership, technical guidance, coordination, and monitoring/evaluation of gender and GBV related activities for OHH and other USAID/Uganda Mission offices as needed.

Work closely with the mission Gender Specialist, the different family health, infectious disease and PEPFAR technical teams in OHH to develop and roll-out gender and GBV related guidelines and standards.

Keep abreast of and analyze epidemiological, health, economic, political and other trends relating to gender/GBV and health/HIV and keeps the Mission informed.

Provide strategic guidance and technical assistance to integrate gender and GBV into health related programs.

Contribute to design of program interventions that are responsive to gender and GBV based on state-of-the-art approaches and new scientific developments. Participate actively in internal and external strategy discussions, including active engagement across sectors at the Mission, as an expert resource on gender and GBV.

Advocate for integrated gender and GBV programs in portfolio reviews in order to ensure that USAID/Uganda programs contribute to relevant HSSP III and SDG goals.

Reviews work plans, quarterly and annual reports across OHH to monitor compliance with gender and GBV integration and gives technical assistance to implementing partners in assessing the strength of their approach to gender mainstreaming across the program cycle.

Monitor and assists in data calls from a variety of sources (USAID, other USG agencies and stakeholders, other donors, and the GOU) for information on various USAID initiatives, activities and reports in the OHH with significant gender content, including but not limited to: the annual Performance Plan and Report, the Operational Plan, and USAID and USG Gender policies and strategies.

Collaborate closely with technical teams to develop and maintain comprehensive information at the OHH level on USAID programs that integrate gender, maintain updated gender-disaggregated data, and develop and maintain gender-related factsheets for distribution inside and outside of the Mission.

Participate as a senior Mission representative in national-level technical, programmatic, and policy meetings, and in consultations with other donors, government officials, and implementing partners (IPs). Participate on the PEPFAR prevention technical working group and the mission gender working group.

Participates in the Collaborative, Learning and Adapting (CLA) communities of practice with the aim of sharing gender and GBV integration within health and other Mission offices. Contribute to monitoring, evaluation, analysis and learning at the project and DO levels.

Work closely with the Strategic Information (SI) team in the OHH and the Mission Monitoring, Evaluation and Learning (MEL) team. Advise on appropriate gender sensitive indicators in the performance measurement framework and supports colleagues in the monitoring and reporting of program results/outputs and objectives on agreed upon indicators. Work to best facilitate knowledge management through an exchange of technical information and ideas, to collaborate on cross cutting issues, provide effective collaboration among actors in HIV and Health and to promote program/project synergies.

Serve as OHH technical focal point on GBV, coordinating the Mission's 16 days of GBV awareness activities and producing technical reports and briefers for the Embassy, including the Ambassador.

B. Program/Project Management – 35 %

Serve as C/AOR and Activity Manager for several activities. In this capacity, s/he reviews and approves work plans, budgets, performance monitoring plans, quarterly and annual reports, and other key documents for USAID-supported projects.

Monitor activities and provide supportive supervision through field visits.

Monitor burn rates and ensures that obligations, expenditures, and budget pipelines conform to action plans. Submit quarterly accruals reports and ensure appropriate and timely incremental funding of activities.

Provide guidance on new program initiatives, drafts program documents to secure funding and implement activities, and manages the relationships between USAID/Uganda and IPs implementing gender and GBV integration activities.

Provide technical assistance in capacity building, planning, implementation, monitoring, and evaluation to key USAID governmental and non-governmental partners, to ensure that they develop measurable plans and objectives for implementation of innovative gender and GBV projects.

Provide oversight to ensure that USAID-supported FP/RH and HIV funded programs achieve anticipated results, are linked to and enhance attainment of OHH objectives, which are aligned with Government of Uganda (GoU) priorities and implemented within the framework of USG foreign assistance policies.

Conduct regular site visits to monitor progress of activities and provide technical and programmatic recommendations.

C. Representation and Reporting - 15%

Ensure that IPs receiving population, malaria and HIV funding are compliant with USG gender programming policies.

Provide technical and programmatic support, including developing PowerPoint presentations and talking points, and serves as site officer for high-level delegations, other visitors, and overall USG and USAID Mission needs.

Provide technical input into PEPFAR and health planning and reporting processes including quarterly PEPFAR Oversight and Accountability Review Team (POART), Country Operational Plan (COP) development, and writing the gender sections of the Performance Plan and Report (PPR).

Maintain responsibility for supporting OHH and the Mission in developing agency operational plans and strategies, such as the Country Development Cooperation Strategy (CDCS) and the Operational Plan.

Respond to reporting requirements and requests from within the Mission, and from USAID/Washington and others, as needed.

Participate in developing policies and guidelines to integrate gender and GBV into health-related activities, including HIV/AIDS, and Mission focus areas, such as education.

The contractor 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/GBV works under the general supervision of the Deputy Family Health Unit Leader. Assignments are primarily in terms of program objectives and desired results. Accomplishments are evaluated for conformance with policy and accomplishment of USAID/Uganda objectives and individual work objectives through periodic and annual evaluations.

(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 Gender Studies, Public Health, Social Sciences or another closely related field.

Prior Work Experience:

Five to seven (5-7) years of progressively responsible professional experience working in the areas of health and gender including the analysis of gender integration and empowerment, demonstrated professional-level experience in integrating rigorous gender analysis into program/project planning, design, development, implementation and monitoring and evaluation.

Established experience with developing and implementing practical, field-based approaches to addressing gender and GBV constraints and advancing gender equity in the health sector, including the ability to train and develop professional capacities of others in gender integration and program monitoring.

Language Proficiency:

Level IV (fluent) English language proficiency, speaking and writing, is the minimum requirement.

The position requires strong communication, mentoring, interpersonal, teamwork and leadership skills, as well as the ability to prepare reports and technical policy briefs with short deadlines.

Ability to process information from a wide variety of sources into cohesive, polished documents is required.

Job Knowledge:

A comprehensive knowledge of gender and GBV policy and programming as well as theories and practices around improving access to and quality of HIV, family planning/reproductive health is required.

Skills and Abilities:

Strong communication, mentoring, interpersonal, teamwork and leadership skills;

Ability to process information from a wide variety of sources into cohesive, polished documents, reports and technical policy briefs;

Diplomacy and tact to work effectively with a variety of internal and external stakeholders in a multicultural environment;

Ability to work effectively in a team environment, and coordinate well with others;

Ability to establish and maintain effective working relationships within USAID/Uganda, across the interagency and with the Ugandan public and private sectors;

Excellent organizational skills and the ability to multitask and meet tight deadlines in a complex, frequently changing environment is a requirement;

Demonstrated advanced analytical skills and problem solving skills;

Excellent computer skills and software skills; and

Ability to travel within Uganda, up to 10% of the time.

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:

1. Job Knowledge (total 40 points):

A comprehensive knowledge of gender and GBV policy and programming as well as theories and practices around improving access to and quality of HIV, family planning/reproductive health is required.

Demonstrated knowledge of the overall health sector context and how gender/GBV affects health outcomes.

Extensive knowledge and understanding of community based programming.

Superior knowledge with developing and implementing practical, field-based approaches to addressing gender and GBV constraints and advancing gender equity in the health sector, including the ability to develop professional capacities of others in gender integration and program monitoring.

2. Prior Work Experience (total 35 points):

Five to seven (5-7) years of progressively responsible professional experience working in the areas of health and gender including the analysis of gender integration and empowerment, demonstrated professional-level experience in integrating rigorous gender analysis into program/project planning, design, development, implementation and monitoring and evaluation.

At least five (5) years (combined) experience working with or for bilateral or multilateral donors/stakeholders similar to USAID; such as the UN agencies, or national-level public sector projects, etc.

3. Skills and Abilities (total 25 points):

Strong communication, mentoring, interpersonal, teamwork and leadership skills;

Ability to process information from a wide variety of sources into cohesive, polished documents, reports and technical policy briefs;

Diplomacy and tact to work effectively with a variety of internal and external stakeholders in a multicultural environment;

Strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results;

Ability to establish and maintain effective working relationships within USAID/Uganda, across the interagency and with the Ugandan public and private sectors;

Excellent organizational skills and the ability to multitask and meet tight deadlines in a complex, frequently changing environment;

Demonstrated timely decision-making ability and extensive judgment in planning and carrying out tasks, using diplomacy and tact;

Demonstrated individual judgement, initiative and leadership skills in reviewing the progress of programs and projects under responsibility, including performance reports, pipeline management, program implementation reviews, as well as fulfilling other reporting requirements;

Excellent computer skills and software skills.

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 Gender Studies, Public Health, Social Sciences or another closely related field.

Evaluation Factors have been assigned the following points:

Job Knowledge - 40 points
Work Experience - 35 points
Skills and Abilities - 25 points

Education – **Pass/Fail**
Language Proficiency - **Pass/Fail**
Satisfactory Professional Reference Checks– **Pass/Fail**

Evaluation Factor Total – 100 points, and **Pass** for Education, Language Profiency 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. 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

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)

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]