



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061719R10010

**ISSUANCE DATE:** April 22, 2019

**CLOSING DATE/TIME:** May 3, 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  
Supervisory Executive Officer



**I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72061719R10010
- 2. ISSUANCE DATE:** April 22, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** May 3, 2019, 4:45:00 PM Uganda Time
- 4. POSITION TITLE:** Project Management Specialist (HIV/AIDS)
- 5. MARKET VALUE:** UGX 191,547,014 – UGX 282,336,746 per annum, equivalent to FSN-12. 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/AIDS) “The HIV/AIDS Care and Treatment Deputy Unit Lead” position.

As Uganda progresses towards HIV/AIDS epidemic control, the point at which new HIV infections have decreased and fall below the total number of deaths among HIV-infected individuals, care and treatment for people living with HIV (PLHIV) is critically important, both to keep PLHIV alive and healthy, but also for treatment as prevention – reducing the amount of virus in a person’s blood to undetectable levels so that there is effectively no risk of transmission. Currently care and treatment is the largest component of the Mission’s HIV/AIDS program, with an annual budget of over \$100 million. Keeping over one million individuals on treatment, ensuring their continued adherence to treatment and viral suppression, and clinically monitoring their disease progression will be an uphill task. In addition, HIV-infected but not yet diagnosed individuals need to be identified and enrolled on treatment. These needs call for a high degree of innovation and expertise.

The PMS (HIV/AIDS) is a senior professional and expert in strategic planning, program and activity design, budgeting, implementation, monitoring and evaluation of HIV/AIDS care and treatment activities. The HIV/AIDS and TB Team is structurally organized under two technical thematic units, namely prevention and care and treatment, under the overall oversight of the Unit Lead assisted by a Deputy Unit Lead responsible for prevention. The PMS (HIV/AIDS) position is necessary to provide a similar level of oversight of the care and treatment portfolio.

The incumbent serves as the in-house subject matter expert on HIV/AIDS care and treatment and the Mission's senior representative in policy, strategic and technical engagements with GOU, USG interagency, international and bilateral organizations and donor agencies and in coordinating efforts in the implementation of HIV/AIDS activities. The position is located in the USAID/ Uganda Office of Health and HIV/AIDS.

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

**Technical and Strategic Leadership (50%)**

1. Provide senior/high level technical guidance to the Mission and the Ministry of Health in HIV/AIDS care and treatment including to senior level officials
2. Serve as the lead technical officer for the USAID/Uganda care and treatment portfolio and provide expert direction in the design, implementation, monitoring and evaluation of HIV/AIDS care and treatment programs and interventions.
3. Provide oversight to the \$100 million annual care and treatment budget and ensure costs remain within budget planning levels and that efficiency is maximized.
4. Work closely with other units within the health office and across the Mission to optimize opportunities for cross-sectoral integration and leveraging of resources across the different program components.
5. Work closely with the Health Systems Strengthening Team to ensure adequate planning towards uninterrupted availability of key HIV commodities including ARVs, test kits and essential laboratory reagents.
6. Provide technical leadership in quality and performance improvement working with key stakeholders to improve the quality of facility and community-level HIV services by applying evidence-based guidelines, approaches, and tools. Support the implementation of the MOH's National Quality Strategy. Liaise with the other technical advisors and GOU staff to institutionalize and scale up quality improvement for HIV service delivery. Play a leadership role in advising other health office colleagues on quality assurance/improvement methodologies and techniques in order to improve the performance of health service providers.
7. Provide strategic and technical leadership 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.
8. Support the PEPFAR Uganda annual budget preparation process, providing technical assistance to USG financial teams and technical working groups in completing the PEPFAR Funding Allocation to Strategy Tool (FAST) and any other new tools that may be provided for use in the planning processes.

9. Through literature review, research and regular communication with local and international stakeholders, keep abreast of emerging developments in the national and global HIV care and treatment landscape and advise accordingly on how these policies, strategies and technical guidelines can most effectively be incorporated to enable the Mission to maintain the fidelity and relevance of its HIV/AIDS programs.
10. Provide expert oversight and guidance to USAID/Uganda implementing partners on newly emerging and highly efficacious approaches to HIV/AIDS care and treatment program implementation.
11. In collaboration with the Strategic Information Team, advise on the development of tools (such as dash boards, league tables) that support continuous learning and adapting to further improve and evolve the USAID/Uganda knowledge base and data management capability related to HIV/AIDS activities. S/he advises on targeted analyses of HIV/AIDS data to inform program planning and implementation.
12. Participate in and ensure the effectiveness of Site Improvement Monitoring System (SIMS) and other field visits to improve treatment service delivery quality.
13. Serve as Contracting or Agreement Officer's Representative (C/AOR) for one or two of the Mission's regional integrated health programs, each with an estimated budget of over \$50 million. Keep the HIV/AIDS and TB Unit Lead regularly informed of program implementation progress, results, and issues/problems on a timely basis.
14. Perceive, determine and arrange for procurement of short term technical assistance (STTA) and ensure that objectives and outcomes of the TA are consistent with and support the furtherance of the Mission HIV/AIDS portfolio.
15. Organize site visits and prepare orientation materials for delegations from OGAC, USAID Headquarters, State Department, and other agencies.

#### **Representation and Reporting (40%)**

1. Represent USAID and PEPFAR at designated national, regional and international meetings that relate to HIV/AIDS including regular participation in national level HIV/AIDS technical working groups and related committees.
2. Co-chair the PEPFAR Uganda interagency Care and Treatment Working Group.
3. Together with the HIV/AIDS and TB Unit Lead and Deputy Unit Lead, represent USAID on the USG PEPFAR Inter-Agency Technical Team.
4. As requested by the Mission Director, Health and HIV Office Director or HIV/AIDS and TB Unit Lead, represent USAID at meetings outside of the HIV/AIDS field when needed.
5. 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.
6. Using diplomacy and technical acumen, establish strategic working relationships with senior GOU officials at the national and district level, donor agencies, civil society organizations, private sector health counterparts and medical associations to enhance regular and timely sharing of information on HIV care and treatment in the country, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs.

7. Serve as USAID/Uganda's representative on all inter-agency forums related to HIV care and treatment.

**Supervision, Coaching/Mentoring and Staff Support (10%)**

1. Supervise up to three technical Foreign Service Nationals including mentoring and coaching them to grow professionally. Conduct regular performance reviews and address any performance challenges that may arise.
2. Provide expert advice and guidance to other HIV/AIDS and TB Team colleagues on matters relating to care and treatment and how best the other program components could contribute to ensure an effective service cascade.

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 (HIV/AIDS) will report to the USAID HIV/AIDS and TB Unit Lead in the Health and HIV Office in USAID/Uganda. S/he is expected to work independently in carrying out responsibilities. S/he is expected to develop annual work objectives in consultation with his/her supervisor.

**(4) Supervisory Controls:**

The PMS (HIV/AIDS) will supervise up to three professional staff as well as supervise/oversee short and medium- term technical contractors and TDYers. S/he will write annual performance evaluations for supervised staff and interim reviews for long term TDYers and contractors. S/he will provide mentoring and coaching to USAID/Uganda's HIV/AIDS and TB Team in key areas of HIV care and treatment especially on newly emerging evidence and approaches to foster common knowledge across the entire portfolio.

**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:**

A Master's degree in Public Health, International Development, Public Administration, Business Administration or similar field.

**Prior Work Experience:**

A minimum of ten (10) years of progressively responsible experience in public health programming in developing or middle-income countries, with at least eight (8) of those spent on HIV/AIDS-related work in Africa;

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

Experience in developing the technical and institutional capacity of local organizations for the provision of comprehensive, sustainable HIV/AIDS services is desired.

**Language Proficiency:**

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

**Job Knowledge:**

Extensive knowledge of Uganda's HIV/AIDS context including national priorities and challenges in HIV care and treatment, funding of the epidemic and the key stakeholders engaged in the response;

Demonstrated knowledge of the overall health sector context;

Demonstrate extensive knowledge of PEPFAR and its current priorities as well as the key aspects of US Government foreign assistance to Uganda; and

Superior knowledge and understanding of the Global Health Agenda, in particular as it relates to HIV/AIDS, including an AIDS-free generation, the UNAIDS 90/90/90 targets, and Ending HIV by 2030.

**Skills and Abilities:**

Strong skills in communication, advocacy and networking;

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

Outstanding ability to exercise flexibility to be able to accept and react to evolving planning and implementation contexts;

Demonstrated excellent computer skills including skills with Microsoft Office, web-based databases, and electronic filing;

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; and

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

### **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 (EPR) are not eligible to apply.

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

#### **1. Job Knowledge: (total 40 points)**

Extensive knowledge of Uganda's HIV/AIDS context including national priorities and challenges in HIV care and treatment, funding of the epidemic and the key stakeholders engaged in the response;

Demonstrated knowledge of the overall health sector context;

Demonstrate extensive knowledge of PEPFAR and its current priorities as well as the key aspects of US Government foreign assistance to Uganda;

Superior knowledge and understanding of the Global Health Agenda, in particular as it relates to HIV/AIDS, including an AIDS-free generation, the UNAIDS 90/90/90 targets, and Ending HIV by 2030.

#### **2. Prior Work Experience: (total 35 points)**

A minimum of ten (10) years of progressively responsible experience in public health programming in developing or middle-income countries, with at least eight (8) of those spent on HIV/AIDS-related work in Africa;

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

Experience in developing technical and institutional capacity of local organizations for the provision of comprehensive, sustainable HIV/AIDS services is desired.

#### **3. Skills and Abilities: (total 25 points)**

Strong skills in communication, advocacy and networking;

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

Outstanding ability to exercise flexibility to be able to accept and react to evolving planning and implementation contexts;

Demonstrated excellent computer skills including skills with Microsoft Office, web-based databases, and electronic filing;

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;

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

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

A Master's degree in Public Health, International Development, Public Administration, Business Administration or similar 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**

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

**Evaluation Factor Total – 100 points, and Pass for Education 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
<a href="#">AAPD 16-03</a> <a href="#">(PDF 305 KB)</a> <a href="#">AAPD 16-03</a> <a href="#">(Word 90 KB)</a>	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]**