



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061718R10008

**ISSUANCE DATE:** September 17, 2018

**CLOSING DATE/TIME:** September 28, 2018, 4:45:00 PM Uganda Time

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

Dear Prospective Offerors:

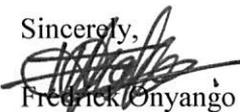
The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

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,

  
Frederick Onyango  
Supervisory Executive Officer



**I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72061718R10008
- 2. ISSUANCE DATE:** September 17, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** September 28, 2018, 4:45:00 PM Uganda Time
- 4. POSITION TITLE:** Project Management Specialist (Strategic Information)
- 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.
- 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 qualified Ugandans for the position of Project Management Specialist (Strategic Information (SI)).

Reporting to the SI Team Lead and, with the Team Lead, supervising two (2) or more SI Unit staff, the Project Management Specialist (Strategic Information) serves as Deputy Unit Leader in the USAID/Uganda Office of Health & HIV (OHH) on the Strategic Information Team.

The Deputy SI Team Lead provides primary support to the Team Lead in directing and guiding the programmatic and technical directions of the Strategic Information portfolio. The Deputy is responsible for coordination and oversight of activities that require performance data and conducts data analysis to facilitate evidence-based management, including that of the PEPFAR program, as well as other activities of OHH.

OHH is the USAID/Uganda Mission's largest technical office, with over \$1.3 billion in program funding, and a staff of approximately 45 staff members that is expected to increase to at least 60 professionals. At any one time, there are between 90 and 100 activities managed by the technical staff and teams of the Office. Accordingly, OHH is responsible for one of USAID's largest and most complex bilateral assistance health programs. Currently, there are five technical units in the Office: (1: HSS) the Health System Strengthening Team, (2: PMI) the President's Malaria Initiative Team and its unit for Emerging Pandemic Threat and the Global Health Security Agenda, (3: HIV-TB) the HIV & TB Team and its PEPFAR sponsored activities, (4: FHT) the Family Health Team, and (5: SI) in support of the OHH and other technical teams is the Strategic Information Team. In addition to collecting and analyzing data and

information related to each of the technical teams, the Strategic Information Team advises OHH on program performance, planning, monitoring, evaluation, learning and reporting (PMELR) and guides and coordinates the PMELR work of over 40 implementing partners. Accordingly, the Strategic Information Team is a vital component of OHH.

(2) Statement of Duties to be Performed.

**1. Coordination and Technical Leadership (35%)**

Below is “WHAT” is being done in regard to the SI Team Deputy Lead’s coordination and technical leadership. This is not a laundry list but instead the actual duties and responsibilities of the position.

“HOW” each duty and responsibility is conducted is described in regard to the manner in which it is performed, the coordination and collaboration involved in performing it, and the planning and design, as well as oversight, necessary to implement it effectively,

The necessity of “WHY” each duty and responsibility is conducted relates to the role and importance of each as they contribute to the effectiveness of the Deputy Lead’s coordination and technical leadership.

- As the lead analyst on the team, the Deputy Lead performs and oversees complex quantitative and qualitative data analysis, including but not limited to factors attributed to program performance or non-performance, discriminant analysis (classification of program characteristics), and program effectiveness and cost effectiveness analysis, as well as geo-spatial analysis.
- Provides strategic and consultative support to the SI Team Lead, OHH Director and OHH Deputy Directors to ensure that USAID and USG priorities are represented comprehensively, coherently and consistently.
- Promotes ongoing information sharing to identify, prioritize and develop opportunities for cross-cutting and collaborative activities.
- In collaboration with the Team Lead, provides technical direction in the strategic planning for and oversight of the implementation of OHH strategic information activities.
- Ensure that planned development results are achieved in a highly efficient and effective manner, consistent with applicable regulations and procedures.
- In collaboration with the Team Lead, provides leadership in planning and reviewing the Strategic Information portfolio, and technical guidance to focus current and future priorities.
- In collaboration with the Team Lead, provides leadership for USAID Mission strategic planning and review and advice to senior Mission management and other stakeholders on interventions, which are evidence-based and results oriented.
- Ensures that evaluation findings are disseminated widely and integrated into decision-making.
- Leads and provides technical input into the development of public health evaluations, operations research, program assessments, national surveys and other studies and evaluations.

- Advises OHH teams and working groups on planning, designing, and implementing evaluation plans.
- Provides technical assistance to OHH and to implementing partners in the development of Performance Monitoring Plans (PMPs).
- Provides day-to-day leadership and guidance to the Strategic Information Team and other OHH staff in executing their assigned tasks.

## **2. Monitoring, Evaluation and Learning Activities (25%)**

In this case, “WHAT” is done in regard to the SI Team Deputy Lead’s involvement in Monitoring, Evaluation and Learning Activities is described below. These are the actual duties and responsibilities of the position.

As to “HOW” each duty and responsibility is conducted it is described in regard to the manner in which it is performed, the systems and vision involved in performing it, the coordination and collaboration involved in performing it, and the planning and design, as well as oversight, necessary to perform it effectively and efficiently.

The necessity of “WHY” each duty and responsibility is conducted goes back to the role and importance of each as they contribute to the effectiveness of the Deputy Lead’s involvement in Monitoring, Evaluation and Learning Activities.

- Stays abreast of current best practices in strategic information, M&E and CLA, especially regarding performance monitoring, program-level data gathering and validation, trend monitoring and reporting, implementation of evaluations, management information systems, surveillance systems and surveys.
- Working with the Team Lead, coordinates with GoU, development partners and other stakeholders to support the strengthening of national-level M&E capacity.
- Takes responsibility for the oversight of operations M&E contracts and M&E activities of technical grants and contracts.
- In collaboration with the Team Lead, develops a strategic vision for provision of M&E and Learning services to the mission in general and to OHH in particular.
- In collaboration with the Team Lead and in coordination with the Policy and Program Development Office and the OHH Director and senior technical staff, develops, reviews and executes evaluation plans that ensure compliance with USAID evaluation policy and the Mission Order on evaluations.
- Serves as a technical lead for program monitoring and evaluation, data analysis, and communicating findings and lessons learned to the USAID Mission, broader USG and host country stakeholders.
- Conducts regular site visits to provide technical support and guidance on M&E and CLA activities for the OHH portfolio.

- Designs, coordinates and executes assessments of implementing partner M&E and CLA efforts, recommends improvement, and provides technical input on performance monitoring plans for implementing partners.

### **3. Project Management and Oversight (20%)**

Described below is “WHAT” is being done in regard to the SI Team Deputy Lead’s project management. These are the actual duties and responsibilities of the position.

“HOW” each duty and responsibility is conducted is described in regard to the manner in which it is developed and performed, the coordination involved in performing it, and the design and oversight necessary to manage programs.,

The necessity of “WHY” each duty and responsibility is conducted relates to the importance of each as they contribute to the effectiveness of the Deputy Lead’s ability to manage and oversee programs.

- In collaboration with the Team Lead, develops conceptual and design frameworks for Strategic Information and OHH activities.
- Leads and participates in design teams.
- Oversees, develops, coordinates and reviews statements of work (SOWs), program descriptions and budgets for evaluations and studies.
- Coordinates with the Office of Acquisition and Assistance (OAA) and the Executive Office the development of solicitations and participates in the evaluation of applications and proposals for Strategic Information and OHH activities, sometimes extending support to the wider mission.
- When appropriate, serves as an Agreement/Contracting Officer’s Representative (AOR/COR) or Activity Manager for Strategic Information related contracts and grants.
- Conducts regular site visits to monitor implementation of project activities, and ensures actions are completed on schedule or adjusted to meet changing conditions and identifies constraints to activity implementation as well as proposing solutions.
- Oversees the review of contractor invoices, monitors project expenditure and maintains current records of project disbursements and pipelines.
- Reviews implementing partners’ annual work plans, provides technical input, and approves work plans and other deliverables.
- Ensures that contracted activities and grants are in compliance with relevant regulations and procedures, as well as performance expectations outlined in approved work plans and contracts/agreements with USAID.
- Makes programmatic recommendations to OHH and OAA based on observations, assessment reports, performance statistics and other available data and information.
- Unique duties to be credited in MClass include assignment as an AOR/COR when appropriate and when needed.

#### **4. Team Management, administration and supervision (20%)**

“WHAT” is being done in regard to the SI Team Deputy Lead’s team management, administration and supervision is described below. These are the actual duties and responsibilities of the position.

“HOW” each duty and responsibility is conducted is described in the manner in which it is performed, the guidance and direction involved in performing it, the coordination and collaboration involved in conducting it, and the planning and design, as well as oversight, necessary to perform it effectively and efficiently,

The necessity of “WHY” each duty and responsibility is conducted refers to the role of each as they contribute to the effectiveness of the Deputy Lead’s team management, administration and supervision.

- Works with the Team Lead to direct financial planning and budget reconciliation for the OHH Strategic Information Team.
- Provides programmatic, technical and administrative input on the design, implementation, monitoring and evaluation of Strategic Information and M&E programs.
- Provides day-to-day financial and programmatic oversight of Strategic Information activities to ensure they achieve anticipated results and are linked to OHH and broader Mission development objectives.
- Mentors and guides Strategic Information Team staff in the performance of their duties, and reviews technical outputs from staff.
- Supervises 4 or more FSN strategic advisors and M&E specialists, as well as specialists employed through institutional contracts.
- Represents the Strategic Information Team and the OHH in management meetings.
- Analyses programmatic and survey data to identify patterns and trends, and develops and uses print and video tools to present information in an easy and comprehensible way.
- Develops technical papers to guide decision and policy making.
- Contributes to the development of regular and ad-hoc progress reports and other data calls.

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:**

General supervision is provided by the SI Team Lead. Most assignments are self-generated, and occur in the normal course of work. The supervisor provides administrative and M&E technical supervision. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. S/he exercises independence in most phases of the assignment, but determines those situations that must be coordinated with the supervisor and other team members. The Deputy seeks advice and assistance as required. Completed work is accepted as technically correct, and the overall assignment is reviewed in terms of results achieved.

**(4) Supervisory Controls:**

Supervises two (2) CCN SI specialists and mentors two (2) M&E specialists employed under institutional contracts.

**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 higher in social sciences including public health, epidemiology, statistics, sociology, economics, business or public administration, or in other fields relevant to development studies, program evaluation, research or international development is required.

**Prior Work Experience:** A minimum of ten (10) years of progressively responsible experience in project design, monitoring and evaluation, management or implementation of development activities. At least three (3) of these years should focus on performance monitoring and evaluation is required.

Experience must include quantitative and qualitative research methods, statistical analysis and reporting on data, and the integration of data analysis into learning activities.

At least two (2) years of experience in supervising staff is required.

**Language Proficiency:** Level IV (fluent) spoken and written English language proficiency is required.

**Job Knowledge:** Expert knowledge of the principles and best practices for M&E and learning for performance management of development projects and programs is required. Knowledge and understanding of host-country economic, social, cultural, and political characteristics and a general understanding of development in the region is required.

Knowledge of USG policies, regulations, procedures and systems for data management is preferred.

Experience in developing and using data visualization tools is desired, and knowledge of geographic information systems and/or other spatial analysis tools is an advantage.

Familiarity with PEPFAR programming and health information systems is desired.

**Skills and Abilities:** Ability to gather, analyze and interpret qualitative and quantitative data, provide factual and interpretive reports and communicate findings to a variety of audiences is required.

Interpersonal skills and experience in working in an independent capacity, and as a member of a team is required.

Ability to coordinate and oversee the work of others, both in a supervisory capacity and in leading teams is required.

Skill to build relationships with and work effectively and diplomatically with multiple U.S. and host country government agencies, non-government organizations, faith-based organizations and the private sector is required.

Ability to work collaboratively and effectively in a high performance, results-focused environments under tight deadlines is required.

Verbal and written communication skills including the ability to write technical documents and give presentations to colleagues and to other program stakeholders is required.

Computer skills (MS Word, Excel, Power Point, databases, statistical programs and other relevant software) are required.

Ability to travel up to 30% of time is required.

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

Offerors are required to address each of the Evaluation Factors in their application to demonstrate what experience, training, education and/or awards they have received that are relevant to each factor.

All applications that are compliant with application instructions and meet minimum qualifications will be evaluated and scored based on the documentation submitted with the application. These applications will be evaluated based on scoring of the Evaluation Factor responses. Those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks. USAID reserves the right to invite the highest and/or competitively ranked candidates for an interview and/or conduct reference checks only on those individuals.

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

#### **1. Education (pass/fail):**

Applicants without a relevant education background will not be considered for award or proceed forward in the evaluation process. Master's degree or higher in social sciences including public health, epidemiology, statistics, sociology, economics, business or public administration, or in other fields relevant to development studies, program evaluation, research or international development is required.

#### **2. Prior Work Experience: (total 30 points)**

At least ten (10) years of progressively responsible experience in project design, management and/or implementation of development activities. **(10 points)**

At least three (3) of these years should focus on performance monitoring and evaluation is required. **(8 points)**

Experience must include quantitative and qualitative research methods, statistical analysis and reporting on data, and the integration of data analysis into learning activities. **(6 points)**

At least two (2) years of experience in supervising staff is required. **(6 points)**

**3. Job Knowledge: (total 30 points)**

Expert knowledge of the principles and best practices for M&E and learning for performance management of development projects and programs is required. **(8 points)**

Knowledge and understanding of host-country economic, social, cultural, and political characteristics and a general understanding of development in the region is required. **(8 points)**

Knowledge of USG policies, regulations, procedures and systems for data management is preferred. **(5 points)**

Experience in developing and using data visualization tools is desired, and knowledge of geographic information systems and/or other spatial analysis tools is an advantage. **(4 points)**

Familiarity with PEPFAR programming and health information systems is desired. **(5 points)**

**4. Skills and Abilities: (40 points)**

Ability to gather, analyze and interpret qualitative and quantitative data, provide factual and interpretive reports and communicate findings to a variety of audiences is required. **(8 points)**

Interpersonal skills and experience in working in an independent capacity, and as a member of a team is required. **(4 points)**

Ability to coordinate and oversee the work of others, both in a supervisory capacity and in leading teams is required. **(8 points)**

Skill to build relationships with and work effectively and diplomatically with multiple U.S. and host country government agencies, non-government organizations, faith-based organizations and the private sector is required. **(6 points)**

Ability to work collaboratively and effectively in a high performance, results-focused environments under tight deadlines is required. **(4 points)**

Verbal and written communication skills including the ability to write technical documents and give presentations to colleagues and to other program stakeholders is required. **(6 points)**

Computer skills (MS Word, Excel, Power Point, databases, statistical programs and other relevant software) are required. **(4 points)**

Ability to travel up to 30% of time is required. **(Yes/No)**

Evaluation Factors have been assigned the following points:

Education – **Pass/Fail**

Work Experience – **30 points**

Job Knowledge - **30 points**

Skills and Abilities - **40 points**

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 **signed** DS-174 Employment Application for Locally Employed Staff or Family Member (<https://eforms.state.gov/Forms/ds174.pdf>)
  - (ii) Cover letter clearly indicating the position for which you are applying and describing how you meet the minimum requirements
  - (iii) A Curriculum Vitae/Resume
  - (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 (PDF 305 KB)</a> <a href="#">AAPD 16-03 (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/OGES%20Regulations>.

**[END SOLICITATION]**