



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061719R10011

ISSUANCE DATE: June 3, 2019

CLOSING DATE/TIME: June 14, 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

USAID/UGANDA
MISSION

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061719R10011
- 2. ISSUANCE DATE:** June 3, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 14, 2019, 4:45:00 PM Uganda Time
- 4. POSITION TITLE:** Project Management Specialist (Water, Sanitation and Hygiene)
- 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 (Water, Sanitation and Hygiene (PMS/WASH) position.

The position is located in the USAID/Uganda Office of Health and HIV/AIDS, Family Health Unit, and provides leadership, program management and technical support for USAID WASH-related programs in Uganda by:

- Leading efforts to design and manage targeted Mission programs that focus on improving rural and urban water supply, sanitation and hygiene;
- Leading efforts to monitor and evaluate all Mission activities contributing toward improvements in water supply, sanitation and hygiene;
- Providing overall technical analysis and guidance to the Mission on strategies for water supply, sanitation and hygiene;

- Serving as liaison on technical issues between USAID/Uganda, Uganda government counterparts, other USG agencies, and regional and international organizations that are active in the WASH sector in Uganda;
- Guiding, coordinating, managing and monitoring the expanding and high profile WASH related portfolio of activities in Uganda, leading to successful outcomes; and
- Interacting with a range of colleagues involved in the sector, while maintaining oversight of the overall sector impacts and ensuring the efficient use of resources.

(2) Statement of Duties to be performed.

The PMS/WASH provides leadership and expert assistance to improve sustainable water supply and sanitation services, and improve hygiene behaviors in Uganda. Specifically:

A. Program Management 60%

- Serve as AOR/COR for WASH Specific programs/projects/activities in the Family health portfolio.
- Support the design and implementation of WASH programs and activities with the goal of ensuring that program design and implementation will achieve planned results and USAID goals.
- Oversee the management of grants and contracts including advising on workplans and strategic plans, accomplishing results, budget, and monitoring and evaluation.
- Lead the development of a performance monitoring and learning plan for water-related activities and contributes to data collection and synthesis and reporting.
- Use routine learning from monitoring and evaluation to adapt activities.
- Ensure program implementation achieves planned results, documents developmental impacts, and resolve any implementation issues in an efficient and professional manner.
- Contribute to USAID planning and reporting at various points in the project cycle.
- Support the implementation and monitoring of USAID/Uganda's integrated Country Development Cooperation Strategy.

B. Strategy Support 25%

- Lead efforts to assess and address policy and institutional constraints impacting access and use of water and sanitation services in Uganda and identifies priority issues requiring policy reform, innovation, and support such as policy and regulatory reform, institutional strengthening, financing support, and technical assistance.
- Lead efforts in identifying key technical challenges in water and sanitation service provision and management in Uganda and identifies actions to address these challenges.
- Provide expert assistance and backstopping in the development of concept papers, scopes of work, USAID project/activity design documents and bilateral and multilateral agreements related to the design of WASH related programs.
- Play a role in identifying and coordinating among the various USG and internal USAID WASH-related activities and players. Actively engage with government, other donors and organizations involved in the sector within Uganda, such as national working groups, in order to promote collaborative planning toward long term sustainable solutions.
- Compile, analyze, and disseminate information on a regular basis to USAID mission staff, USAID/Washington, and Uganda stakeholders on challenges and accomplishments.

C. Advisory and Technical Services 15%

- Provide briefings to USAID, other USG agencies and partners on the status of USAID WASH activities in Uganda. Prepares and delivers presentations on the same issues to local government and USG officials and international and local program partners and colleagues.
- Develop, maintain and strengthen working relationships with partners, including national ministries, local governments, international organizations and other donors, private sector, NGOs, universities and the media to identify and implement efforts to increase synergy among the stakeholders.
- Provide technical input to program and strategy design and planning based on knowledge of international best practice and the particular constraints presented in Uganda.
- Provide support in defining the type of assistance needed by the Mission, facilitate discussions with water and sanitation service contractors, and schedule delivery of this assistance.

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 (PMS/WASH) works under the general supervision of the 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:

Bachelor's degree in public health, water management, sanitation, environmental management, engineering, economics or related field.

Prior Work Experience:

Five to seven (5-7) years of progressively responsible experience in WASH required; and

Experience working with USAID, USG, African Development Bank, World Bank, bi-lateral or multi-lateral funders, implementing partners, or NGOs.

Language Proficiency:

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

Job Knowledge:

Knowledge of techniques and approaches strengthening capacity of local governments and/or private sector development in program design, service provision, and monitoring and evaluation of water and sanitation is required; and

Working knowledge of development agencies - such as USAID - strategy, programming, and implementation activities and priorities advantageous.

Skills and Abilities:

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;

Must be able to work effectively with mid- and senior-level public and civil society officials from the Government of Uganda, development partners and IPs;

Must be able to work effectively in a team environment and coordinate well with others;

Must be able to develop effective and collaborative manager-to-manager relationships with IPs;

The work requires excellent writing and computer skills, in order to develop presentations, reports, etc.;

Diplomacy, tact, cultural sensitivity, and team participation are required, in order to establish and maintain effective working relationships within USAID/Uganda, and with the Ugandan public and private sectors;

Excellent organizational skills and the ability to multi-task and stay organized in a complex, frequently changing environment are required; and

Demonstrated advanced analytical skills and problem solving, as well as the ability to effectively manage stress and conflict, are required.

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:

Job Knowledge (total 40 points):

Knowledge of techniques and approaches strengthening capacity of local governments and/or private sector development in program design, service provision, and monitoring and evaluation of water and sanitation is required.

Working knowledge of development agencies - such as USAID - strategy, programming, and implementation activities and priorities advantageous.

Skills and Abilities (total 40 points):

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;

Must be able to work effectively with mid- and senior-level public and civil society officials from the Government of Uganda, development partners and IPs;

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Excellent organizational skills and the ability to multi-task and stay organized in a complex, frequently changing environment are required; and

Demonstrated advanced analytical skills and problem solving, as well as the ability to effectively manage stress and conflict, are required.

Prior Work Experience (total 20 points):

Five to seven (5-7) years of progressively responsible experience in WASH required; and

Experience working with USAID, USG, African Development Bank, World Bank, bi-lateral or multi-lateral funders, implementing partners, or NGOs.

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.

Bachelor's degree in public health, water management, sanitation, environmental management, engineering, economics or related field.

Evaluation Factors have been assigned the following points:

Job Knowledge - 40 points
Skills and Abilities - 40 points
Work Experience - 20 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

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]