



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061718R10003

ISSUANCE DATE: April 16, 2018

CLOSING DATE/TIME: April 27, 2018, 4:45 P.M. Ugandan Time

SUBJECT: Solicitation for Cooperating Country Personal Service 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 PSC contract, 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:** 72061718R10003
- 2. ISSUANCE DATE:** April 16, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 27, 2018, 4:45 PM
Ugandan Time
- 4. POSITION TITLE:** USAID Development Program Specialist (Budget)
- 5. MARKET VALUE:** UGX 102,802,449 – 150,709,572 per annum, equivalent to FSN-10. 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:**

I. General Statement of Purpose of the Contract:

USAID/Uganda is seeking qualified Ugandans for the position of USAID Development Program Specialist (Budget).

The position is located in the Office of Program and Policy Development (PPD) of USAID/Uganda Mission. S/he serves as a full-time member of the USAID/Uganda PPD Office, working to ensure that team and Mission budget analysis and reporting requirements are met. The assistance budget to USAID/Uganda is approximately \$380 million/year, one of USAID's largest programs in the world. S/he assists the Budget Team under the overall leadership of the Supervisory Program Officer in the performance of program management functions of planning, budgeting, and reporting, of the USAID assistance budget to Uganda. S/he provides analysis and reporting services to USAID/Washington, U.S. Mission in Uganda (State Department, Department of Defense (DOD), Center for Disease Control (CDC) and other USG agencies), Government of Uganda (GOU), and other donors on USAID/Uganda programs, development objectives, areas of program concentration, alignment with GOU plans and resources.

II. Statement of Duties to be Performed:

Program Management Support - 60 %

1. **Planning and Budgeting:** Support USAID Mission staff on the program objectives, and budgetary levels in terms of the foreign assistance budget framework, Presidential initiatives, and Congressional earmarks. S/he provides analysis on multiple funding sources, allocations and accountability and performs Mission's processing of planning documents such as the Operational Plan (OP), Congressional Budget Justification (CBJ), Congressional Notifications (CN), Mission Resource Request(MRR), and various budget planning documents, for submission to Senior Leadership and USAID/ Washington.

2. **Implementing:** Formulate detailed financial plans for the Mission's development assistance program and within the approved levels as per the annual Operating Year Budget (OYB) for bilateral projects and Washington-managed projects. Assist teams prepare information that is used for resource allocation within the Mission Strategy and for Project Approval Documents. Enter budget data into the worldwide Field Support Database (FSD). Operate Mission's Operating Year Budget management system, OPS Master. Assist in preparation of amendments to obligate funding into Mission's bilateral agreements with GOU.

3. **Monitoring:** Process budget allocations as per funding requirements of bilateral, Global Field Support projects, Congressional earmarks and directives, and monitor the Mission portfolio, pipeline and mortgage analyses reports and tasks, to meet targets assigned to the Mission by USAID Washington. Assist teams prepare information that feeds into the Quarterly Financial and Portfolio Reviews.

4. **Backstopping duties:** Backstop Development Objective teams by providing guidance on project and activity design processes and by developing the Independent Government Cost Estimates, Scopes of Work, Statement of Objectives, and Position Descriptions for up to 60 activities.

Information Analysis and Reporting - 40%

1. Record and capture correct financial data and information consistent with the USAID programming policies, guidelines and approved program levels through the use of agency-wide applications like OPS Master, PHOENIX VIEWER and FACTS INFO to analyse obligations and allocations of program funds to meet Mission portfolio needs.

2. Prepare and provide ad-hoc, factual, analytical, program summaries, and other periodic reports based on a variety of published and unpublished data, as required, for USAID/Washington, Mission Director, technical offices, other USG agencies, the GOU and other donor agencies regarding U.S. financial assistance in Uganda. These may include analyses of funding for Northern Uganda, for Presidential initiatives, or for quarterly assistance data requests by Ministry of Finance, Planning and Economic Development (MOFPED).

3. Maintain information for both internal and external requirements and ensure that it is accurate and distributed according to its sensitivity, and the classification of users.

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.

III. Supervisory Relationship:

The reviewing official is the Senior Budget Advisor. The Analyst provides support to the Supervisory Program Officer and his/her designees as requested and when required. In consultation with the Supervisory Program Officer provides work priorities and deadlines, and supervises the incumbent's work.

IV. Supervisory Controls:

The incumbent has no supervisory role.

10. OPEN TO: All qualified Ugandans are eligible to submit an offer in response to this solicitation.

11. PHYSICAL DEMANDS: The work 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.

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.

Education: A university degree in accounting, business administration, social science or related fields and CPA or ACCA certificate is required.

Work Experience: Minimum of three (3) years of progressively responsible work experience, which preferably includes program management work in a social science field, business administration, communications or information management. Experience in planning, budgeting, accounting and financial management or in an administrative area where emphasis is placed on analysis is required.

Job Knowledge: A good working knowledge of program management and budgeting systems and general procedures is required, along with a general knowledge of the development context of Uganda. Must possess knowledge of the principles of effective teamwork.

Skills and Abilities: Must be tactful, possess good judgment, be able to work independently, and be able to maintain positive working relationships with superiors, specialists, and other Mission employees, GOU personnel, IPs, and others. Must have the skills in computing, procedural, financial, planning and budget analysis work. The incumbent should have the ability to analyze complex programs, budget data, and relationships, and to process information using software applications – spreadsheets and databases specifically excellent fluency in Microsoft Excel and its multiple functions especially PIVOT Tables and VLOOKUP Function. Excellent skills in working with teams are essential and required. S/he must operate efficiently and effectively in a multi-cultural, multi-racial organization; and to work under pressure within a team environment to meet tight deadlines for high quality products.

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 complaint 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)

A university degree in accounting, business administration, social science or related fields and CPA or ACCA certificate is required.

2. Prior Work Experience (30 points)

Minimum of three (3) years of progressively responsible work experience, which preferably includes program management work in a social science field, business administration, communications or information management.

Experience in planning, budgeting, accounting and financial management or in an administrative area where emphasis is placed on analysis is required.

3. Job Knowledge (30 points)

A good working knowledge of program management and budgeting systems and general procedures is required, along with a general knowledge of the development context of Uganda.

Must possess knowledge of the principles of effective teamwork.

4. Skills and Abilities (30 points)

Must be tactful, possess good judgment, be able to work independently, and be able to maintain positive working relationships with superiors, specialists, and other Mission employees, GOU personnel, IPs, and others.

Must have the skills in computing, procedural, financial, planning and budget analysis work.

Ability to analyze complex programs, budget data, and relationships, and to process information using software applications – spreadsheets and databases specifically excellent fluency in Microsoft Excel and its multiple functions especially PIVOT Tables and VLOOKUP Function.

Excellent skills in working with teams are essential and required.

Must be able to operate efficiently and effectively in a multi-cultural, multi-racial organization; and to work under pressure within a team environment to meet tight deadlines for high quality products.

Language, Interpersonal Relationships, and Communication Skills (10 points)

Level IV English ability, oral and written professional-level (Fluent) is required

Evaluation Factors have been assigned the following points:

Education – Pass/Fail

Work Experience – 30 points

Job Knowledge – 30 points

Skills and Abilities – 30 points

Language, Interpersonal Relations and Communication – 10 points

Satisfactory Professional Reference Checks – Pass/Fail

Evaluation Factor Total – 100 points

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 and language proficiency.

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** AID-302-3 Offeror Information for Personal Services Contracts (<https://www.usaid.gov/forms/aid-302-3>)
 - (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
- 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 with instructions and how to complete and submit forms for obtaining medical and security clearances.

VI. BENEFITS/ALLOWANCES

Successful Offeror will be compensated 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 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>).

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>.