SOLICITATION NUMBER: 72061719R10002

ISSUANCE DATE: October 15, 2018
CLOSING DATE/TIME: October 26, 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,

Fredrick Onyango
Supervisory Executive Officer
I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72061719R10002

2. ISSUANCE DATE: October 15, 2018

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: October 26, 2018, 4:45:00 PM Uganda Time

4. POSITION TITLE: Project Management Specialist (Budget)

5. MARKET VALUE: UGX 102,802,449 – UGX 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:

(1) General Statement of Purpose of the Contract

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

The position is located in the USAID/Uganda Economic Growth (EG) Office. There are five units within the EG office: Agriculture, Private Sector, Environment, Vulnerable Populations, and Support. Together, these units manage a wide array of programs, many of which are cross-cutting and integrated both within EG and across the Mission. The primary purpose of this position is to provide support to the entire EG Office in managing its multi-year portfolio of $490 million. The position will assist the EG Office to develop the annual program budget; oversee the procurement plan and track procurement actions; complete financial reporting requirements for presidential initiatives and other USAID activities; and assist the office in responding to additional financial information needs as requested. The position is housed in the Support Unit and has major roles and responsibilities supporting all of the EG units.

(2) Statement of Duties to be Performed.

Financial Management (40% of time)

With limited supervision, the incumbent will provide programmatic and administrative leadership in structuring, updating and overseeing the entire EG Office financial portfolio of $490 million in multi-year funding, which is becoming increasingly complex in terms of nature of funding sources. The incumbent is
responsible for monitoring funds for activities including infrastructure, government to government, energy, climate change, biodiversity, agriculture, and Food for Peace.

Responsibilities:

a) Works with Economic Growth Director, Deputy Director and Unit Leaders and counterparts in the offices of Financial Management (OFM) Program & Policy Development (PPD) to construct EG program budgets by program area and element level and by congressional earmarks for planning purposes;

b) Assists Unit Leaders and other team members in providing an understanding of financial data and analysis for quarterly, semi-annual and annual reports;

c) Prepares monthly pipeline reports and spend plans and reviews with EG leadership to update planning figures, and presents financials to EG Office and USAID/Uganda Mission leadership;

d) Receives quarterly financial pipeline data from OFM, reviews activities with activity managers and team leaders, provides pipeline analysis to EG leadership for quarterly mission pipeline and procurement plan reviews;

e) Works hand-in-hand with the PPD to prepare the EG Congressional Budget Justification, Performance Plan Report, annual obligations by program area, documentation for obligation into development objective agreements, amendments/modifications, and on preparing the field support budget for USAID/Washington;

f) Tracks EG funds in all development objective agreements;

f) Negotiates joint program funding with other Mission technical offices, and tracks the funding for reporting and to assist EG and the other technical offices with strategic decision-making regarding sub-obligation of funds;

g) Advises the EG Office on the strategic use of Program, Development and Learning (PD&L) funds managed by PPD; and

h) Leads financial management capacity building within EG, training Support Unit staff to manage financial aspects of program management, and Unit Leaders and Contracting/Agreement Officer Representatives (C/AORs) to improve financial management of activities.

Procurement Support (30% of Time):

The incumbent will provide programmatic and administrative oversight to procurement actions.

Responsibilities:

a) Works closely with activity managers to provide financial data for preparation of documentation on sub-obligations into specific implementing partner instruments and other mechanisms of a general and overall nature through GLAAS, Implementation Letters, and other mechanisms;

b) Participates in the clearance process of GLAAS requests and other documents by reviewing and clearing off on the documents before they go to the Director or Deputy Director;
c) Works with activity managers, unit leaders and OAA representatives to update the EG Procurement Plan, leads weekly procurement plan reviews with EG and OAA, prepares the office for monthly front office technical meetings, and quarterly portfolio reviews;

d) Participates in program/pipeline/procurement Mission review, responding to EG budget-related procurement issues.

Program Management (20% of Time)

The incumbent directly manages, as A/COR, implementing instruments and partners, providing technical support and direction.

Responsibilities:

- Foster collaboration, participation, and agreement among implementing partners and USAID staff in the implementation and monitoring of EG activities. Responsible for providing strategic advice to implementing partners to ensure adherence to USAID/Uganda’s strategy and relevant U.S. Government policies.
- Review, critique and approve project planning, implementation and monitoring documents including work plans, quarterly and annual reports, and project management plans.
- Monitor activity spending; review and respond to quarterly accruals and pipeline analysis.
- Take a field-based approach to monitoring implementation to ensure the accuracy of their reporting and progress toward meeting project goals. Work closely with other units within EG and with other offices to support joint field visits that inform integrated approaches.
- Ensure compliance with USAID regulations in all aspects of project implementation.

Supervision and Mentorship (10%)

The incumbent serves as Acting Support Unit Leader when the Deputy Director is serving as Acting Director and when the Deputy Director is in travel or leave status. The incumbent serves as mentor to the Support Unit Project Management Assistants (PMAs), training and assisting them in their programmatic and financial support to the EG units. The incumbent conducts capacity building training for all EG staff on financial and procurement management.

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:

Immediate supervision will be from the Economic Growth Deputy Director. The immediate supervisor will provide the required guidance and mentoring on incumbent’s technical and managerial performance.

(4) Supervisory Controls:

None. The incumbent will serve as Acting Support Unit Leader upon absence of the Deputy Director. The incumbent is expected to train and mentor Support Unit PMAs on a regular basis.

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: Bachelors' degree in Financial Management, Business Administration, and Accounting, Social Sciences or related field is required.

Prior Work Experience: Three years of progressively responsible work in financial management, budgeting, accounting, business administration, in addition to one year of program management, project development, social economic or related field is required.

Prior experience working with international donor organizations or donor-funded projects in budgeting, financial management or related work is required.

Language Proficiency: Level IV (fluent) in English is required with excellent speaking and writing skills.

Job Knowledge: Demonstrated knowledge of accounting and budgeting practices and procedures is required.

Knowledge of program management, including design, implementation, monitoring, and evaluation is required.

Knowledge of international accounting systems is desirable.

Knowledge of applicable earmark requirements is desirable.

Skills and Abilities: Strong interpersonal skills, demonstrated experience and ability to work in teams, clear concise writing skills, ability to meet tight deadlines, and logical analysis, accuracy and clear presentation skills.

Proven ability to work collaboratively with a range of counterparts at all levels including those from host country government, NGOs, other donors and rural resource users.

Computer literacy in word processing using Microsoft, and complex spreadsheets.

Demonstrated experience in the preparation and presentation of complex reports and analyses.

Self-directed with demonstrated ability to perform with minimal supervision.
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):

   Bachelors’ degree in Financial Management, Business Administration, and Accounting, Social Sciences or related field is required.

2. Prior Work Experience: (total 30 points)

   Three years of progressively responsible work in financial management, budgeting, accounting, business administration, in addition to one year of program management, project development, social economic or related field is required.

   Prior experience working with international donor organizations or donor-funded projects in budgeting, financial management or related work is required.

3. Job Knowledge: (total 40 points)

   Demonstrated knowledge of accounting and budgeting practices and procedures is required.

   Knowledge of program management, including design, implementation, monitoring, and evaluation is required.

   Knowledge of international accounting systems is desirable.

   Knowledge of applicable earmark requirements is desirable.

4. Skills and Abilities: (total 30 points)

   Strong interpersonal skills, demonstrated experience and ability to work in teams, clear concise writing skills, ability to meet tight deadlines, and logical analysis, accuracy and clear presentation skills.

   Proven ability to work collaboratively with a range of counterparts at all levels including those from host country government, NGOs, other donors and rural resource users.

   Computer literacy in word processing using Microsoft, and complex spreadsheets.

   Demonstrated experience in the preparation and presentation of complex reports and analyses.
Self-directed with demonstrated ability to perform with minimal supervision.

Evaluation Factors have been assigned the following points:

Education – Pass/Fail
Work Experience - 30 points
Job Knowledge - 40 points
Skills and Abilities - 30 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

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:


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<thead>
<tr>
<th>AAPD/CIB No.</th>
<th>Title/Issued Date</th>
<th>Subject Category</th>
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<tbody>
<tr>
<td>AAPD 16-03 (PDF 305 KB)</td>
<td>Expanded Incentive Awards for Personal Services Contracts with Individuals</td>
<td>Personal Services Contracts</td>
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<tr>
<td>AAPD 16-03 (Word 90 KB)</td>
<td>Issued: June 15, 2016</td>
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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]