



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061719R10001

**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.

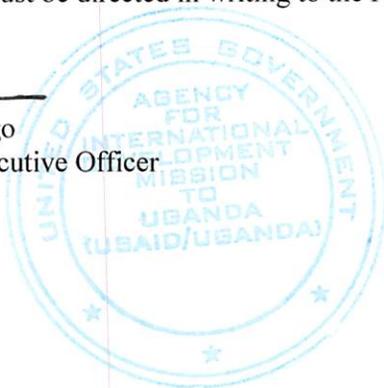
Offers must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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:** 72061719R10001
- 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 (Environment & Natural Resources)
- 5. MARKET VALUE:** UGX 137,483,245 – UGX 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.
- 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 (Environment & Natural Resources).

The Project Management Specialist—Environment and Natural Resources (ENR) position is located in the Environment and Natural Resources (ENR) Unit of the Office of Economic Growth (EG), which also includes the Agriculture, Private Sector, Vulnerable Populations and Program Support Units. The ENR Unit consists of three Cooperating Country Nationals (CCNs); one U.S. Direct Hire (USDH) Environment Officer; and one USDH Unit Leader, to whom the incumbent will report. Currently, the total ENR portfolio is valued at approximately \$25 million, with an estimated annual expenditure rate of \$5 million. The incumbent will provide program management expertise to the team and contribute to the implementation and financial management of this technically complex portfolio. The incumbent will collaborate closely with the ENR Unit Leader, other ENR unit members, and staff in other EG Office units and throughout the Mission to enhance the success of U.S. Government (USG) efforts related to integrated natural resources management, biodiversity conservation and climate resilience/climate risk management. This position contributes to the strategic, technical, and management expertise necessary for the Mission to manage and successfully implement biodiversity conservation and climate change activities to reach the development objectives as described in the Mission's Country Development Cooperation Strategy (CDCS).

USAID/Uganda's Project Management Specialist—ENR serves as the primary point of contact for the mission's climate resilience programs and advises mission leadership in matters pertaining to climate risk management and integrated natural resources management, including biodiversity

conservation and water catchment management. The principle function of the position is to provide state-of-the-art specialized knowledge of technical and programmatic approaches in developing and managing USAID/Uganda's complex national and district-level activities implemented under the USG's biodiversity and climate change adaptation earmarks as well as supporting the integration of sound natural resources management across other sectors supported by the Mission. The ENR Specialist utilizes in-depth knowledge of Uganda's water and environment sector and knowledge of Uganda's socio-economic characteristics to provide expert advice to senior Mission management. Particularly, s/he provides expert advice to senior Mission management on issues related to climate resilience in the agriculture sector, community-based natural resources management and landscape approaches, private sector engagement in conservation and integrated water resources management. S/he is also responsible for leading the design, development, and management of the Mission's strategies for multi-sectoral climate risk management.

In sum, the Specialist's major responsibilities include program management, providing technical expertise, shaping the technical direction of the mission in climate resilience and ENR, and managing professional relationships. The Specialist is expected to complete assigned duties with little external supervision and to exercise extensive independent judgment as s/he works with diverse teams, partners and stakeholders.

## **(2) Statement of Duties to be Performed.**

The incumbent will share responsibility with other EG Office staff for achieving integrated development objectives that support increased community and household resilience, addressing demographic drivers, particularly promoting economic opportunities for youth, and strengthening Ugandan systems to deliver development results. The ENR Project Management Specialist will be expected to contribute to team and office success in each of five areas: 1) applying technical expertise to strategic planning and program design; 2) managing and monitoring ENR programming and implementing partners; 3) contributing to and collaborating with the EG Office and other USAID/Uganda offices and teams to achieve and report on development results; 4) cultivating and maintaining effective relationships with the Government of Uganda (GOU), the private sector, development partners and with other USG entities, including USAID/Washington, other Missions, the U.S. Embassy, and others as needed; and 5) mentoring staff.

### **1. Apply ENR technical expertise to strategic planning and program design – 20%**

The ENR Specialist provides strategic leadership in applying innovative approaches and best practices to achieve measureable results in climate resilience and natural resources management, including biodiversity conservation as follows:

- Provides technical information to the Mission, GOU officials, other EG Office and Mission activity managers, and other partners as it relates to biodiversity conservation, climate adaptation, and other environmental issues and constraints.
- Applies knowledge of Uganda and regional governments to assess the suitability of activity designs and proposals. S/he is responsible for obtaining support from and coordinating the involvement of major stakeholders (including GOU ministries and boards; GOU authorities charged with environmental management, climate change and biodiversity conservation; communities; district local governments; and other stakeholders) in the process of identifying components of effective strategies and designs for new activities and determining achievable results that will serve to preserve the natural resources base and promote climate resilience while improving the economic condition of women and men in Uganda and the region.

- Obtains mission-level approval for the initiation of new activities; provides substantive support and input for the drafting of ENR sections of Mission strategy documents and other concept papers and relevant documents, such as results frameworks, activities packages, budgets, background documentation, and performance monitoring plans.
- Coordinates the drafting of activity designs and other documents related to ENR; takes a leadership role in implementing changes to existing activities; and serves as a member of mission technical review teams for new concept papers, solicited or unsolicited proposals, and proposed awards under USAID-funded activities.

## **2. Manage and monitor ENR programming and implementing partners – 45%**

The bulk of the ENR Specialist's responsibilities are in directly managing ENR implementing instruments and partners and providing technical support and direction for ENR elements integrated into other sector activities. S/He oversees significant, complex, and sensitive portions of the overall USAID assistance to the GOU, providing technical direction to implementing partners and exercising designated approval authorities. The ENR Specialist will:

- Foster collaboration, participation, and agreement among implementing partners and USAID staff in the implementation and monitoring of USAID-funded biodiversity conservation, climate resilience and ENR activities. Provide technical leadership for the integration of ENR and climate risk management for other sectors' and integrated activities. Responsible for providing strategic advice to implementing partners to ensure adherence to USAID/Uganda's strategy and relevant USG 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. Provide input on ENR-related budgetary issues to mission management, including analyses of budgetary needs for existing and planned ENR activities and participating in decision making around budget allocations for ENR programming.
- Take a field-based approach to monitoring implementation of biodiversity conservation, climate resilience, and community-based natural resources management activities-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.

## **3. Contribute to and collaborate with the Economic Growth Office and other USAID/Uganda offices and teams to achieve development results – 15%**

The ENR Specialist will support the implementation of the integrated CDCS through deliberate engagement across the Office of Economic Growth and with other Technical and Support Offices across the mission as follows:

- Maintain and share up-to-date knowledge and information on all issues that relate to effective implementation of ENR components of the CDCS; its goal, purpose and objective; its design and relationship to other initiatives in Uganda; its geographic target areas; its participating partners; and its operating procedures and methodologies.
- Participate fully in the achievement of EG Office and other mission goals and objectives by encouraging teamwork, facilitating the exchange of information, and promoting effective management of integrated program activities.
- Provide information and recommendations to the ENR Team Leader and EG Office

Director and Deputy Director on issues, implementation problems, funding limitations, donor and government constraints and/or other constraints that may affect achievement of desired results.

- Assist in preparing ENR input into the Mission's Operating Plan, annual planning and performance monitoring, including reporting on results achieved and resources required. Document key successes, prepare issue papers, background memoranda, presentations, briefings, etc. as needed.
- As designated, the Specialist has some activity management backstopping responsibilities for the Agriculture and Private Sector Units and is required to coordinate with and support members of the Vulnerable Populations Unit and other ENR Unit members on cross cutting issues. S/He also supports other USAID staff including senior managers, visiting USG officials, and others in ENR-related public meetings, field trips, and discussions with Ugandan and regional officials and partner organizations.

**4. Cultivate and maintain effective relationships with GOU, the private sector, development partners and with other US government entities including USAID/Washington, other Missions, the US Embassy, and others as needed – 10%**

- Participate in meetings and events and collaborate actively with appropriate GOU and private sector institutions and organizations, development partners (e.g. donors, multi-lateral development organizations, NGOs) to ensure effective coordination and implementation of mission ENR activities. Represent the ENR Unit in designated donor coordination meetings and in advisory, technical, or steering committee meetings dealing with ENR issues.
- Liaise with USAID/Washington on technical, policy, and programmatic issues related to biodiversity conservation, climate change and other environmental issues. Develop and maintain working relationships with relevant staff in USAID/East Africa and acquire knowledge of regional environmental issues and programs relevant to Uganda. Develop and maintain strong working relationships with appropriate staff of the U.S. Embassy and other USG agencies to ensure that effective coordination is maintained.

**5. Supervise and Mentor staff – 10%**

The Specialist provides senior level support and mentoring on project management, as well as state-of-the art, specialized knowledge of technical and programmatic approaches in climate risk management/climate resilience, biodiversity conservation and community-based natural resources management to staff in EG. S/He will directly supervise one FSN Project Management Specialist. The Specialist provides additional mentorship in climate risk management to staff across the mission.

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 Specialist receives direct supervision of the ENR Unit Leader. The Supervisor provides minimal guidance when needed on incumbent's technical and managerial performance; but the supervisor is regularly informed of activity and project status.

**(4) Supervisory Controls:**

Directly supervise one CCN Project Management Specialist and mentor her/him in areas pertaining to USAID program management processes and procedures and ENR technical approaches. S/he will supervise the work of EG institutional contractors and/or grantees, when serving as Contracting Officer's Representative (COR) or Assistance Officer's Representative (AOR).

**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 a field relevant to ENR development assistance such as wildlife management, natural resources management, forestry, ecology, climate change or range science.

**Prior Work Experience:** Six to eight years of progressively responsible, professional experience, with at least five years of experience in development assistance, or related work, for international development organizations such as donor agencies, host government organizations or private sector institutions.

Demonstrated knowledge of supporting a comprehensive approach to biodiversity conservation and climate resilience is required including strategic planning, project development, monitoring and reporting.

**Language Proficiency:** Level IV English ability (Fluent), spoken and written, is required.

**Job Knowledge:** Thorough knowledge of the concepts, principles, techniques and practices of biodiversity conservation and climate resilience is required.

Demonstrated understanding of Uganda's economic, political, social and cultural characteristics and the history of development assistance, in particular related to environment and natural resources management.

Awareness of Uganda's development prospects and priorities related to biodiversity conservation and/or climate change.

Solid understanding of international development business processes for acquisition and assistance including planning, formation and administration; how to manage procurement and assistance instruments; and how partners do business.

**Skills and Abilities:** Strong interpersonal skills, demonstrated experience and ability to work in teams, clear concise writing skills, ability to meet tight deadlines with logical analyses and clear presentation is essential.

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 spreadsheets.

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

Self-directed with demonstrated ability to perform with minimal direct 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 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):**

A Master's degree in a field relevant to ENR development assistance such as wildlife management, natural resources management, forestry, ecology, climate change or range science.

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

Six to eight years of progressively responsible, professional experience, with at least five years of experience in development assistance, or related work, for international development organizations such as donor agencies, host government organizations or private sector institutions. **(15 points)**

Demonstrated knowledge of supporting a comprehensive approach to biodiversity conservation and climate resilience is required including strategic planning, project development, monitoring and reporting. **(15 points)**

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

Thorough knowledge of the concepts, principles, techniques and practices of biodiversity conservation and climate resilience is required. **(15 points)**

Demonstrated understanding of Uganda's economic, political, social and cultural characteristics and the history of development assistance, in particular related to environment and natural resources management. **(10 points)**

Awareness of Uganda's development prospects and priorities related to biodiversity conservation and/or climate change. **(10 points)**

Solid understanding of international development business processes for acquisition and assistance including planning, formation and administration; how to manage procurement and assistance instruments; and how partners do business. **(5 points)**

**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 with logical analyses and clear presentation is essential. **(8 points)**

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. **(8 points)**

Computer literacy in word processing using Microsoft and spreadsheets. **(2 points)**

Demonstrated experience in the preparation and presentation of complex reports and analyses. **(4 points)**

Self-directed with demonstrated ability to perform with minimal direct supervision. **(8 points)**

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](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]**