



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061719R10004

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.

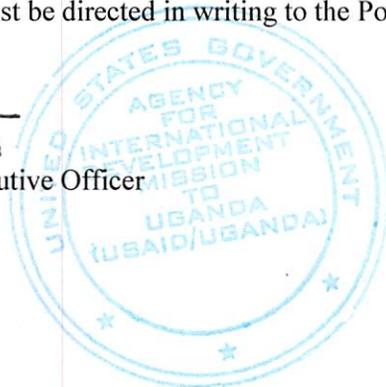
Offers must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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,


Frederick Onyanga
Supervisory Executive Officer



I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061719R10004
- 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:** Senior Program Management Specialist (HIV/AIDS Prevention)
- 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.

This solicitation is being issued under the Local Compensation Plan. Please refer to section VI. BENEFITS/ALLOWANCES for details.

- 6. PERIOD OF PERFORMANCE:** Initial two year contract from date of appointment with option to extend for three one-year periods. Exercising the options to extend will depend on continuing need of services, availability of funds, and satisfactory or better performance.
- 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 a qualified individual for the position of Senior Program Management Specialist (HIV/AIDS Prevention).

This position is for a professional to serve in the Office of Health and HIV on the HIV/AIDS and TB Team. The HIV Prevention Senior Program Management Specialist (PMS) provides overall strategic and technical leadership and guidance to USG inter-agency partners, development partners, all levels of government, private sector and civil society organizations in support of the President's Emergency Plan for AIDS Relief (PEPFAR) partnership between the United States Government (USG) and the Government of Uganda (GoU).

The incumbent serves as a mid-level manager within USAID/Uganda's Office of Health and HIV. HIV prevention plays a pivotal role in the USG's and GOU's HIV/AIDS response and is even more critical as we pursue the global goal of "90-90-90" - that is 90% of Ugandans living with HIV are identified, 90% of those identified are enrolled on ART, and 90% of those have sustained viral suppression as well as the PEPFAR goal of HIV/AIDS epidemic control by 2020. In this context, the HIV/AIDS and TB Team requires a highly experienced HIV Prevention Specialist to provide strategic and technical direction to this \$188+ million, technically complex, cross-cutting portfolio. The incumbent serves as the team's leader on HIV/AIDS prevention issues, identifying opportunities for USG engagement in HIV/AIDS prevention programming and for effective collaboration and coordination with the GoU and other development partners. S/he will work across the Health and HIV Office and other offices in the Mission to support a coordinated, strategic approach to HIV prevention programming. The incumbent will have at

least eight years of progressively responsible experience in the field of HIV/AIDS; USAID, USG, international health organization, and/or international development organization program design and management experience; and extensive knowledge of Uganda's development and HIV/AIDS program dynamics.

Under the direct supervision of the HIV/AIDS and TB Deputy Team Leader, the HIV Prevention Specialist will provide day-to-day program management and oversight for specific HIV/AIDS prevention activities and cross-cutting, multi-sectoral approaches. S/he will facilitate communication and maintain collaborative working relationships with mid to senior level GoU officials, technical advisors in other USG agencies, development partners and private and civil society organizations working in HIV/AIDS. The Specialist will focus heavily on building a strong and comprehensive combination-prevention program for USAID and ensuring HIV/AIDS program integration at the service delivery level. S/he may serve as the primary focal person or alternate on a variety of prevention technical areas including: HIV counseling and testing, gender based violence prevention and mitigation and post violence care, targeted key and priority population programming, condom promotion, social and behavior change communication, pre-exposure prophylaxis, voluntary medical male circumcision, and the DREAMS initiative aiming to achieve a 40% reduction in HIV incidence among girls and young women in selected high prevalence districts.

In a complex inter-agency planning, budgeting and coordination environment, the Specialist will be responsible for establishing and maintaining effective and highly collaborative relationships.

(2) Statement of Duties to be Performed.

1. The Specialist will provide strategic and technical leadership on HIV/AIDS prevention issues to the USAID Mission and the broader USG PEPFAR Team. S/he will:
2. Oversee the \$35+ million HIV prevention budget ensuring that key priorities are adequately resourced.
3. Serve as the primary expert and advisor on HIV prevention issues to the USAID/Uganda Mission.
4. Maintain familiarity with current state-of-the-art programmatic and research innovations towards the reduction of high-risk behaviors related to HIV transmission. S/he will provide expert advice to the Health and HIV Office and the Mission on new and emerging priorities and approaches that significantly impact HIV transmission.
5. Support the development, improvement and dissemination of sound HIV/AIDS prevention policies and strategies in response to evolving epidemiological evidence.
6. Establish effective linkages between HIV prevention, care and treatment, and health systems strengthening programs to ensure holistic and integrated approach to HIV/AIDS programming.
7. Identify new opportunities and strengthen existing opportunities for integration of HIV/AIDS with other health, education, economic growth and democracy and governance activities, and well as with other areas of Mission work as appropriate.
8. Support and strengthen coordination and harmonization of prevention approaches and messages across USAID-funded activities.

9. Participate as a senior USAID/Uganda representative in USG interagency and national level technical, programmatic and policy meetings, consultations and working groups related to HIV/AIDS prevention.
10. Participate in and take the lead on each stage of project design for new HIV prevention activities, including drafting and obtaining approval for concept papers, writing scopes of work, evaluating applications/proposals, and supporting the start-up of new projects.
11. Technically advise and make recommendations on the need for short-term technical assistance; write scopes of work for consultants.
12. Prepare reports and responses to USAID/Washington and State/Office of the Global AIDS Coordinator ad hoc requests for information.
13. Provide expert advice and leadership in HIV prevention programming for key and priority populations.
14. Serve as Agreement or Contracting Officer Representative (A/COR) or Activity Manager, providing day-to-day management of specified prevention activities. Review and approve workplans, budgets, quarterly and annual reports, performance monitoring plans. Monitor activities and provide supportive supervision through field visits.
15. Assume responsibility for the financial management of assigned activities which includes monitoring burn rates and ensuring that obligations, expenditures, and budget pipelines conform to action plans. Submit quarterly accruals reports and ensure appropriate and timely incremental funding of activities.
16. Provide technical input across the Health and HIV Office on implementing partner annual work plans, quarterly and annual reports for implementing partners and ensure these are consistent with current USG and GoU prevention priorities.
17. Work closely with USAID partners to ensure that program achievements and lessons learned are reported, documented, and disseminated to sector representatives.
18. Work with the Strategic Information Team to initiate and coordinate targeted analyses of HIV/AIDS data to generate trends and patterns to inform planning and programming.
19. Supervise up to two technical Cooperating Country Nationals (CCNs), including developing annual work objectives, mentoring, facilitating professional development, completing annual performance reviews and providing performance feedback.

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:

Work will be performed under the direct supervision of the HIV/AIDS and TB Deputy Team Leader. Performance is evaluated annually based on accomplishments.

(4) Supervisory Controls:

The incumbent will supervise one or two CCNs working in HIV/AIDS Prevention.

10. AREA OF CONSIDERATION:

All **qualified individuals** including Ugandans, Uganda permanent resident card holders (U.S. citizens, U.S. Resident Aliens) and other nationalities 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: Master's Degree in a field relevant to development assistance such as Medicine, Social Sciences, Social Work, Public Health, and International Development. Other relevant training or certification, if applicable, to augment university degrees and work experience.

Prior Work Experience:

- a) At least eight (8) years of progressively responsible, professional experience in HIV/AIDS with international development organizations and/or other multi-lateral or bi-lateral organizations.
- b) Increasingly responsible experience in the design, implementation, monitoring and evaluation of HIV/AIDS prevention initiatives in developing countries and/or in generalized epidemics.
- c) Demonstrated ability to interpret and apply relevant regulations, policies, and operational guidelines of entities such as the U.S. government, international health organizations, or international development organizations.
- d) Demonstrated knowledge of PEPFAR processes through which HIV/AIDS programs are planned, reviewed, approved, implemented and evaluated.

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

Job Knowledge:

- a) Demonstrated HIV/AIDS program design and effective implementation experience in developing country/generalized epidemic settings.
- b) Demonstrated understanding of state-of-the-art HIV/AIDS combination prevention initiatives including HIV counseling and testing, gender based violence prevention and mitigation and post violence care, targeted key and priority population programming, condom promotion, social and behavior change communication, pre-exposure prophylaxis, and voluntary medical male circumcision.
- c) Demonstrated ability to apply policy directives to activity design, implementation and monitoring and evaluation.

- d) Experience in analyzing HIV/AIDS epidemiological data and translating data into practice.
- e) Demonstrated knowledge of or experience working with PEPFAR.

Skills and Abilities:

- a) Ability to communicate information in an objective, transparent, accurate, and concise oral and written forms and to represent USAID/Uganda's programs and priorities to a wide range of outside parties including senior Ugandan officials, senior management, and others.
- b) Ability to independently conceive, plan, organize, manage, and evaluate important, diverse and complex work projects.
- c) Excellent analytical, technical and project management skills to review and provide substantive feedback on concept papers, proposals, program descriptions/scopes of work, performance reports, and other technical and programmatic documents.
- d) Ability to participate in and/or lead internal and external teams.
- e) Ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures.
- f) Ability to resolve complex planning and implementation issues with colleagues in technical offices and other parts of the mission.
- g) Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, in a culturally diverse environment, accepting divergent points of view and help find consensus to achieve team goals.
- h) Ability to develop positive working relationships within an interagency working environment. Ability to establish and maintain effective working relationships with implementing partners, private sector partners, other donor partners, and both central and district level Government of Uganda counterparts.
- i) Ability to effectively appraise staff, write annual performance evaluations and set mutually agreed-upon and achievable work objectives for staff that he/she supervises.
- j) Excellent computer skills including in Microsoft Office, web-based databases, and electronic filing, including the ability to help others and to learn new programs quickly.

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:

1. 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.

Master's Degree in a field relevant to development assistance such as Medicine, Social Sciences, Social Work, Public Health, and International Development.

Other relevant training or certification, if applicable, to augment university degrees and work experience.

2. Prior Work Experience: (total 20 points)

a) At least eight (8) years of progressively responsible, professional experience in HIV/AIDS with international development organizations and/or other multi-lateral or bi-lateral organizations. **(5 points)**

b) Increasingly responsible experience in the design, implementation, monitoring and evaluation of HIV/AIDS prevention initiatives in developing countries and/or in generalized epidemics. **(5 points)**

c) Demonstrated ability to interpret and apply relevant regulations, policies, and operational guidelines of entities such as the U.S. government, international health organizations, or international development organizations. **(5 points)**

d) Demonstrated knowledge of PEPFAR processes through which HIV/AIDS programs are planned, reviewed, approved, implemented and evaluated. **(5 points)**

3. Job Knowledge: (total 30 points)

a) Demonstrated HIV/AIDS program design and effective implementation experience in developing country/generalized epidemic settings. **(10 points)**.

b) Demonstrated understanding of state-of-the-art HIV/AIDS combination prevention initiatives including HIV counseling and testing, gender based violence prevention and mitigation and post violence care, targeted key and priority population programming, condom promotion, social and behavior change communication, pre-exposure prophylaxis, and voluntary medical male circumcision. **(10 points)**.

c) Demonstrated ability to apply policy directives to activity design, implementation and monitoring and evaluation. **(3 points)**.

d) Experience in analyzing HIV/AIDS epidemiological data and translating data into practice. **(2 points)**.

e) Demonstrated knowledge of or experience working with PEPFAR. **(5 points)**.

4. Skills and Abilities: (total 50 points)

- a) Ability to communicate information in an objective, transparent, accurate, and concise oral and written forms and to represent USAID/Uganda's programs and priorities to a wide range of outside parties including senior Ugandan officials, senior management, and others. **(5 points)**.
- b) Ability to independently conceive, plan, organize, manage, and evaluate important, diverse and complex work projects. **(5 points)**.
- c) Excellent analytical, technical and project management skills to review and provide substantive feedback on concept papers, proposals, program descriptions/scopes of work, performance reports, and other technical and programmatic documents. **(5 points)**.
- d) Ability to participate in and/or lead internal and external teams. **(5 points)**.
- e) Ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures. **(5 points)**.
- f) Ability to resolve complex planning and implementation issues with colleagues in technical offices and other parts of the mission. **(5 points)**.
- g) Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, in a culturally diverse environment, accepting divergent points of view and help find consensus to achieve team goals. **(5 points)**.
- h) Ability to develop positive working relationships within an interagency working environment. Ability to establish and maintain effective working relationships with implementing partners, private sector partners, other donor partners, and both central and district level Government of Uganda counterparts. **(5 points)**.
- i) Ability to effectively appraise staff, write annual performance evaluations and set mutually agreed-upon and achievable work objectives for staff that he/she supervises. **(5 points)**.
- j) Excellent computer skills including in Microsoft Office, web-based databases, and electronic filing, including the ability to help others and to learn new programs quickly. **(5 points)**.

Evaluation Factors have been assigned the following points:

Education – **Pass/Fail**

Work Experience - 20 points

Job Knowledge - 30 points

Skills and Abilities - 50 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.
 - (vi) Uganda permanent resident card holders (U.S. citizens, U.S. Resident Aliens) and other nationalities must attach a copy of a valid work permit.
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]