

ISSUANCE DATE: AUGUST 3, 2012
CLOSING DATE: AUGUST 23, 2012

SUBJECT: USAID/UGANDA: Solicitation for Personal Services Contractor (PSC) Malaria Initiative (PMI) Senior Malaria Advisor, GS-15 or Project Management Specialist, FSN-11

The United States Government, represented by the U.S. Agency for International Development (USAID)/Uganda), is seeking applications from qualified individuals including U.S citizens and Resident Aliens offshore, local Hire American nationals (resident in Uganda), Third Country Nationals (TCNs) or Foreign Service Nationals (Ugandans) interested in providing PSC services as described in the attached solicitation.

Applicants interested in applying for this position MUST submit the following materials:

- 1) Complete and hand-signed federal form OF-612.
- 2) Curriculum vitae/resume specifically addressing each selection criterion as outlined in the solicitation.
- 3) Three (3) to five (5) references with current contact information, preferably both an email address and a telephone number.

No exceptions to the minimum document submission requirements will be allowed. Incomplete applications will not be reviewed.

All application reviews will be based on the documentation submitted with the application. Applications that are incomplete or received without a handwritten signature will not be considered for the position. Applicants are responsible for submitting materials that are in accordance with the attached information at the place and time specified. There will be no exceptions.

References must be able to provide substantive information about past performance relevant to the applicant's ability to execute the duties and responsibilities as detailed in the scope of work. USAID/Uganda reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Any questions may be directed to Grace Nakaddu, gnakaddu@usaid.gov or Edward Michalski, emichalski@usaid.gov or telephone 256-414-259-791/5 or 256-414-306-001 or fax 256-414-306-661.

Offerors should retain for their records copies of all enclosures that accompany their application.

**ATTACHMENT TO
SOLICITATION FOR PERSONAL SERVICES CONTRACTOR
MALARIA INITIATIVE (PMI) SENIOR MALARIA ADVISOR OR PROJECT
MANAGEMENT SPECIALIST (MALARIA)**

1. SOLICITATION NUMBER: 617-12-0008
2. ISSUANCE DATE: August 3, 2012
3. CLOSING DATE: August 23, 2012
4. POSITION TITLE: Malaria Initiative (PMI) Senior
Malaria Advisor or Project Management
Specialist (Malaria)
5. MARKET VALUE: GS-15 or FSN 11
6. PERIOD OF PERFORMANCE: Two years from date of appointment.

MARKET VALUE: The position is classified at the equivalent of a GS-15 with an annual salary range of \$99,628 to \$129,517 or FSN Scale with an annual salary range of Uganda Shillings 67,623,871/= to 97,517,009/=. Salary will be negotiated within this range and determined based on past salary and work history, experience, and educational background of the successful candidate.

7. PLACE OF PERFORMANCE: USAID/Uganda, Kampala, Uganda
8. AREA OF CONSIDERATION: Offshore U.S Citizen, U.S. Resident
Aliens, U.S. citizens and Aliens
(residing in Uganda), Third Country
Nationals and Ugandans
9. SECURITY ACCESS: Employment Authorization
10. POSITION DESCRIPTION:

A. INTRODUCTION

USAID/Uganda's activities are of exceptionally broad scope and complexity. In FY 2010 (FY10) the overall U.S. Government (USG) assistance to Uganda totaled \$526M, with USAID accounting for \$341M. USAID/Uganda directed \$131.5M to mitigate the effects of the 23-year conflict in northern Uganda, integrally linking USG interagency efforts in the areas of HIV/AIDS, infrastructure, defense, and diplomacy. The USAID development program contains 68 active assistance awards with a total multi-year portfolio value of \$765M. The Mission's complex and challenging assistance program consists of

five action areas: economic growth and biodiversity; health and education; democracy and governance; regional peace and security; and humanitarian assistance. Mission programs implementing the Presidents Emergency Plan for AIDS Relief (PEPFAR), the Presidents Malaria Initiative (PMI), and the Feed the Future Initiative (FtF) are among the largest in the world. The Mission manages one of the largest biodiversity earmarks in Africa and concluded its Millennium Challenge Corporation (MCC) threshold program in 2009. USAID programs promote the critical U.S. national security goal of a stable Uganda that takes a leadership role in regional peacekeeping, including its operations in Somalia and efforts to end civil conflict in Sudan and the Democratic Republic of Congo. The Mission operates a satellite office at Gulu in northern Uganda that coordinates regional relief and development efforts.

Malaria prevention and control is a major foreign assistance objective of the U.S. Government (USG). In May 2009, President Barack Obama announced the Global Health Initiative (GHI), comprehensive effort to reduce the burden of disease and promote healthy communities and families around the world. Through the GHI, the United States will help partner countries improve health outcomes, with a particular focus on improving the health of women, newborns and children.

The President's Malaria Initiative (PMI) is a core component of the GHI, along with HIV/AIDS and tuberculosis. The PMI was launched in June 2005 as a 5-year, \$1.2 billion initiative to rapidly scale up malaria prevention and treatment interventions and reduce malaria-related mortality by 50% in 15 high-burden countries in sub-Saharan Africa. With passage of the 2008 Lantos-Hyde Act, funding for PMI has now been extended through FY2014. Programming of PMI activities follows the core principles of GHI: encouraging country ownership and investing in country-led plans and health systems; increasing impact and efficiency through strategic coordination and programmatic integration; strengthening and leveraging key partnerships, multilateral organizations, and private contributions; implementing a woman- and girl-centered approach; improving monitoring and evaluation; and promoting research and innovation.

Uganda was selected as one of the first three countries to benefit from PMI and now in its seventh year of program implementation. The objective of this initiative is to assist African countries, in collaboration with other partners, to rapidly scale up coverage of vulnerable groups with four highly effective interventions: artemisinin-based combination therapy (ACT), intermittent preventive treatment (IPT) for malaria in pregnancy, insecticide-treated mosquito nets (ITNs), and indoor spraying with residual insecticides (IRS). USAID is the lead USG agency on the PMI.

Malaria is Uganda's leading cause of morbidity and mortality and is endemic in 95% of the country. According to the Ministry of Health (MOH), malaria accounts for 25-40% of outpatient visits to health facilities and is responsible for nearly half of inpatient pediatric deaths. The most recent malaria indicators comes from the 2009 Uganda Malaria Indicator Survey (UMIS) conducted before the Global Fund to Fight AIDS, Tuberculosis, and Malaria (Global Fund) - supported mass LLIN distribution to pregnant women and children under-five years in 2010/11. The results the UMIS show that 47% of households nationwide owned one or more insecticide-treated nets (ITNs) and 44% of pregnant women and 33% of children under five had slept under an ITN the night before the survey. The proportion of children under five treated with an antimalarial drug on the same or the next day after onset of fever was 36%, although the proportion receiving an ACT was only 13.7%. The proportion of women receiving two doses of intermittent preventive treatment in pregnancy (IPTp) was 32%.

PMI and the Global Fund are the two main contributors to malaria control in Uganda, with a range of additional support from other donors. Uganda has two active grants from the Global Fund: Round 7 Phase 1, which has provided 7.2 million long-lasting ITNs (LLINs) and Round 7 Phase 2 which will provide an additional 10.4 million LLINs to achieve universal coverage. Round 10 Phase 1 and 2 will cover approximately 45 million doses of ACT, 6.7 million LLINs and 45 million rapid diagnostic tests (RDTs) through 2016.

The PMI team is part of the Service Delivery team of the Development Objective 3 (DO3)-Health, HIV/AIDS and Education (DO3/HHE)Office. DO3 is one of four strategic areas in which USAID/Uganda works.

B. POSITION OVERVIEW

The USAID Senior Malaria Advisor will serve on USAID/Uganda's Health Team in the DO3/HHE office.

S/He shall provide leadership, technical guidance and overall direction on the planning, implementation, management and monitoring of PMI in Uganda. This requires coordination with Ministry of Health (MOH), development partners and other Roll Back Malaria implementing partners. The incumbent works closely with the CDC Malaria Resident Advisor, two Foreign Service National Malaria Program Specialists, the backstops for PMI in USAID Washington, counterparts in CDC Atlanta, and other USAID personnel working within and overseeing the Mission's activities, including the Director of DO3/HHE, the USAID Mission Director, and the CDC Country Director. These responsibilities include regular contact and collaboration with the

counterparts in Uganda's National Malaria Control Program (NMCP) and other government ministry officials and agencies, as well as in a wide range of civil society and private organizations, other donor and international organizations, and other United States Government (USG) entities working in malaria prevention and control.

The Senior Malaria Advisor shall exercise extensive independent judgment in planning and carrying out tasks, in representing the U.S. Government in critical technical and policy forums, in resolving problems and conflicts, and in taking steps necessary to meet deadlines. The Senior Malaria Advisor will also perform inherently governmental functions such as officially representing USAID at functions; advising on policy matters; managing contracts and grants; budgeting; developing planning documents and work plans; and reporting.

The Senior Malaria Advisor will be the technical and program team leader for malaria in the Mission. S/he will report to the HHE/DO3 Service Delivery Team Leader, a Foreign Service Officer, who will provide overall operational oversight and supervision. The USAID Mission Director provides overall guidance to PMI.

The incumbent must possess technical expertise in the area of malaria treatment, prevention and control and possess an understanding of the social, economic and cultural determinants and implications of the epidemic in Uganda and neighboring countries, as well as have the experience and skills required to help formulate the U.S. Government position on malaria and make important policy decisions and manage the program as a key representative of the USAID/Uganda Mission.

C. MAJOR DUTIES AND RESPONSIBILITIES

A. Provide technical and strategic oversight to USAID/Uganda's PMI program, coordinating the design and implementation of activities. Ensure that malaria activities are integrated into overall USAID-supported DO3/HHE activities and establish effective collaboration with the PEPFAR, GHI and other interagency health and development programs. This includes preparing and reviewing program design and results framework. Provide managerial oversight to ensure full accountability and value for money of funds provided by PMI;

B. Be responsible for reporting on Uganda-specific information related to the PMI program as part of the Mission's annual strategic planning and reporting processes, preparation of Congressional presentations and correspondence, drafting technical and congressional notifications, and preparing budget and project management documentation and other implementing documents. Review and analyze results reports by implementing partners, prepare

summary reports with analyses and recommendations, and ensure that financial and technical reports on PMI are prepared and submitted as required.

C. Ensure that all activities under the PMI are technically excellent and consistent with internationally accepted best practices and relevant to the specific malaria epidemiology of Uganda. Provide scientific and technical support to the NMCP, PMI implementing partners and managerial support as needed during the designing and implementation phases of the project to ensure the quality of interventions supported and that programmatic targets are met.

D. Work with suppliers and partners to ensure that programmatic commodities are purchased in a timely and cost effective manner. Work with implementing partners and national supply chain organizations such as the National Medical Stores (NMS, Joint Medical Stores (JMS) and the National Drug Authority (NDA) to strengthen the logistical commodity systems for malaria drugs and supplies. Also, ensure that the absorptive capacity exists in implementation sites to receive, manage and distribute these items effectively.

E. Represent PMI to senior level officials within the Government of Uganda, including the Minister of Health; and represent PMI to senior U.S. Government officials such as the U.S. Ambassador, congressional delegates, and the global PMI coordinator.

F. Collaborate with senior staff of the National Malaria Control Program (NMCP) and other partners, such as the Global Fund (GF), DANIDA, DfID, WHO, UNICEF, World Bank (WB), NGOs and FBOs to design, plan and implement malaria prevention and control activities consistent with the malaria control coverage needs identified by the strategy and plans of the NMCP and PMI. Help build the technical and managerial capacity within the NMCP at the national, district and lower levels.

G. Provide technical assistance to the NMCP to develop and execute a monitoring and evaluation plan to better communicate and coordinate with the Roll Back Malaria and Global Fund partners, including donor agencies and other stakeholders working on malaria control in Uganda (including specific strategies for the Northern part of Uganda), and help develop a financial sustainability plan for the NMCP, in anticipation of PMI phaseout of funding in the long term. In collaboration with the MOH, carry out monitoring and evaluation visits to implementation sites to ascertain all quantitative and qualitative data is collected properly and ensure programmatic quality and value for money are maintained.

The Senior Malaria Advisor shall have the primary responsibility of overseeing the planning, implementing, and monitoring of the PMI Initiative. The incumbent shall work with the CDC Malaria Technical Advisor and two or more FSN Program Management Specialists as a team. The team will liaise with backstops for the PMI in USAID Washington, CDC Atlanta, USAID Agreement and Contracting Officer Representatives (A/CORs) and other personnel working on or overseeing the Mission's activities related to malaria. S/he will collaborate closely with and provide technical, strategic or managerial assistance as needed to National Malaria Control Program (NMCP) Director and the staff and helping to build capacity within the NMCP. In addition, the Resident Advisor shall represent USAID and the U.S. Government on various national and international technical and policy forums.

The responsibilities of the Resident Advisor are prioritized as follows:

A. Technical and Program Management and Supervision (45%)

Maintain familiarity with current scientific/ medical literature and best practices in methods of malaria prevention and control relevant to the Uganda program, especially in regard to vector control, indoor residual spraying (and the variety of chemicals used for this including DDT), insecticide-treated bed nets, entomological monitoring, malaria in pregnancy, case management for uncomplicated and severe malaria and diagnosis. Additional expertise in health care seeking behavior, particularly as it relates to community drug distribution and use of lower level facilities, drug and diagnostic policy issues, and strategic health communication for behavior change is desirable.

Advise the Service Delivery Team Leader, the HHE/DO3 Team Leader and Mission Management on the status of PMI and related malaria activities in Uganda. The Advisor should be a senior-level professional who shall coordinate with relevant stakeholders, provide program oversight, and exercise independent technical and professional judgment in organizing, planning and supervising PMI program implementation, including routine site visits. S/he shall manage relationships and assignments independently with minimal supervision and limited guidance.

Provide technical direction, strategic planning and oversight of the implementation of the PMI program, and ensure that planned development results are achieved in a highly efficient, effective and timely manner, consistent with USAID regulations, policies and development principles. The Advisor shall manage and oversee services and deliverables provided by contractors and grantees, in

accordance with USAID program management regulations and procedures, and practices.

Coordinate with and provide technical advice, direction or assistance to the following organizations as described below:

i) USAID implementing partners - to ensure that the malaria activities of all USAID/Uganda partners are well coordinated, in line with PMI 5-year strategy, and with PMI/Washington guidelines. The Senior Malaria Advisor will serve as A/COR on a number of PMI programs with direct responsibility for the program management of some of PMI's largest grants and contracts.

ii) The Ministry of Health and the NMCP - to develop and support malaria prevention and control activities as part of the Health Sector Strategic and Investment Plan (HSSIP), and assist them to develop a Financial Sustainability plan before the end of the PMI.

iii) USAID/Uganda - to ensure that all malaria activities are integrated appropriately according to the principle of GHI and to provide the Mission with technical advice on how best to achieve results for the PMI. This includes direct supervision of up to two FSNs who support the PMI program in Uganda. The Advisor shall, as appropriate, also work with other areas within the Mission (e.g. environment, democracy and governance, economic growth, post-conflict development in Northern Uganda, etc.) as malaria issues relate to broader development goals that USAID seeks to address in Uganda.

B. Collaboration and Communication with Stakeholders (25%)

Work together with the CDC Malaria Technical Advisor to assist the Ministry of Health in facilitating communication and coordination between the PMI activities, Roll Back Malaria partnership members, the Global Fund, USAID/Uganda and the Health, HIV/AIDS and Education office and its partners. This includes attending Health Sector Technical Working Group Meetings on Infectious Diseases and sub-groups related to malaria.

Work closely with senior and technical representatives from the Government of Uganda, foreign embassies providing development assistance, international donor organizations, multilateral organizations, local and international non-governmental organizations (NGOs), private international organizations, senior U.S. Government officials and USAID and CDC technical staff.

The Advisor shall work closely with the following organizations in collaboration with the CDC Technical Advisor as described below.

i) The MOH to ensure that malaria activities of the various components of the MOH are working together effectively to plan, implement and monitor activities relevant to malaria prevention and control. Relevant components of the MOH include Senior Management, NMCP, Child Health, Integrated Management of Childhood Illness (IMCI), Reproductive Health, Nutrition, School Health, Health Education and Promotion, Planning etc.

ii) The NMCP to assist in documenting and distributing policy and guidelines for best practices in vector management, treatment regimens, diagnosis, and other proven malaria prevention and control strategies at both the facility and community level based on medical and scientific literature, experience from other countries, and operations research.

iii) PMI Implementing Partners and other multilateral and bilateral partners to coordinate malaria prevention and control activities and integrate them into the Uganda National Minimum Health Care Package.

iv) Health partners at the District, Health sub-District levels and civil society levels such as the local council system, schools, churches, NGOs, FBOs, etc. to ensure effectiveness of programs at the community level.

v) Other PMI partners to communicate regularly and work jointly with other members of the USAID/Washington Global Health Bureau, USAID/Uganda Health team, Walter Reed Program, CDC/Uganda and CDC Atlanta.

C. Monitoring and Evaluation Responsibilities (20%)

Monitoring and evaluation is a key component of PMI. The Advisor shall be responsible for working with the CDC Malaria Technical Advisor in development of a monitoring and evaluation plan in line with the PMI targets, and ensure that PMI partners develop project monitoring plans and report in a timely manner on their activities. The Advisor shall provide expert advice and practical experience in helping develop and implement the national monitoring and evaluation plan. S/he will also help the MOH, the NMCP and other partners to monitor inputs and outcomes, progress towards RBM goals, and how to execute it jointly. The Advisor shall also be responsible for ensuring audit accountability within the PMI program and staying in line with audit recommendations.

D. Other Duties as assigned (10%)

The Senior Malaria Advisor will work within the context of supporting USAID/Uganda's broader development goals as outlined in

their Country Development Cooperation Strategy, and will support the broader goals of the U.S. Embassy Kampala's Interagency Health Team, chaired by the Deputy Chief of Mission. The Advisor will represent USAID/Uganda at appropriate international fora. S/he will work closely with USAID/EA staff in Nairobi and other PMI Missions in Africa as needed.

D. POSITION ELEMENTS

Supervisory Controls: The Advisor shall be supervised by the HHE/DO3 Service Delivery Team Leader. The supervisor shall provide guidance and specific assignments when required.

The Advisor shall provide written and oral reports as requested.

Work will be performed under the general direction of the Service Delivery Team Leader of USAID/Uganda. Performance is evaluated annually based on accomplishments.

Available Guidelines: Foreign Affairs Manual (FAM), Foreign Affairs Regulations (FAR), Automated Directives System (ADS), Mission Orders, and Mission Notices. Judgment and ingenuity are required of the incumbent to interpret the intent of policies, directives and guidelines in his/her field of expertise and s/he should have the ability and experience to develop applications and guidelines.

Post Entry Training: On-the-job training will be provided relating to USG-specific procedures, regulations, and methods. Appropriate training courses will be offered, subject to course offerings and the availability of funds. The contractor shall annually complete Financial Disclosure Report (OGE 450 form), Financial Disclosure Report. The contractor shall attend mandatory annual Ethics training conducted at USAID/Uganda by the Regional Legal Advisor. The Contractor shall also be required to attend and successfully complete the mandatory Contracting/Agreement Officer Representative (COR/AOR) training and USAID Acquisition and Assistance. Other project management and implementation training will be provided when available and as needed. Contractor shall not make any unauthorized commitments for the USG.

Exercise of Judgment: A high degree of judgment will be required to provide guidance and assistance to a wide variety of high-level professionals in the Uganda Mission. S/he will work independently, take initiative, and manage a multi-cultural team with several Program Sub-elements. As a recognized expert and highly qualified professional, substantial reliance will be placed on the incumbent to independently plan, prioritize, and carry out the specific activities entailed in fulfilling major duties and responsibilities. The incumbent will be expected to resolve problems that arise by

determining the approaches to be taken and methodologies to be used; making independent judgments that can be defended as necessary in a complex and difficult program area with great political visibility.

Authority to Make Commitments: Because the position will be procured through a personal services contract, the incumbent cannot make financial commitments on behalf of the U.S. Government. However, because of the incumbent's expertise and standing as a highly qualified professional in his/her field, great weight will be given to his/her conclusions and recommendations when commitments are made by those with the authority to do so.

Nature, Level and Purposes of Contacts: The incumbent will maintain contacts and work with staff at USAID/Uganda, the CDC Malaria Technical Advisor, at least two FSN Program Management Specialists, and Ministry of Health and NMCP staff. There will also be considerable interaction with USAID/Washington PMI staff, and CDC Atlanta who provide policy and procedural guidance and provide information relative to programs and activities. Official contacts include the USAID Mission Director, USAID/Washington staff and other high-ranking U.S. Government representatives.

Supervision/Oversight over Others: May exercise full range of normal supervision over at least two FSN Health Specialists (at the FSN-11, 10 level) providing overall policy guidance and coordinating the work of these employees to achieve program objectives.

E. QUALIFICATIONS AND SELECTION CRITERIA

(1) General:

USAID/Uganda expects to award a two year personal services contract. The successful applicant must be capable of securing a U.S. Government "Employment Authorization" clearance. S/he must be able to secure a medical clearance.

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. USAID reserves the right to conduct telephonic interviews with the most highly ranked applicants and make the interview a deciding factor in selection.

A. Education (20%):

The candidate must have at minimum, a Masters Degree in public health, international health, or social sciences from a recognized institution and/or clinical qualifications. Specialized training or education in malaria is required in areas including but not limited

to vector control, entomology, clinical case management of malaria, and epidemic surveillance and forecasting.

B. Experience and Skills (45%):

The incumbent will have at least 10 years of progressively responsible experience in designing, implementing and managing malaria and other health programs in developing countries, with a preference given to candidates with African experience.

At least three years' experience in clinical application, and/or implementation in the areas of vector control, malaria-related entomology, clinical case management of malaria, diagnosis, and/or epidemic surveillance are also required.

Demonstrated technical leadership, program management, strategic planning, policy experience and problem solving skills working on complex projects in a highly sensitive environment are required.

Preference will be given to those candidates with experience with international U.S. Government or other donor-funded programs, procedures and systems for program design, procurement, implementation, management and monitoring, or that of other international donors.

Skills:

Analytical ability to interpret public policies and assist in the development of revised policies as required improving the policy environment related to malaria in Uganda.

Management and administrative skills required to develop and oversee implementation of effective malaria prevention and treatment program activities involving financial and human resources by cooperating partners and contractors.

Skill in conceptualizing programs, policies, and plans and developing strategies for their management and implementation. The candidate must be able to integrate short and long-range objectives of the USAID DO3/HHE Team and the PMI with the cultural/organizational needs of the government in order to fill gaps, improved quality and implement best practices.

Knowledge and skills in quantitative and qualitative evaluation methods; experience in designing and evaluating malaria activities in Africa. The incumbent must have proven skills in capacity building and mentoring local staff in a developing country.

C. Team Work and Interpersonal Skills (20%)

The candidate must be fluent in both spoken English and written English. Excellent leadership, communications and interpersonal skills are critical to this position. The incumbent must have the following:

Must be able to work effectively with a broad range of U.S. Government personnel and partners, and have demonstrated skills in donor coordination and collaboration as well as the ability to work with the government. Ability to work both independently and in a multi-cultural team environment to achieve consensus on policy, program and administrative matters is a must.

Ability to work effectively in a team environment and communicate highly technical health information to both health and non-health audiences, and achieve consensus on policy, project, research, and administrative matters.

Demonstrated ability to navigate and manage politically and culturally sensitive issues around malaria in a diplomatic manner and bring divergent viewpoints to compromise and agreement. Demonstrated ability to manage issues with exceptional diplomacy, maturity, and professionalism.

D. Language, Communication, and Computer Skills (15%)

The incumbent must have proven ability to communicate quickly, clearly and concisely - both orally and in writing in English. S/he should have:

Demonstrated experience in oral communication to large or political audiences related to malaria - including donors and government. Demonstrated experience in communicating ideas concisely and persuasively in writing through research, technical papers, reports, strategic program designs or other written documents.

The candidate must demonstrate the ability to be articulate, concise and precise in use of English language both orally and in writing.

Excellent computer skills (MS Word, Excel, Power Point, Outlook, Access, web-based databases and other relevant software) are required for effectively operating in this position. Good computer skills are required to implement, analyze, and monitor, and manage activity goals, inputs, outcomes, and achievements, both program and impact.

Total Possible Points: 100

Basis of Rating

Applicants who meet the minimum qualifications will be evaluated based on the criteria listed above. Applicants are strongly encouraged to address each of the criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards you have received that are relevant to each. Be sure to include your name, social security number, and the announcement number at the top of each additional page. Failure to address the minimum selective and/or quality ranking factors may result in your application not receiving credit for all of your pertinent experience, education, training, and awards.

11. NOTICE TO APPLICANTS:

The highest ranked applicants may be interviewed. Applicants must provide at least three references with current contact information, preferably both an email address and a telephone number. The references will be asked to complete a questionnaire that assesses the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above specific criteria. The references will be asked to provide general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner. In addition to comments from references, the Selection Committee will take into account awards or other evidence of outstanding performance in any areas related to the above selection criteria. USAID reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. USAID/Uganda shall not pay for any expenses associated with the interviews.

12. TERMS OF APPOINTMENT AND COMPENSATION:

This will be a two year contract. This position has been classified at a U. S. Government GS-15 or FSN-11. The actual salary of the successful candidate will be negotiated within the range depending on qualifications and previous earning history.

This solicitation is for all qualified individuals including U.S citizen and Resident Aliens offshore, local hire American or Aliens (resident in Uganda), TCNs and Ugandans. Benefits and allowances will be paid in accordance with the policies and procedures set out in USAID Acquisition Regulation (AIDAR) Appendix D or J depending on whether the successful candidate is a US citizen (offshore) or local hire U.S. Citizen or Alien (resident hire), Third Country National and Ugandan as summarized below or found at:

<http://www.usaid.gov/policy/ads/300/aidar/pdf>

A. OFFSHORE AMERICAN AND RESIDENT ALIEN BENEFITS AND ALLOWANCES:

(1) Benefits:

1. Employee's F.I.C.A. & MEDICARE contributions
2. Contribution toward Health & Life Insurance
 - 72% of Health Insurance Annual Premium (not to exceed \$7,266 for contractor only and \$20,339 for contractor with family)
 - 50 % of Life Insurance Annual Premium (not to exceed \$500)
3. Pay Comparability Adjustment
 - Annual across the board salary increase for USG employees and USPSCs
4. Annual Step Increase except if at the top step of the grade
5. Eligibility for Worker's Compensation
6. Annual & Sick Leave

(2) Allowances (if applicable)*

- A. Temporary Lodging Allowance (Section 120)
- B. Living Quarters Allowance (Section 130)
- C. Post Allowance (Section 220)
- D. Supplemental Post Allowance (Section 230)
- E. Separate Maintenance Allowance (Section 260)
- F. Education Allowance (Section 270)
- G. Education Travel (Section 280)
- H. Post Differential (Chapter 500)
- I. Payments during Evacuation/Authorized Departure (Section 600)
- J. Danger Pay (Section 650)

B. LOCAL HIRE AMERICAN OR RESIDENT ALIEN BENEFITS AND ALLOWANCES:

1. Employee's F.I.C.A & MEDICARE contributions
2. Contribution toward Health & Life Insurance
 - 72% of Health Insurance Annual Premium (not to exceed \$7,266 for contractor only)
 - 50 % of Life Insurance Annual Premium (not to exceed \$500)
3. Pay Comparability Adjustment
 - Annual across the board salary increase for USG employees and USPSCs
4. Annual Step Increase except if at the top step of the grade
5. Eligibility for Worker's Compensation
6. Annual & Sick Leave

Federal Taxes: USPSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.

C. TCN AND FSN BENEFITS AND ALLOWANCES:

As a matter of policy and as appropriate, a TCN and FSN Personal Service Contractor (FSNPSC) are normally authorized the following benefits and allowances in accordance with the AIDAR Appendix J:

1. Contribution toward Medical Insurance for up to seven dependents.
2. Pay Adjustment based on changes in the Local Compensation Plan.
3. Annual Step Increase except if at the top step of the grade.
4. Annual & Sick Leave.
5. Retirement benefit.

NOTE: In exceptional cases (as supported and justified) and only with the prior approval of the Mission Director, an off-shore Third Country National may be granted the same or similar benefits accorded to an offshore USPSC.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertaining to PSCs are available at:

http://www.usaid.gov/business/business_opportunities/cib/

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to the website to determine which CIBs and AAPDs apply to this contract. Additionally, AIDAR Appendixes D and J also apply to PSCs, which can be found at: <http://www.usaid.gov/policy/ads/300/aidar/pdf>

C. SECURITY AND MEDICAL CLEARANCES:

The successful candidate will not be able to travel nor commence work until:

An employment authorization clearance is obtained. For U.S. citizens and U.S. Resident Aliens, this would be handled by AID/Security in Washington DC. For TCNs and FSNs the U.S. Embassy in Kampala will conduct the investigation upon submission of the required documentation.

A medical clearance is obtained. For offshore U.S. citizens and U.S. Resident Aliens, this would entail clearance from the Department of State Medical Services. For resident U.S. Citizens, U.S. Resident Aliens, TCN, and FSN this would be from his/her physician/medical doctor of medicine as directed.

NOTE: If a temporary security clearance and medical clearance are not obtained within 4 months, the offer may be rescinded.

List of Required Forms:

(A) Optional Form 612

Note: The forms listed below B through G shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

(B) Medical Form (DS Form 6561)

(C) EQIP Questionnaire for Sensitive Positions (for National Security (SF-86) or

(D) EQIP Questionnaire for Non-Sensitive Positions (SF-85)

(E) EQIP Signature Forms (3-CER, REL, MEL)

(F) Finger print Card (SF-87) (available from requirements office)

(G) AID 6-85 (Foreign Residence Data)

13. INSTRUCTIONS TO APPLICANTS:

HOW TO APPLY

Qualified individuals **MUST** submit:

A. Completed and hand-signed U.S. Government Optional Form 612 available websites Shortcut to: <http://www.usaid.gov/forms/>;

B. Curriculum vitae/resume specifically addressing each selection criterion as outlined in the solicitation;

C. Three (3) to five (5) references with current contact information.

To ensure applications are received in the Executive Office before the closing date, applications shall be submitted preferably by email. Additionally, fax, hand carry, DHL or FEDEX air courier are acceptable.

VIA EMAIL: To gnakaddu@usaid.gov copy to gmuntu@usaid.gov

VIA FAX: To Fax Number: 256-414-306-661

(VIA HANDCARRY/INTERNATIONAL COURIER)

Executive Officer

USAID/Uganda

US Embassy Compound - South Wing

617-12-0008

Plot 1577 Ggaba Road
P. O. Box 7856, Kampala, Uganda

CLOSING DATE: Applications must be in the USAID/Uganda Executive Office no later than 4:45 p.m. Ugandan time Thursday, August 23, 2012.

NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS SOLICITATION

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 application.

Filling this position is contingent upon availability of funding and completion of final internal administrative approvals.