

ISSUANCE DATE: OCTOBER 3, 2012  
CLOSING DATE: OCTOBER 16, 2012

SUBJECT: USAID/UGANDA: Solicitation for Personal Services  
Contractor (PSC) PEPFAR Country Coordinator, GS-14 - **READVERTIZED**

The United States Government, represented by the U.S. Agency for International Development (USAID)/Uganda), is seeking applications from U.S citizens and Resident Aliens off shore, or local Hire American nationals (resident in Uganda) 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](mailto:gnakaddu@usaid.gov) or Edward Michalski, [emichalski@usaid.gov](mailto: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  
UGANDA PEPFAR COUNTRY COORDINATOR - READVERTIZED**

1. SOLICITATION NUMBER: 617-13-0001
2. ISSUANCE DATE: October 3, 2012
3. CLOSING DATE: October 16, 2012
4. POSITION TITLE: Uganda PEPFAR Country Coordinator
5. MARKET VALUE: GS-14
6. PERIOD OF PERFORMANCE: Two years from date of appointment.

**MARKET VALUE:** The position is classified at the equivalent of a GS-14 with an annual salary range of \$84,697 to \$110,104. 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: U.S Citizen, U.S. Resident Aliens, U.S. citizens and Aliens (residing in Uganda)
9. SECURITY ACCESS: Secret Level
10. POSITION DESCRIPTION:

**A. BACKGROUND AND INTRODUCTION**

The President's Emergency Plan for AIDS Relief (PEPFAR) initiative is the largest commitment ever by a nation toward an international health initiative for a single disease. Completing its second five year period, PEPFAR is a multifaceted approach to combating the disease in more than 100 countries around the world. The strategy places an intensified approach on 15 focus countries in Africa, the Caribbean, and Asia that represent approximately half the world's HIV infections. Congress reauthorized PEPFAR for the second tranche of funding \$48 billion from FY 2009 - FY 2013. Uganda is one of the largest of the original 15 focus countries in terms of funding. Under PEPFAR, Uganda is expected to receive over \$300 million in FY 2012 to support a comprehensive HIV prevention, treatment and care program.

In Uganda, a consortium of United States Government (USG) agencies is charged with coordinating and managing PEPFAR under the leadership of the U.S. Ambassador. These agencies include the United States Agency for International Development (USAID), the Centers for Disease Control and Prevention (HHS/CDC), the U.S. Peace Corps, the Department of State (DOS), and the Department of Defense (DOD). The goal is to develop and implement one coherent USG HIV program in Uganda combining the comparative strengths and capabilities of all the government agencies. The Chief of Mission (COM) provides overall guidance to the interagency team and the PEPFAR Coordination Office (PCO) facilitates harmonization among the various activities by the USG agencies, host government, and other HIV donors in Uganda. The PEPFAR program is part of the larger Inter Agency Health Team, chaired by the Deputy Chief of Mission (DCM).

The PCO is responsible for coordinating the USG agencies' planning, overall management, budgeting, and reporting processes for the USG HIV country program. The PCO ensures that all country program decisions abide by the Office of the Global AIDS Coordinator (S/GAC) policy and requirements and with congressionally mandated budgetary earmarks.

The PEPFAR Country Coordinator performs a key role in the Uganda PEPFAR Program, who leads the coordination for the five in-country USG agencies (USAID, HHS/CDC, DOS, DOD and Peace Corps). Though the PEPFAR Program Coordinator does not supervise the teams representing the USG agencies, s/he is held accountable for their ability to work together to prioritize actions, implement programs, and achieve results and must manage accordingly.

In order to enhance comprehensive programming, PEPFAR is structured along technical working groups (TWG)-- prevention, HIV/AIDS counseling and testing (HCT), palliative care, orphans and vulnerable children (OVC), treatment, prevention of mother-to-child transmission (PMTCT), laboratory services, strategic information, and systems strengthening. These TWGs are comprised of professional technical staff from the various USG PEPFAR agencies, and are responsible for providing strategic and policy direction for the PEPFAR/Uganda program, in close consultation with Government of Uganda counterparts. The Coordinator, in collaboration with Agency leads, is accountable to ensure that these groups are established, have an agenda and are achieving objectives.

The position will be supported for all administrative and planning tasks by the PEPFAR Interagency Points of Contact Team (POC), consisting of 1-2 representatives from each of the five USG agencies, and will be supervised programmatically by the Deputy

Chief of Mission (DCM) in the U.S. Embassy in Uganda. The incumbent shall take direction from both the Chief of Mission (COM) and the DCM. S/he will work closely with all members of the PEPFAR Interagency Team. The PEPFAR Country Coordinator will supervise an office of three -four expatriate and Foreign Service National (FSN) Ugandan staff.

## **B. BASIC FUNCTION**

The PEPFAR Country Coordinator will serve as the primary point of contact in leading all activities related to PEPFAR in the Uganda. The incumbent plays a critical role in managing the planning, implementation, and reporting of program performance of inter-agency programs. Primary responsibilities include: facilitating communications between and among the various USG departments and agencies involved in the PEPFAR implementation; liaising routinely with S/GAC in Washington, DC; managing communication between the PEPFAR team and the national entities; and leading coordination with efforts with Government of Uganda agencies, such as the Uganda AIDS Control Program as well as with bilateral/multilateral donors, including Global Fund, World Bank, Department for International Development (DFID), Irish AID, Danish Cooperation, UNAIDS, and others. The incumbent also directs the operational tasks for PEPFAR management in Uganda, including development of annual Country Operational Plans (COP), reporting for semi-annual and annual performance cycles, preparing responses to congressional and local requests for information, and serving as the primary liaison for the Uganda USG PEPFAR Team with all external communications. In addition, s/he will provide advice and counsel to the COM and Deputy Chief of Mission, as well as other Agency leads, on all matters related to HIV/AIDS in Uganda. The Coordinator will have authority to make final decisions to present to COM when consensus cannot be reached by the PEPFAR interagency teams.

## **C. MAJOR DUTIES AND RESPONSIBILITIES**

1. Lead communications with S/GAC and the COM, DCM, and POC. Ensure horizontal information sharing to in-country Agency leads. Direct the PEPFAR team's response to important developments, activities, policy guidance from Washington and consultation agreements from senior GOU officials and other donors. Inform and advise the COM/DCM of substantial policy or program issues, new developments and successes, as well as constraints to achieving the program goals.

2. Coordinate the development of the annual COP; COP development is an ongoing, continual coordination, year-round activity, which reflects the implementation of the overall strategic plan. Govern

the implementation of a unified PEPFAR program that maximizes the comparative advantages and competencies of participating USG agencies, achieves maximum results related to the PEPFAR goals and GOU objectives for HIV/AIDS and is optimally responsive to the needs of those at risk or infected with HIV. Work with technical teams and the strategic information technical working group to monitor, evaluate and document progress continually and influence change, as needed.

3. Oversee the efforts for monitoring and reporting of program results and strategic exercises to evaluate program progress and success, which includes development and submission of the semi-annual and annual reports and regular reporting to the COM/DCM and S/GAC. Maintain a calendar of important benchmarks to ensure the program is on schedule.

4. Lead the Uganda PEPFAR Team's response to key developments, action requests and policy guidance from S/GAC in Washington.

5. Liaise with the GOU, major donors, USG implementing partners and other relevant players, as necessary, to provide clear and consistent information on the PEPFAR program and to ensure that PEPFAR is complementary to national HIV/AIDS efforts. Ensures coordination and linkage of USG bilateral assistance with other bilateral donors, non-governmental organizations, and international multilateral organizations engaged in the fight against the global HIV/AIDS pandemic, including the World Health Organization (WHO) and the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund). Collaborates and shares information with multilateral partners, other donors, and S/GAC relevant to the success of broad efforts to mitigate the impact of the HIV epidemic in country. Liaise with these development partners, and in particular, with the Country Coordination Mechanism of the Global Fund, to ensure complementarities between the USG investments and other donors.

6. Convene and chair, regular interagency meetings and ensure dissemination of minutes and decisions.

7. Supervise PCO staff to manage the administrative and operational systems for all related business tasks.

8. Lead the planning for international visitors, including VIPs, Core Team members, Technical Working Group members and management staff.

9. Develop strategies to manage and coordinate technical assistance with regard to joint program coordination, development, reporting and implementation.

10. Provide input for the press attaché and other technical staff of the Public Diplomacy Office to prepare and disseminate periodic internal and external updates and status reports on PEPFAR in Uganda. Liaise with Public Affairs at S/GAC.

11. Support efforts of USG agencies to engage new, especially indigenous, partners and to build Uganda capacity to sustain the results achieved under PEPFAR.

12. Perform other duties as assigned.

#### **D. POSITION ELEMENTS**

**Supervision Received:** Work will be performed under the general direction of the Deputy Chief of Mission, U.S. Embassy, Uganda. Performance is evaluated annually based on accomplishments.

**Performance Evaluation:** In addition to the personnel evaluation procedures of the employing agency and its agent, the Ambassador or his/her designee will obtain "360 degree" evaluation seeking the perspectives of at least one representative of each USG implementing agency, staff directly supervised by the Coordinator, and key host government interlocutors at least annually. The results of the "360 degree" evaluation will serve as the basis for determining whether the coordinator's terms of employment is renewed.

**Available Guidelines:** USAID regulations (including the Automated Directives System) provide broad guidelines as to the conduct of work related to the duties described above. USAID has other documents and background papers on the CDCS which may also provide a resource.

**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 within Uganda, including Senior GOU officials, bilateral and multilateral partners and Mission personnel. Excellent, balanced judgment and analytical skills must be exercised in setting priorities. 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 and make critical decisions entailed in fulfilling major duties and responsibilities. The use of initiative, discretion and patience is expected from the incumbent in dealing with POC members as well as representatives from other donor organizations to resolve problems for which there is often no clear or immediate solution. The incumbent will be expected to resolve problems that arise by determining the approaches to be taken and methodologies to be used, and making independent judgments that can be defended as necessary.

**Authority to Make Commitments:** The incumbent will have no independent authority to commit USG or USAID/Uganda funds on behalf of the U.S. Government. However, the incumbent retains the authority given to Activity Managers in USAID and may make administrative arrangements and determinations consistent with ADS guidance and Mission policy. The Advisor must take action and establish priorities based on available guidelines and professional judgment. Guidance should be sought when needed, and the supervisor informed of activity and project status.

**Nature, Level, and Purpose of Contacts:** The incumbent will be required to maintain solid working relationships with high level personnel, including GOU, USAID/Uganda, CDC, Peace Corps, DOD and State Department employees to function effectively. The incumbent will be required to work closely with S/GAC in Washington, POC, US Embassy in Uganda, national governmental officials at the Ministerial Level (Permanent Secretaries and Ministers of Health), Senior Level (Directors of Departments within the Ministries of Health and other governmental agencies), and with non-governmental officials, such as Directors of community, faith-based and non-governmental organizations, private sector representatives, bilateral and multilateral donor institutions, and other local and international groups. The established method of communication/contact will be in person, by phone or through written communications. The purpose of contact will be: 1) to represent the USG PEPFAR program; 2) to maintain open lines of communication that enhance USG interests in support of HIV/AIDS issues; 3) to maintain regular strategic communications regarding the timely management of activity functions and procedures; 4) to collect, obtain, and verify factual information for decision-making; and 5) to monitor and evaluate existing activities in HIV/AIDS on a regular basis. The purpose of contacts will range from the development of complex programs and documents with various partners to information-sharing

and gathering. Consultations between the incumbent and all levels of contacts mentioned above will be conducted to explain and develop strategic project proposals and objectives, securing cooperation, resolving problems, obtaining or furnishing information, and persuading USG staff and counterparts to take actions and accept recommendations.

**Supervision Exercised:** May exercise full range of normal supervision for staff members, both professional and administrative, 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 "Secret" security 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.

This position requires a highly qualified and experienced individual with exceptional interpersonal skills, the ability to foster team work, strategic thinking, and also understand the technical requirements to achieve the PEPFAR goals in Uganda. Consensus building is a critical skill. The incumbent must be familiar with and be able to work well in an overseas environment and with a wide range of governmental and non-governmental counterparts. The PEPFAR Country Coordinator must have the following qualifications:

A. An advanced degree (master's or higher) in a relevant professional discipline, such as Public Policy, Public Health, Administration or related subject, is desired;

B. A minimum of at least eight years of progressively responsible professional level experience at the international program management level and experience working internationally in the design, implementation and evaluation of public health programs, preferably with a focus on HIV/AIDS;

C. Level IV English ability (fluent) is required (S-4/R-4 FSI equivalent). The incumbent must possess a high degree of proficiency in both written and spoken English;

D. Strong interpersonal and teamwork skills;

E. Strong oral and written communication skills;

F. Strong analytical skills;

G. Strong capacity to multi-task, including managing, prioritizing and fulfilling competing demands in real time;

H. U.S. Citizen or Aliens (offshore or resident);

I. Able to obtain US Government medical and security clearances;

J. Available and willing to work outside the regular 40-hour workweek when required/necessary;

K. Willing to travel to work sites and other offices as/when requested.

**(2) Evaluation Criteria:**

Candidates must address and will be evaluated and ranked based on the following selection criteria:

**(a) Education (20points)**

An advanced degree (master's or higher) in a relevant professional discipline, such as Public Policy, Public Health, Administration or related subject.

**(b) Relevant Experience (40 points)**

1. A minimum of at least eight years of progressively responsible professional level experience at the international program management level and experience working internationally in the design, implementation and evaluation of public health programs, preferably with a focus on HIV/AIDS. **(15 points)**

2. Demonstrated experience working with international donors and government officials in developing countries supporting public health programs. Familiarity with USG policies would be preferred, but not required. **(10 points)**

3. Demonstrated experience coordinating complex programs in resource poor settings with multiple partners. **(15 points)**

**(c) Communication and Interpersonal Skills (40 points)**

1. Demonstrated strong interpersonal skills and ability to work in a multi-cultural setting required. Experience supervising and leading teams of professionals required. Demonstrated ability to deal effectively with and resolve conflict. **(15 points)**

2. Demonstrated ability to work effectively in large teams and work towards positive performance overall. **(10 points)**

3. Strong computer, verbal and writing skills required. Must be fluent in English (FSI S-4/R-4) and have proven ability to communicate quickly, clearly, and concisely in both speech and writing. Able to facilitate meetings and make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context. Able to produce concise, clear reports, and utilize word processing, spreadsheet and database programs. **(15 points)**

Maximum Points Available: 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. 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-14. The actual salary of the successful candidate will be negotiated within the range depending on qualifications and previous earning history.

This solicitation is for a U.S citizen and U.S Resident Aliens offshore or U.S. citizens or Resident Aliens local hire (resident in Uganda). Benefits and allowances will be paid in accordance with the policies and procedures set out in USAID Acquisition Regulation (AIDAR) Appendix D depending on whether the successful candidate is a US citizen (offshore) or local hire U.S. Citizen or Alien (resident hire) 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.

**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/](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:

A Secret Security Clearance is obtained from USAID/Security in Washington DC. 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 would be from his/her physician/medical doctor of medicine.

**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](mailto:gnakaddu@usaid.gov) copy to [gmuntu@usaid.gov](mailto:gmuntu@usaid.gov)

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

617-13-0001

**(VIA HANDCARRY/INTERNATIONAL COURIER)**

Executive Officer  
USAID/Uganda  
US Embassy Compound - South Wing  
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 Tuesday, October 16, 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.