



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061722R10030

ISSUANCE DATE: September 21, 2022

CLOSING DATE/TIME: October 20, 2022, 4:45:00 PM Uganda Time

SUBJECT: Solicitation for a 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- (IV) Submitting an Offer** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the 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 offers.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1 at:
kampalausaidjobs@usaid.gov

Sincerely,

**Kent
Benson**

Kent Benson
Supervisory Executive Officer

Digitally signed by
Kent Benson
Date: 2022.09.14
13:51:50 +03'00'

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061722R10030
- 2. ISSUANCE DATE:** September 21, 2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** October 20, 2022, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov
- 5. POSITION TITLE:** Project Management Specialist (Child Protection)
- 6. MARKET VALUE:** UGX 219,900,268 to 324,611,127 per annum, equivalent to FSN-12. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uganda. Final Compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract provisions and clauses and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply; always subject to the right of early termination.

The initial term of the contract will be five years, which shall include a probationary period of six months to a year. Employees who do not meet the required standards for their position during this probation period may be reassigned to another position or terminated at the convenience of the U.S. Government. Employees are expected to demonstrate qualifications and general suitability for continued employment during the probationary period. If with written justification, the probationary period may be extended for another period not exceeding six months.
- 8. PLACE OF PERFORMANCE:** Kampala, Uganda with possible travel as described in the Statement of Work.
- 9. ELIGIBLE OFFERORS:** “Cooperating Country National” shall mean the individual engaged to serve in the Cooperating Country under this contract.
- 10. SECURITY LEVEL REQUIRED:** Employment Authorization
- 11. STATEMENT OF DUTIES:**

(1) General Statement of Purpose of the Contract

The USAID Project Management Specialist (Child Protection) is a senior member of the Education, Youth, and Child Development (EYCD) Office. The EYCD office implements USAID/Uganda’s Basic Education, Higher Education, and PEPFAR/Orphans and Vulnerable Children (OVC) funding streams, integrating youth across the portfolio. This position helps lead EYCD collaboration on cross-cutting activities with the Health and HIV Office (OHH), the Economic Growth (EG) Office, Humanitarian Assistance and Transitions Office (HATO) and the Democracy, Rights, and Governance (DRG) Office to ensure coordination of child protection services for children.

The Specialist provides technical leadership and guidance to plan, implement, monitor, and adapt child protection activities across the EYCD portfolio. The Specialist has responsibility for ensuring coordination of OVC and child protection programs funded by the USG through a variety of governmental and non-governmental partners at national, district, and community levels. The Specialist serves as an Agreement/Contracting Officer’s Representative (AOR/COR) and provides technical, managerial, and financial

oversight to USAID-funded grants, cooperative agreements, and/or contracts. The Specialist is responsible for PEPFAR and non-PEPFAR program activities that strengthen national, district, and community-level capability to support children affected or infected by HIV/AIDS, survivors of all forms of abuse and those at risk of abuse, as well as those with mental health issues. This will require strong relationships with the Ministry of Gender, Labor, and Social Development (MGLSD); Ministry of Education and Sports (MOES); and sub-national governmental and community child protection structures and officials, such as Probation and Social Welfare Officers, District Action Committees, and others.

Within USAID, the Specialist is responsible for identifying and building/strengthening linkages with other HIV initiatives and activities, such as pediatric care and treatment, HIV counseling and testing, elimination of mother to child transmission of HIV, and prevention interventions for youth. Additionally, the Specialist works with non-PEPFAR teams throughout the Mission to ensure integration across programming, especially when EYCD funds are involved. These initiatives include working with education colleagues to reduce violence against children in schools, improving connections with maternal and child health and malaria programming, working with agriculture and OVC teams to design and implement household nutrition and economic strengthening activities, and collaborating with DRG on issues of child justice, child rights, and increasing domestic funding for child protection. Mental health and psychosocial support (MHPSS) is an emerging priority for EYCD, and the Mission and the Specialist shapes this priority into a purposeful approach and strategy and provides technical assistance to teams trying to increase/improve MHPSS in their activities.

Just as child protection is a cross-sectoral field that upholds all child rights, this is a cross-sectoral position that will require a case management lens to working within and outside the EYCD and with the U.S. Government interagency, development partners in education and social protection, non-governmental organizations (NGOs), and Ugandan governmental and quasi-governmental structures. The Specialist reports to the EYCD Office Director or designee.

(2) Statement of Duties to be performed.

A. Program Management – 45 percent of time

The Specialist manages activities related to OVC and child protection through USAID-funded grants, government-to-government agreements, cooperative agreements, and/or contracts. Key program management activities for the Specialist are those included in the AOR/COR Designation letter and include:

1. Program Planning

--Provides sound technical direction that will strengthen USG programming and policy in OVC and child protection, based on an in-depth knowledge of household economic strengthening, social protection, child protection, child development, family strengthening, and communities that care for vulnerable children. Requires close collaboration and coordination with the Education, Youth, OHH, EG, DRG, and HATO portfolios.

--Develops, in collaboration with office and Mission staff, the strategic direction for the OVC and child protection portfolio within the Mission, sets priorities, goals, and objectives for long-term program implementation.

--Co-leads the budget planning and advocacy efforts within the USAID Mission, the USG interagency, and with the MGLSD and MOES.

--Resolves program-related issues and conflicts.

--Collaborates with other USAID community-based programs to coordinate programs based in the same communities.

--Prepares required authorization documents for signature of the responsible Mission official, and tracks disbursements to program partners.

2. Technical Oversight

- Contributes to the annual PEPFAR Country Operational Plan (COP) preparation, budget negotiations, and reporting/presenting.
- Uses knowledge of global and local best practices to provide expert technical advice and leadership during USG discussions on improving OVC and child protection programs, as well as with implementing partners (IPs).
- Provides technical advice to local partner organizations on strengthening child protection programming, developing, and executing training sessions, workshops, and learning events, as needed.
- Provides technical guidance to implementing partners in the role of AOR/COR, ensuring that IPs meet objectives and that USAID activities use the most current and technically sound approaches to child protection, OVC, and MHPSS programming.
- Conducts and analyzes program evaluations to adapt current and future programming to respond to changing operating environments and participants' most pressing needs.
- Participates in Mission review of technical proposals in the area of OVC and child protection by potential grantees, to ensure that proposals are technically sound, realistic, and meet the needs of OVC and communities.
- Improves case management approach within EYCD programming and promote the approach across the Mission portfolio, where appropriate.

3. Monitoring, Evaluation, Learning, (MEL) and Reporting

- Assists partners in reporting all essential services provided to OVC participants according to Office of Global AIDS Coordination (OGAC) and USAID reporting guidelines.
- Supervises the maintenance of project records and the preparation of periodic reports of activity status, including contributing to annual and ad hoc USAID reporting and reviewing/approving activity reporting documents.
- Evaluates the performance of IP organizations involved in OVC and child protection activities, including working with the Project Management Specialist (Strategic Information/Monitoring, Evaluation, and Learning (PMS-SI/MEL) to develop innovative approaches to measuring effectiveness of USAID child protection- and MHPSS-related programming.
- Conducts periodic field visits to identify and assess the quality of services and the impact of program inputs, and to ensure regular communication with and between IPs and counterparts at all levels.
- Monitors activity progress, implementation quality, and adherence to budgets.
- Monitors program resources allocated to OVC and child protection activities to ensure that they are being used effectively to achieve program objectives.
- Reports implementation obstacles to the OVC/Child Protection Team Leader and EYCD leadership and make appropriate recommendations to resolve them.

B. Coordination with USG and Key Stakeholders – 45 percent of time

- Maintains regular contact with mid- and senior-level Ministry officials (e.g., MGLSD, MOES, others as needed/appropriate) in order to help shape policy and guidance documents related to OVC and child protection, and to advocate for USAID policy objectives with government counterparts.
- Maintains close contact with relevant district and local governmental officials, particularly in areas where EYCD implements activities.
- Participates in coordination between USAID, PEPFAR interagency, other USG implementers and key stakeholders involved in improving OVC and child protection services in Uganda.
- Represents USAID in relevant working groups, committees, and task forces, for example, the Social Care and Support Technical Working Group, Social Protection Development Partners Group, and activity steering committees. Presents USAID program objectives, using both diplomacy and technical clarity in discussions related to program concerns and issues in these fora and garners support from counterparts in the Government of Uganda (GOU), other donors, and/or NGOs.
- Guides coordination and collaboration between USAID- and non-USAID-funded programs to better provide holistic OVC and child protection assistance.
- Arranges for and utilizes outside technical assistance to enhance implementation of program activities.
- Briefs EYCD leadership, USAID Mission leadership, the Embassy Front Office, and Washington, DC, on technical issues related to OVC, child protection, and MHPSS, linking these issues to USG foreign policy and development priorities.

C. Outreach and Communications, Internal and External – 10 percent of time

- Provides technical and strategic leadership in the preparation of key annual and mid-term planning and reporting documents, including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Technical Notifications, and Quarterly, Semi-Annual, and Annual Progress Reports.
- Drafts talking points and/or speeches for the Office Director, Mission Director, Ambassador, and others, as required.
- Identifies opportunities for site visits for USAID and Embassy leadership, as well as VIP visitors, and prepares briefing papers, presentations, and cables for such.
- In collaboration with the Mission Development Outreach and Communications Unit, maintains current fact sheets about OVC and child protection priorities and activities.

CCN PSCs may participated in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

(3) Supervisory Relationship:

The Specialist is directly supervised by the EYCD Office Director or designee. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals; effectiveness in meeting host-country and USAID objectives; and integration with other initiatives in the office and Mission portfolio. Some technical direction may come from other professionals in the office; in general, however, the Specialist exercises autonomy and good judgment in managing workload and discharging the duties of the assignment.

(4) Supervisory Controls:

Continuing supervision of other team members and office staff is not anticipated. However, the Specialist may be assigned as a Unit Leader during staffing gaps and could temporarily service as a supervisor. The Specialist is expected to serve as mentor to Assistant-level staff and others in child protection and to provide other work guidance to OVC and Child Protection Unit members, when appropriate.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

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.

To ensure compliance with the entire set of this solicitation instructions (please see page 7 to 11 – III. EVALUATION AND SELECTION FACTORS and IV. SUBMITTING AN OFFER sections), **the offer package must be completed and signed (hand or electronic signature) where indicated - and offerors must include in their offers information to demonstrate that they:**

- (1) have attained the required education level; and
- (2) meet the experience requirements, etc.

Education:

Master's degree in social science, child development, psychology, education, public health, health-related social or behavioral science, or similar fields is required.

Prior Work Experience:

At least seven (7) years of progressively responsible experience in OVC and child protection programming and policy development/implementation is required.

Language Proficiency:

Level IV (fluent proficiency) in English, and in the appropriate host-country business language, both written and spoken, is required. Language competence may be tested.

Job Knowledge:

--Strong knowledge of OVC and cross-sectoral child protection activities in Uganda and in other countries (especially in sub-Saharan Africa), including lessons learned that are applicable to Uganda, is required.

--Thorough understanding of the social, economic, and cultural determinants and implications of child protection risks, including the HIV epidemic, on children in Uganda, is required.

--Advanced knowledge of child-focused policies, including PEPFAR/OVC, the Ugandan National Child Policy, and the Ugandan National Policy on Orphans and Other Vulnerable Children, is required.

--Deep understanding of other donor involvement, as well as GOU structures and key figures in OVC, child protection, and MHPSS, is required.

--Strong understanding of community-based care activities carried out in Uganda, including knowledge of critical actors at the district and community levels, is required.

- In-depth knowledge of social protection systems strengthening, and service delivery, is required.
- Knowledge of the nexus between MHPSS and child protection and approaches to integrating both areas across multi-sectoral programs.
- Knowledge of U.S. government and PEPFAR policies, regulations, procedures, and documentation.

Skills and Abilities:

- Experience designing, managing, and evaluating OVC and child protection programs, including demonstrated experience working in a cross-sectoral environment.
- Ability to develop and maintain effective mid-level and senior-level contacts working on OVC, child protection, and MHPSS in government and NGOs.
- Experience with policy revision, development, and evaluation related to OVC, child protection, and/or MHPSS.
- Experience with explaining case management to a variety of audiences and applying a case management approach to cross-sectoral programming.
- Experience with persuasively explaining and defending organizational priorities with external counterparts in GOU, other donors, and civil society.
- Ability to work effectively with team and interagency environments, and to train, mentor, and coordinate with others, especially in sensitive situations.
- Ability to interpret regulatory directives and related guidance reliably and correctly.
- Strong management skills, including financial, administrative, and technical skills used to track the performance of implementing partners and activities.
- Ability to present information, analyses, and recommendations in clear written and oral formats to high-level officials.
- Ability to respond professionally and adjust to fluid situations in order to meet deadlines in the face of competing priorities and time pressures.
- Ability to travel within Uganda and potentially abroad up to 25 percent of the time (at least once per quarter).

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Offers will be initially screened for compliance with the solicitation instructions and eligibility in accordance with the qualification criteria below.

To ensure compliance with the entire set of this solicitation instructions (please see page 10 to 11, IV. SUBMITTING AN OFFER section), **the offer package must be complete, and signed (hand or electronic signature) where indicated - and offerors must include in their offers information to demonstrate** that they have attained the required education level and meet the experience requirements, etc.

Offerors will be evaluated and ranked based on the information provided for the four Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Submitting an Offer 1 (iv).

Offerors **must**, therefore, **address each of the four Quality Ranking Factors (QRFs) in their offer.** 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 are not eligible to apply.

The four Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Submitting an Offer 1 (iv) are:

1. Skills and Abilities (40 points):

--Experience designing, managing, and evaluating OVC and child protection programs, including demonstrated experience working in a cross-sectoral environment. **(4 points)**

--Ability to develop and maintain effective mid-level and senior-level contacts working on OVC, child protection, and MHPSS in government and NGOs. **(4 points)**

--Experience with policy revision, development, and evaluation related to OVC, child protection, and/or MHPSS. **(4 points)**

--Experience with explaining case management to a variety of audiences and applying a case management approach to cross-sectoral programming. **(4 points)**

--Experience with persuasively explaining and defending organizational priorities with external counterparts in GOU, other donors, and civil society. **(4 points)**

--Ability to work effectively with team and interagency environments, and to train, mentor, and coordinate with others, especially in sensitive situations. **(4 points)**

--Ability to interpret regulatory directives and related guidance reliably and correctly. **(4 points)**

--Strong management skills, including financial, administrative, and technical skills used to track the performance of implementing partners and activities. **(4 points)**

--Ability to present information, analyses, and recommendations in clear written and oral formats to high-level officials. **(4 points)**

--Ability to respond professionally and adjust to fluid situations in order to meet deadlines in the face of competing priorities and time pressures. **(2 points)**

--Ability to travel within Uganda and potentially abroad up to 25 percent of the time (at least once per quarter). **(2 points)**

2. Job Knowledge (35 points):

--Strong knowledge of OVC and cross-sectoral child protection activities in Uganda and in other countries (especially in sub-Saharan Africa), including lessons learned that are applicable to Uganda, is required. **(5 points)**

--Thorough understanding of the social, economic, and cultural determinants and implications of child protection risks, including the HIV epidemic, on children in Uganda, is required. **(5 points)**

--Advanced knowledge of child-focused policies, including PEPFAR/OVC, the Ugandan National Child Policy, and the Ugandan National Policy on Orphans and Other Vulnerable Children, is required. **(3 points)**

--Deep understanding of other donor involvement, as well as GOU structures and key figures in OVC, child protection, and MHPSS, is required. **(5 points)**

--Strong understanding of community-based care activities carried out in Uganda, including knowledge of critical actors at the district and community levels, is required. **(5 points)**

--In-depth knowledge of social protection systems strengthening, and service delivery, is required. **(5 points)**

--Knowledge of the nexus between MHPSS and child protection and approaches to integrating both areas across multi-sectoral programs. **(4 points)**

--Knowledge of U.S. government and PEPFAR policies, regulations, procedures, and documentation. **(3 points)**

3. Prior Work Experience (25 points):

--At least seven (7) years of progressively responsible experience in OVC and child protection programming and policy development/implementation is required.

4. Education (pass/fail):

Offerors will be given a passing score if they have a relevant level of education. Offerors without a relevant level of education will not be considered for award or proceed forward in the evaluation process.

Master's Degree in social science, child development, Psychology, education, public health, health-related social or behavioral science, or similar fields is required.

Evaluation Factors have been assigned the following points:

Skills and Abilities - 40 points

Job Knowledge -35 points

Prior Work Experience – 25 points

Education – **Pass/Fail**

Language Proficiency - **Pass/Fail**

Satisfactory Professional Reference Checks– **Pass/Fail**

Evaluation Factor Total – 100 points, and Pass for Education, Language Proficiency, and Reference Checks.

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. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit (**Requirements (i) - (v) below are critical for compliance of the offer. Therefore, candidates MUST pay due attention to these:**

(i) A typed and signed (hand or electronic signature) (around Section 6 – Declaration) DS-174 Employment Application for Locally Employed Staff or Family Member (<https://eforms.state.gov/Forms/ds174.pdf>; Version Exp. 06/2022). Offerors are required to complete sections 1 through 6. (Make sure to use **additional Work Experience pages (Section 4)**, if needed, to provide complete work history).

(ii) Cover letter (addressed to the USAID Supervisory Executive Officer) clearly indicating the position for which you are applying and describing how you meet the minimum requirements.

(iii) Complete curriculum vitae/resume. In order to fully evaluate your application, the resume must include:

(a) Paid and non-paid experience, job title, dates held (month/year). **Please specify unpaid or part time work. Any experience that does not include dates (month/year) will not be counted towards meeting the solicitation requirements. (NOTE: Resume and DS-174 work experience should match.)**

(b) Specific duties performed that fully detail the level and complexity of the work.

(c) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards, or accomplishments.

(d) Name and contact information (phone and email) of three (3) professional references. At least one of the references must be a prior or current direct supervisor.

(iv) Supplemental [separate] document specifically addressing each QRF as outlined in the solicitation.

(v) **Copies of Academic Transcripts.**

(vi) **Offers should be in Adobe Acrobat (.pdf). No other file types will be accepted. All documents should be scanned into one (1) document (**one (1) ATTACHMENT**) which should not exceed 10MB.**

Documents should be arranged and scanned in this order:

- (1) DS-174
- (2) Cover Letter
- (3) Complete Curriculum vitae/resume
- (4) Supplemental documents
- (5) Academic Transcripts

(vii) Submitted offers and documents become the property of USAID and will not be returned.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in Section I at kampalausaidjobs@usaid.gov **Incomplete or late applications will not be considered.**

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.

3. **Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.**

For this position, the subject line of the email MUST read:

SOL NUMBER TITLE OF POSITION, LAST, FIRST CANDIDATE NAME -
 Ex: 72061722R10030 Project Management Specialist (Child Protection), Smith, Jose

4. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors.** Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

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

1. 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. **RESERVED.**

3. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: BBFY Fund: DV/2021/2022 APPRO: APPR: 7221/221021 OBL: 617-MO-2022-FSN-SALARIES-BE	1	LOT	UGX TBD	UGX TBD at Award after negotiations with Contractor

4. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

AAPD/CIB No.	Title/Issued Date	Subject Category
AAPD 21-04 Revision 4 (PDF 727KB)	Executive Order 14042 on Ensuring Adequate COVID-19 Safety Protocols for Federal Awards – <i>June 6, 2022</i> AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities. [165K PDF] AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts [166K PDF] AAPD No. 21-04 ATTACHMENT 6 - Overview of Applicability of FAR 52.223-99 [116KB PDF]	Acquisition Management, PSCs
AAPD 21-01 (PDF 221K)	Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J – <i>March 26, 2021</i>	Acquisition Management

5. 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>.

6. PSC Ombudsman. The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

[END SOLICITATION]