



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061720R10011

**ISSUANCE DATE:** May 11 , 2020

**CLOSING DATE/TIME:** June 9, 2020, 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** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a 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 the Attached 1.

Sincerely,

Fredrick Onyango  
Supvy. Executive Officer

**I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72061720R10011
- 2. ISSUANCE DATE:** May 11, 2020
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 9, 2020, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** Grace Nakaddu, EXO Specialist, [gnakaddu@usaid.gov](mailto:gnakaddu@usaid.gov) or 0414-306-001.
- 5. POSITION TITLE:** Project Management Specialist (Malaria Data Management)
- 6. MARKET VALUE:** UGX 145,734,783 – 214,194,284 per annum, equivalent to FSN-11. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uganda. Final Compensation will be negotiated within the listed market value.
- 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. Employees who do not meet the required standards for their position during this six months 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**

USAID/Uganda is seeking for a qualified individual to fill the Project Management Specialist (Malaria Data Management) position.

USAID/Uganda invests in health and population programs that aim to improve the survival, well-being and productivity of the Ugandan population by reducing the burden of major infectious diseases such as HIV/AIDS, malaria and tuberculosis, and addressing the main causes of maternal and child illnesses and deaths. This includes cross-cutting work to strengthen healthcare systems and build capacity, and to support the national government to formulate key policies and guidelines while assisting countries to better plan, manage and finance quality health services to meet local needs.

The U.S. President's Malaria Initiative (PMI) is an interagency initiative led by the U.S. Agency for International Development (USAID) and implemented together with the U.S. Centers for Disease Control and Prevention (CDC). The PMI Strategy for 2015-2020 is to work with PMI-supported countries and partners to further reduce malaria deaths and substantially decrease malaria morbidity, towards the long-term goal of elimination. Since its launch in 3 countries in 2005, PMI has expanded to 27 country programs.

The PMI Malaria Data Integration and Visualization for Eradication (M-DIVE) platform is a new tool to ingest, house, analyze, and visualize epidemiological, supply chain, financial, entomological, demographic, climate, and other data from various sources, including the monthly data reported from Uganda on a quarterly basis. The M-DIVE platform is designed to integrate with and complement existing tools such as DHIS2. It is a tool that is useful for National Malaria Control Division (NMCD) and other key partners in the malaria community.

Working in close collaboration with the PMI/Uganda team, the USAID/Uganda Malaria Data Specialist shall assist in the development and implementation of strategies to improve data quality and data sharing, while also establishing a stronger culture of data-informed resource allocation within USAID Mission, Office Health and HIV the PMI/ Uganda, and NMCD programs. Internally, the Malaria Data Specialist shall liaise with PMI backstops, as well as Surveillance, Monitoring & Evaluation (SM&E) and Data Integration technical teams at USAID/Washington and CDC/Atlanta, and USAID personnel overseeing the Mission's activities related to malaria control. External responsibilities include regular contact and collaboration with counterparts in Uganda's NMCD at the Ministry of Health (MOH), the MOH Division of Health Information (DHI), and other relevant government ministries and agencies to drive government of Uganda and PMI common objectives when it comes to SM&E. The Malaria Data Specialist is also expected to work with a wide range of non-governmental and private sector organizations, other donor and international organizations, and other United States Government (USG) entities working in malaria prevention and control. As appropriate, the Malaria Data Specialist will provide managerial and technical support to the NMCD Assistant Commissioner and staff to build capacity within the NMCD in the areas of data analysis and use.

The Malaria Data Specialist shall provide technical advice in the conceptualization, development, design, administration, and monitoring of the various information systems necessary for malaria control, including for malaria case management, vector control, and the supply chain of malaria commodities. S/He will discover, facilitate and promote efficient ways to collect, organize, clean, store, analyze, and share disparate, complex datasets with attention to security and confidentiality.

The Malaria Data Specialist must possess highly specialized technical expertise in an applied quantitative discipline such as statistics, economics, computer science, epidemiology, or health informatics, and be able to demonstrate a basic understanding of the malaria epidemiology in Uganda.

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

### **a) Data Management - 50%**

--Provide technical support to all areas of data management—including ensuring appropriate data ingestion (manual and automated), inventorying and cataloguing in the PMI data platform—for all malaria-related datasets (e.g. financial, programmatic, epidemiological, entomological, supply chain, demographic).

- Review and provide technical feedback on surveillance, monitoring and evaluation (SM&E) Plans submitted by PMI-funded implementing partners.
- Conduct data quality assessments on key performance indicators included in the SM&E plans of PMI-funded implementing partners, as required under USAID policy (ADS 200).
- Support the NMCD and implementing partners in the planning and implementation of a baseline national data quality assessment (DQA) to enable measurement of change in data accuracy, timeliness, and completeness overtime.
- Support the NMCD in data validation processes and in the implementation of routine DQAs at facility/district/national levels.
- Develop the PMI/ Uganda team's data management plan and work with PMI-funded implementing partners to ensure their data management plans adequately describe datasets, access and sharing, data collection and analysis methodology, intellectual property rights, ethics and privacy, as well as storage and backup.
- Define, manage, and routinely review identity and access management (IAM) framework to ensure roles and access privileges of individual platform users.
- Ensure the PMI/team's electronic databases and archives are protected from security breaches and data losses.
- Troubleshoot data-related problems and country-level modifications to the internal data platforms/repositories,
- Liaise with the Mission's IT officer and USAID/CIO (Chief Information Officer) to ensure adherence to agency rules and regulations on information management and the open data policy.
- Track and enforce PMI implementing partner submission of all datasets, in machine-readable format, to the USAID Development Data Library (DDL).

**b) Data Visualization, Reporting and Use - 35%**

- Provide technical assistance to NMCD and PMI/HQ in providing technical backing to the newly established Quarterly Report requirement, wherein Uganda is requested to report malaria-related health data, disaggregated by month and by district, on a quarterly basis.
- Provide technical assistance to the NMCD and PMI/ Uganda team to integrate, analyze, and visualize data, and build the culture of data use for decision-making.
- Support the M-DIVE platform to ingest, house, analyze, and visualize epidemiological, supply chain, financial, entomological, demographic, climate, and other data from various sources, including the monthly data reported from Uganda on a quarterly basis.
- Facilitate the M-DIVE platform to integrate with and complement with the existing tools such as DHIS2.

- Apply sound data science principles and methods to objectively and systematically track epidemiological and entomological changes and measure progress towards national targets for malaria control in Uganda.
- Conduct rigorous analysis and triangulation of data from a variety of sources to unearth implementation obstacles and opportunities, and employ cutting edge approaches and tools to generate compelling data visualizations.
- Train and mentor the NMCD and PMI colleagues in data analysis and visualization.
- Support data compilation and production of periodic reports, including the PMI quarterly reports and annual performance reports, as well as ad hoc briefing summaries on status and progress.
- Facilitate negotiation of data sharing agreements between PMI and relevant institutions of the Government of the Republic of Uganda including the Ministry of Health, the Uganda Bureau of Statistics (UBOS), the Uganda National Bureau of Standards (UNBS), the National Medical Stores (NMS), Joint Medical Stores (JMS), and the Uganda National Meteorological Authority (UNMA).
- Facilitate the establishment and institutionalization of data use processes, with a focus on reducing time in the information to decision cycle within PMI and the NMCD.
- Implement efficient and secure procedures for data handling and analysis.

**c) Country Data Systems Development - 15%**

- Collaborate with implementing partners and other donors to support the MOH and NMCD's transition from paper-based to digital health information systems.
- Assist with the development and expansion of key platforms used by the MOH and the NMCD, including the District Health Information System (DHIS) 2 and the electronic Logistics Management Information System (eLMIS), and ensure adherence to the Roll Back Malaria monitoring and evaluation reference group (RBM MERG), the World Health Organization (WHO) Digital Health Interventions Guideline, the USAID Digital Health Strategy, and the Uganda e-Health strategy.
- Participate in periodic assessments of national health information systems to evaluate their performance and discover ways of enhancing them (e.g. capacity building, technology upgrades).
- Maintain an up-to-date understanding of the national health information system (HIS) landscape and architecture (platforms and stakeholders and how they interact) --ensuring all digital HIS tools funded by PMI and other donors are inventoried in the WHO's Digital Health Atlas to avoid duplication and maximize investments.
- Participate in the development of costed national HIS strategy, and actively participate in national HIS governance mechanisms—promoting strong NMCD involvement.
- Work with SM&E advisor(s) at the NMCD to assist with coordination, national M&E strategic plan development, standard DHIS2 malaria module implementation, monthly/quarterly data review meetings at health facility, district and national levels, as well as district level scorecards to foster a culture of data use and accountability.

--Assist with the development of core metadata components, including indicator reference guides, data dictionaries, malaria commodity lists, master facility lists, and accessibility application programming interface (API)-accessible health facility registries.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

**(3) Supervisory Relationship:**

The Malaria Data Specialist will work under the general supervision of the USAID Senior Malaria Advisor. Assignments will be made orally and in writing. Most assignments are self-generated and occur in the normal course of the work. The Malaria Data Specialist will exercise independence in most phases of the assignment but determine those situations that must be coordinated with the supervisor. The supervisor will provide a review of the assignment, the goals and objectives to be achieved, and the results expected. The Malaria Data Specialist will need to seek advice and assistance as required.

**(4) Supervisory Controls:**

None.

**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. Applicants who do not meet all of the education and experience requirements or who provide incomplete, unsigned applications that are not in compliance with the application instructions will not be evaluated or considered for award.

**Education:**

Master's degree in applied quantitative discipline such as statistics, economics, computer science, epidemiology, or health informatics from a recognized institution.

**Prior Work Experience:**

Five (5) years of professional experience applying data visualization, data analysis, and/or business intelligence to inform decision making.

Must have strong knowledge of data wrangling, analysis and visualization practices.

Demonstrated ability to securely and efficiently manage large, disparate datasets, and problem-solving skills working on complex projects in a highly sensitive environment are required.

Skills in working effectively with health personnel of diverse cultural backgrounds, negotiating agreements on matters of program strategy and performance, writing, administration, and management are necessary, as well as the ability to navigate and manage politically sensitive issues.

**Language Proficiency:**

Level IV (fluent) English proficiency, speaking and writing, is required.

Proven ability to communicate quickly, clearly and concisely – orally and in writing – in English.

Demonstrated ability to communicate highly technical information to both subject matter expert and non-expert audiences.

**Job Knowledge:**

In-depth professional-level knowledge of strategic information, surveillance, monitoring and evaluation principles, concepts and practices, especially as they relate to managing public health and malaria programs in Uganda.

Must pose expert quantitative and analytical skills, an ability to develop monitoring and evaluation protocols, devise measurable indicators and set appropriate and achievable targets to measure performance outcomes.

Demonstrated competency in data management systems and data analysis applications such as MS Access, SPSS, STATA, and Spectrum.

Must be able to proactively and independently locate reference materials and data, research and analyze quantitative and qualitative data and present interpretation of said resources in concise and appropriate written reports.

Thorough knowledge, or the ability to quickly acquire a USAID programming policies, regulations, procedures and status of projects assigned.

**Skills and Abilities:**

Experience in a management capacity, political analysis, and program reporting and monitoring, and strong interpersonal and team-building skills.

Ability to serve as an effective liaison with a wide array of individuals and institutions is essential.

Familiarity with a wide range of issues, such as program evaluation, public health, community development and economic policy.

Ability to prepare clear, substantive reports and briefing papers in English, in a timely manner, and develop a thorough understanding of USAID and host-government policies and procedures.

Flexibility and ability to react to changing systems with sound analyses, and the ability to work under pressure.

Ability to work in a team environment and with a broad range of collaborators.

Demonstrated ability to take direction to iteratively define and implement solutions as requirements are being identified and finalized.

Ability to work independently, to manage several activities at once and work under pressure to meet deadlines.

**Data Management Analysis and Visualization Skills:**

Strong portfolio of static and dynamic visualization, from simple graphics to complex stories, based on data visualization theory and techniques and built using leading tools (such as at least of the following Excel, Tableau, Power BI, R, D3.js, Adobe Illustrator, DHIS2, or similar).

Data analytics and visualization proficiency will be tested.

Experience facilitating data analysis projects through concept, iterative design and execution, delivery and on-going support.

Basic understanding of principles related to change management, data governance, and systems architecture.

Ability to conduct introductory training on data analysis, and visualization, and use.

**Teamwork, Self-Drive and Interpersonal Skills:**

Excellent communication and interpersonal skills are critical to this position.

Proven ability to communicate quickly, clearly and concisely – orally and in writing – in English.  
Demonstrated ability to communicate highly technical information to both subject matter expert and non-expert audiences

Excellent written communication skills are required to prepare regular and *ad hoc* reports, activity documentation and briefing papers.

Ability to work in a team environment and with a broad range of collaborators. Ability to work both independently and in a team environment to test and define data requirements and use cases is a must.

Proven ability to work in a dynamic and agile environment with changing requirements and priorities  
Demonstrated ability to take direction to iteratively define and implement solutions as requirements are being identified and finalized.

Ability to work independently, to manage several activities at once and work under pressure to meet deadlines.

Management and organizational skills to work with numerous teams, identifying priority actions and taking initiative if follow-through is needed.

**II. 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©](#). 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>.



Offerors will be evaluated and ranked based on the information provided for the six Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Presenting an Offer 2 (iv).

Offerors must, therefore, address each of the six Quality Ranking Factors (QRFs) in their application in order to meet the minimum qualifications for this position. Top-ranked Offerors who meet the minimum qualification will be invited for an interview and given a written evaluation.

Offers will be initially screened for compliance with application instructions and eligibility in accordance with the qualification criteria above. Incomplete, unsigned applications that are not in compliance with the instructions will not be evaluated or considered for award.

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 six Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Presenting an Offer 2 (iv) are:

**1. Prior Work Experience (20 points):**

Five (5) years of professional experience applying data visualization, data analysis, and/or business intelligence to inform decision making.

Must have strong knowledge of data wrangling, analysis and visualization practices.

Demonstrated ability to securely and efficiently manage large, disparate datasets, and problem-solving skills working on complex projects in a highly sensitive environment are required.

Skills in working effectively with health personnel of diverse cultural backgrounds, negotiating agreements on matters of program strategy and performance, writing, administration, and management are necessary, as well as the ability to navigate and manage politically sensitive issues.

**2. Job Knowledge (20 points):**

In-depth professional-level knowledge of strategic information, surveillance, monitoring and evaluation principles, concepts and practices, especially as they relate to managing public health and malaria programs in Uganda.

Must pose expert quantitative and analytical skills, an ability to develop monitoring and evaluation protocols, devise measurable indicators and set appropriate and achievable targets to measure performance outcomes.

Demonstrated competency in data management systems and data analysis applications such as MS Access, SPSS, STATA, and Spectrum.

Must be able to proactively and independently locate reference materials and data, research and analyze quantitative and qualitative data and present interpretation of said resources in concise and appropriate written reports.

Thorough knowledge, or the ability to quickly acquire a USAID programming policies, regulations, procedures and status of projects assigned.

**3. Skills and Abilities (20 points):**

Experience in a management capacity, political analysis, and program reporting and monitoring, and strong interpersonal and team-building skills.

Ability to serve as an effective liaison with a wide array of individuals and institutions is essential.

Familiarity with a wide range of issues, such as program evaluation, public health, community development and economic policy.

Ability to prepare clear, substantive reports and briefing papers in English, in a timely manner, and develop a thorough understanding of USAID and host-government policies and procedures.

Flexibility and ability to react to changing systems with sound analyses, and the ability to work under pressure.

Ability to work in a team environment and with a broad range of collaborators.  
Demonstrated ability to take direction to iteratively define and implement solutions as requirements are being identified and finalized.

Ability to work independently, to manage several activities at once and work under pressure to meet deadlines.

**4. Data Management Analysis and visualization Skills (20 points):**

Strong portfolio of static and dynamic visualization, from simple graphics to complex stories, based on data visualization theory and techniques and built using leading tools (such as at least of the following Excel, Tableau, Power BI, R, D3.js, Adobe Illustrator, DHIS2, or similar).

Data analytics and visualization proficiency will be tested.

Experience facilitating data analysis projects through concept, iterative design and execution, delivery and on-going support.

Basic understanding of principles related to change management, data governance, and systems architecture.

Ability to conduct introductory training on data analysis, and visualization, and use.

**5. Teamwork, Self-Drive and Interpersonal Skills (20 points):**

Excellent communication and interpersonal skills are critical to this position.

Proven ability to communicate quickly, clearly and concisely – orally and in writing – in English.  
Demonstrated ability to communicate highly technical information to both subject matter expert and non-expert audiences

Excellent written communication skills are required to prepare regular and *ad hoc* reports, activity documentation and briefing papers.

Ability to work in a team environment and with a broad range of collaborators. Ability to work both independently and in a team environment to test and define data requirements and use cases is a must.

Proven ability to work in a dynamic and agile environment with changing requirements and priorities  
Demonstrated ability to take direction to iteratively define and implement solutions as requirements are being identified and finalized.

Ability to work independently, to manage several activities at once and work under pressure to meet deadlines.

Management and organizational skills to work with numerous teams, identifying priority actions and taking initiative if follow-through is needed.

**6. Education (pass/fail):** Offerors will be given a passing score if they have a relevant degree. Offerors without a relevant degree will not be considered for award or proceed forward in the evaluation process.

Master's degree in applied quantitative discipline such as statistics, economics, computer science, epidemiology, or health informatics from a recognized institution.

Evaluation Factors have been assigned the following points:

Work Experience – 20 points

Job Knowledge – 20 points

Skills and Abilities – 20 points

Data Management Analysis and visualization Skills – 20 points

Teamwork, Self-Drive and Interpersonal Skills – 20 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. PRESENTING AN OFFER**

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

(i) A typed and **hand signed** (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 a standard file type such as Microsoft Word (.doc) or Adobe Acrobat (.pdf). All should be in one document which should not exceed 10MB.**

(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 at [KampalaHR@state.gov](mailto:KampalaHR@state.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.

## **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions and how to complete and submit forms for obtaining medical and security clearances.

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy and as appropriate, a PSC is normally authorized the following benefits and allowances - in accordance with the U.S. Mission to Uganda's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, retirement plan, and medical insurance subsidy.

Final compensation for Offerors will be negotiated within the listed market value.

## VII. TAXES

Successful Offeror will be subject to Ugandan tax laws.

## VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at the below sources:

USAID Acquisition Regulation (AIDAR), Appendix J, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including contractual General Provisions ([https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf))

2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>

## LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: BBFY Fund: GH-C-PMI/2018/2019 APPRO: 72-1918/191031	1	LOT	UGX TBD	UGX TBD at Award after negotiations with Contractor

3. Acquisition & Assistance Policy Directives and Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts (<https://www.usaid.gov/work-usaid/aapds-cibs>).

4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

**[END SOLICITATION]**