



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** SOL-72061723R00001 (0002)

**ISSUANCE DATE:** June 13, 2023

**CLOSING DATE/TIME:** June 26, 2023, 16:45 PM Kampala Time

**Subject:** Solicitation for **US Personal Service Contractor**

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 offer.

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

Sincerely,

Kent Benson  
Supervisory Executive Officer

**Kent  
Benson**

Digitally signed by  
Kent Benson  
Date: 2023.06.13  
13:53:05 +03'00'

**ATTACHMENT 1****I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** SOL-72061723R00001 (0002)
2. **ISSUANCE DATE:** June 13, 2023
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 26, 2023, 4:45 PM Kampala Time
4. **POINT OF CONTACT:** EXO and HR Specialist at: [kampalausaidjobs@usaid.gov](mailto:kampalausaidjobs@usaid.gov) or 0414-306-001
5. **POSITION TITLE:** Senior Global Health Security Agenda (GHSA) Advisor (**Readvertized**)
6. **MARKET VALUE:** \$117,518- \$152,771, equivalent to GS-15.  
Final compensation will be negotiated within the listed market value.
7. **PLACE OF PERFORMANCE:** Kampala, Uganda. The contractor may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.
8. **PERIOD OF PERFORMANCE:** The base period will be two years, estimated to start on or about September 2023. Based on Agency need, the Contracting Officer may exercise three one-year periods for dates estimated as follows:

Base period	TBD - two year period
Option period 1	TBD - one year period
Option period 2	TBD - one year period
Option period 3	TBD - one year period

9. **PLACE OF PERFORMANCE:** Kampala, Uganda, with possible domestic travel of up to 50 percent as stated in the Statement of Duties.
10. **ELIGIBLE OFFERORS:** United States (U.S.) citizen - offshore or resident in Uganda.
11. **SECURITY LEVEL REQUIRED:** The successful offeror must obtain a U.S. Government Secret Clearance.
12. **STATEMENT OF DUTIES:**

**General Statement of the Purpose of the Contract**

USAID/Uganda is seeking qualified candidates for the position of Personal Services Contractor (PSC) - Senior Global Health Security Agenda (GHSA) Advisor.

Under the supervision of the Deputy Office Director of USAID/Uganda's Office of Health and HIV/AIDS (OHH) or designee, the Senior GHSA Advisor will provide staff management and senior technical expertise to ensure the well-coordinated and effective implementation of the USG GHSA portfolio in Uganda. The Senior GHSA Advisor will manage a complex multi-sectoral portfolio, providing administrative, technical, and representational leadership within the United States Government Inter-agency space. The Senior GHSA Advisor will work closely with senior-

level experts with USAID/Washington, USAID/East Africa, and the USG Interagency in Uganda as key stakeholders to oversee USAID GHSA investments in Uganda. The Senior GHSA Advisor will provide senior-level expertise to the USG GHSA team in Uganda and help manage GHSA staff and implementing partners on the ground. Placement of a Senior GHSA Advisor in Uganda will fill a critical role for USAID to meet the expectations of the White House and Congress for rapid, effective, and coordinated implementation of the GHSA. The Senior GHSA Advisor will work closely with other USG partners to ensure effective interagency coordination, particularly with the Centers for Disease Control and Prevention (CDC), the Department of Defense (DoD) offices providing support for GHSA implementation (DTRA's Regional Cooperative Engagement Officer), and the State Department.

The Senior GHSA Advisor will provide well-informed and appropriate technical expertise and representation at meetings and events, both within the embassy and the broader interagency, and with external audiences, including the GOU Ministries and the Prime Minister's office, Ugandan and international academia, the UN, other embassies, development partners, civil society, and the humanitarian assistance community.

The Senior GHSA Advisor will serve on the USG inter-agency health team in Uganda, particularly as part of the GHSA Technical Working Group, and will liaise with other USG department and agency programs and activities in Uganda that align with and/or support Uganda's five-year GHSA Roadmap. The Senior GHSA Advisor will support the USAID GHSA project activities with a combined life of projects budget of \$22 million. Additional responsibilities will include participation in GHSA Interagency Steering Committee meetings/teleconferences.

The Senior GHSA Advisor will represent USAID in all relevant interagency and other donor GHSA coordinating mechanisms in country to ensure USAID programming is fully aligned with Uganda's GHSA Roadmap and annual work plan; is contributing to the advancement of building in-country capacity; and is responsive to the country's context.

The Senior GHSA Advisor will liaise with USAID Washington teams, specifically the USAID Bureau for Global Health; the GHSA Lead, and the Africa Bureau Office of Sustainable Development's Health Division. The Senior GHSA Advisor will ensure that the Mission's planning, response, and reporting on GHSA is carried out in accordance with USAID, CDC, DoD, and State Department directives.

The Senior GHSA Advisor will communicate with USAID/Washington to share lessons learned and will ensure those lessons are adapted into existing programs. This position will be the main point of contact between USAID/Uganda and USAID/Washington regarding GHSA activities, progress reporting and information requests.

### **Statement of Duties to be Performed**

The objective of this position is to provide senior-level leadership, technical expertise, and coordination of GHSA activities in Uganda. Successful completion of this objective will require working with a wide array of USG partners, UN partners, local government ministries, other donor partners, regional economic bodies, international organizations, non-governmental organizations, and implementing partners. The Senior GHSA Advisor, working with the USAID Uganda Health team and USAID/Washington, will provide management, coordination, technical, and representational expertise to the USAID/Uganda Office with a key focus on achieving results under USAID's GHSA portfolio. The Senior GHSA Advisor will liaise with the Bureau for Global Health in Washington, DC. The Senior GHSA Advisor will ensure that the Mission's planning and response to GHSA is carried out in accordance with Agency and State Department directives.

The responsibilities of this position include:

- Leading the coordination and management of the USAID-funded GHSA program in Uganda for successful implementation of multisectoral activities to achieve results on the country roadmap leading to USAID's participation in development dialogue at all levels with host country stakeholders.
- Coordination with the US Embassy and the Government of Uganda on policy and administrative reform efforts impacting USAID assistance programs.

- Working in close coordination with the USAID/Washington GHSA team to identify and address technical programmatic or other support needs for the country team and relevant programs.
- Representing USAID interests with the interagency and UN partners.
- Serving as the primary USAID liaison for GHSA donor coordination.

The Senior GHSA Advisor has the responsibility to ensure that all administrative and accountability requirements related to USAID operations are conducted in compliance with Agency regulations, policies, and procedures. The GHSA Advisor will consult with Financial Management, Contracting, Legal, and Executive Offices of USAID/Uganda as needed to ensure compliance.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

### **1) Coordinate Uganda GHSA activities with USG agencies and the Government of Uganda (40 percent LOE)**

- a) Facilitate the coordination of USAID and USG-funded activities in Uganda with CDC, DOD, and other USG-agencies to ensure the most cost-effective and diplomatic approach to supporting the government of Uganda and USG goals under the GHSA program.
- b) Serve as the main Point of Contact (POC) for USAID GHSA activities in Uganda.
- d) Develop and maintain relationships with relevant ministries and the Prime Minister's office in Uganda to ensure that resources and technical advice are coordinated and provided.
- e) Represent USAID Activities in Uganda to the US Embassy in Uganda and other USG Departments or Agencies in-country; and serve as the USAID Senior GHSA representative on the Interagency Health Team for the Embassy.
- t) Lead communication on GHSA matters including responding to taskers and inquiries from Washington, contributing to the congressional briefers and the annual GHSA report to congress, and represent USAID/Uganda programs to VIP visitors to Uganda in coordination with USAID/Uganda.
- g) Represent USAID programs in Uganda to the Government of Uganda in coordination with the US Embassy and/or USAID/Uganda.
- h) Represent USAID/Uganda for donor coordination and involvement with other development stakeholders related to GHSA, including other pertinent representation of the USAID portfolio in Uganda as needed.
- i) During disease outbreak situations, ensure that GHSA assets and technical support are tightly coordinated with interagency leadership in supporting the national government.

### **2. Lead and Manage USAID's GHSA programming in Uganda (50 percent LOE)**

- a) Serve as the USAID Activity Manager in Uganda for GHSA field support programs and ensure coordination of USAID implementing partners in Uganda.
- b) Ensure resource-effective coordination of GHSA activities within USAID/Uganda Office of Health and HIV/AIDS (OHH) programming and the broader USAID/Uganda portfolio. Where appropriate, seek economies of scale and opportunities for leveraging resources; engage key population groups and hard to reach populations through innovative planning, program design and implementation; and ensure integration of GHSA activities within the Mission's Integrated Country Development Cooperation Strategy (CDCS 2.0).

- c) Work closely with USAID/Washington AORs to review and provide technical input into activity workplans, budgets, implementation activities, progress reports, administrative approval of vouchers, as well as conduct regular partner meetings, trouble-shooting, activity tracking, and intensive field monitoring visits to ascertain progress, identify delays and develop solutions.
- d) Coordinate and identify leveraging points with other activities within the development portfolio as guided by the Mission's Country Development Cooperation Strategy (e.g. economic growth, democracy and government, refugees, environment, education, agriculture and others as appropriate) as they relate to GHSA, including planning and procurement of supplies, community services, social marketing, capacity development, communication, monitoring and evaluation, human resources for health and health systems strengthening.
- e) Ensure that all projects are compliant with USAID regulations, reporting and other requirements. Develop and support budget planning and financial reporting of USAID programs in Uganda.
- f) Lead the development of USAID/Uganda indicators and performance monitoring plan as it relates to GHSA. Monitor progress according to this plan, including compilation and analysis of indicators.
- g) Communicate on GHSA matters including: responding to taskers and inquiries from Washington; contributing to congressional briefers and the annual GHSA report to Congress; and representing USAID /Uganda programs to USAID/Uganda, USAID Washington, regionally and within the USG.
- h) Document and track lessons learned in Uganda, which will help guide the implementation of the GHSA program. This includes writing cables and working with the Director of Communications (DOC).

### **3. Provide support to the Office of Health and HIV/AIDS (OHH) (10 percent LOE)**

As needed, support OHH in its strategic planning, communication, monitoring, and evaluation, official representation responsibilities (including serving as control officer for VIPs when/if needed) and participating in team meetings and events to ensure health office coverage. As requested, serve as a member of Mission teams responsible for guiding the development, implementation, and evaluation of USAID assistance. This includes: 1) monitoring selected components of complex infectious disease activities **in** order to provide recommendations to USAID/Uganda; 2) providing originality of ideas and creative thinking in dealing with problems in a broader spectrum; 3) projecting future infectious disease developments or trends; 4) writing technical justifications for new activities and for changes to on-going programs, objectives, activities or indicators; 5) organizing donor coordination events in support of project activities.

#### **POSITION ELEMENTS**

**Post Entry Training:** On-the-job training will be provided relating to USAID-specific procedures, regulations, and methods; including the ADS, Mission Orders, and all planning and reporting databases. Formal C/AOR certification courses, program/project management and other appropriate training courses may be offered, subject to course offerings and the availability of funds. Appropriate training courses including E-training are also available. The contractor shall annually attend mandatory annual security updates, ethics training and complete OGE 450, Financial Disclosure Report.

**Available Guidelines:** Strategic Framework for U.S. Foreign Assistance; Agency policy statements; Operational Plans; Strategies and Guidance, including the Uganda Country Development Cooperation Strategy 2016-2021; the Automated Directives System; and Health Population and Nutrition project approval documents, results framework, and work plans.

**Exercise of Judgment:** A high degree of judgment will be required to provide guidance and assistance to a 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 Senior GHSA Advisor 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 Senior GHSA Advisor **in** dealing with GOU officials and representatives from other donor organizations to resolve problems for which there is often no clear or immediate solution. The Senior GHSA Advisor is expected to resolve problems that arise by determining the approaches to be taken and methodologies to be used, making independent judgments that can be defended, as necessary.

**Authority to Make Commitments:** None. The Senior GHSA Advisor shall not make any unauthorized commitments for the USG. However, the Senior GHSA Advisor exercises the authority given to activity managers and C/AORs and may make administrative arrangements consistent with ADS guidance and Mission policy. The Senior GHSA Advisor takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the supervisor informed of activity and project status. Within the scope of the authority delegated, the Senior GHSA Advisor may indicate to ranking counterpart and IP officials that they will make a recommendation to USAID on a specific activity issue or problem.

**Nature, Level, and Purpose of Contacts:** Must be able to develop and maintain contacts with all levels of staff in the Mission, including senior leadership. The Senior GHSA Advisor shall provide consistent, credible, and diplomatic representation of USAID to high level GOU, donor, and other partner contacts for technical, policy and program management issues related to the GHSA portfolio. The Senior GHSA Advisor shall maintain an extensive range of mid-to senior-level contacts in the GOU, donor, and private-sector circles for purposes of project implementation, obtaining and interpreting information relevant to program activities, providing guidance and procedures and discussing submitted proposals.

**Sunday Pay:** Sunday pay is not authorized under this contract.

**Support Items:** The Senior GHSA Advisor will be provided with the support services, equipment, and supplies necessary to perform the work.

**Travel:** The Senior GHSA Advisor will periodically travel within Uganda to visit IP offices and activities. The Senior GHSA Advisor will occasionally travel outside of Uganda (e.g. to the United States, within Africa or Asia regions) to participate in mandatory classroom trainings and/or relevant technical or strategic workshops or meetings.

### **Supervisory Relationship**

The Senior GHSA Advisor will be supervised by Deputy Director of the OHH USAID/Uganda. The Senior GHSA Advisor must function with substantial independence, with minimal supervision and mentoring. The Senior GHSA Advisor will work collaboratively with the PMI team and GHSA staff in country and in headquarters (most closely with the USAID and CDC GHS Technical Advisors and GHSA program specialists and be the direct link between USAID/Uganda and GHSA Agency representative) and all Investing in People staff as well as other Mission Staff including the Program Office, the Acquisitions and Assistance Office, the Executive Office, and Office of Financial Management.

The Senior GHSA Advisor's performance will be evaluated for to the effectiveness with which the primary duties in this statement of work are carried out; and the extent and quality of completion of annual work objectives established with the supervisor.

**Supervisory Controls**

The Senior GHSA Advisor supervises the GHSA Project Management Specialist (PMS) position while additionally demonstrating leadership by mentoring USAID/Uganda and other partners on the GHSA program.

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

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

To ensure compliance with the entire set of this solicitation instructions (please see page 9 to 12 - III. EVALUATION AND SELECTION FACTORS and IV. SUBMITTING AN OFFER sections), **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:**

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

USAID/Uganda expects to award a personal services contract for a United States (U.S.) Citizen - offshore or resident in Uganda for a two year base period. Based on Agency need, the Contracting Officer may exercise three one-year contract extension periods.

The successful Offeror must be capable of securing a U.S. Government Secret Clearance. S/he must be able to secure a medical clearance to serve in Uganda.

In order to be considered for the position, an offeror must meet the Minimum Qualifications listed below. Consideration and selection will be based on a panel evaluation of the Evaluation Factors. Offerors meeting the required qualifications for the position will be evaluated based on the information/ documentation presented in the offer.

Additionally, interviews and writing samples may be requested only from the top scoring offerors. Please note that not all offerors will be interviewed or contacted.

USAID reserves the right to conduct telephonic interviews with the highest-ranked offerors and make the interview a deciding factor in selection.

Reference checks will be conducted on those Offerors selected for the interview. The Offeror's references must be able to provide substantive information about the Offeror's past performance, skills, and abilities.

USAID reserves the right to obtain from previous employers and other sources - in addition to the ones provided by the offeror - relevant information concerning the Offeror's past performance, technical knowledge, required skills, including teamwork and team-building experience and may consider such information in its evaluation.

If an offeror does not wish USAID to contact a current employer for a reference check, this should be stated in the offeror's cover letter, and USAID will delay such reference check pending communication with the offeror.

USAID will not pay or reimburse for any expenses associated with the application, evaluation process (e.g., interviews, writing samples, writing tests) unless expenses are pre-authorized.

The required professional qualifications include the following and offerors must address all the elements as part of their offer in response to this PSC solicitation.

**A. EDUCATION**

A doctoral degree in public health, public policy, epidemiology, infectious disease, or similar related discipline is required.

**B. PRIOR WORK EXPERIENCE**

From ten (10) years of experience in public health, animal health, One Health, epidemiology, or a related field, of which five years must be working in or with developing countries is required.

A minimum of five (5) years' experience with a government agency or other international/local organization working on zoonotic or emerging infectious diseases, or global health security is required.

Senior-level experience related to infectious disease prevention, detection and control in public health sector is required.

Working experience of technical and programmatic principles underlying emerging infectious diseases and/or GHSA activities or implementation is required.

Previous experience with an international agency, organization, academic institution, or NGO is required.

Experience working in Uganda is required.

**C. LANGUAGE PROFICIENCY**

Level IV English; excellent English language oral and written communication skills are required.

**D. JOB KNOWLEDGE:**

Expert-level knowledge of the principles and best practices of gathering, evaluating, and managing strategic information to facilitate evidence-based activities is required.

Knowledge and understanding of Uganda's economic, social, cultural, and political characteristics and a general understanding of development in the region is required.

Knowledge of principles and techniques for analyzing and interpreting data from an array of sources is required.

Knowledge of the One Health approach and principles of infectious disease prevention, detection, and response is required.

**E. SKILLS AND ABILITIES (all required)**

Demonstrated ability to work well as a member of a high performing technical team.

Demonstrated ability to lead a mixed group of experts to consensus on significant next steps for protecting the well-being of others.

Ability to develop relationships and maintain access to points of contact among members in government circles at a working level.

Ability to establish and maintain relationships with senior ministry officials, USAID implementing partners, and other USG partners and agencies.

Must possess sound judgment, diplomacy skills, and tact.



Demonstrated ability to analyze, evaluate, and assimilate complex, multi-sectoral information. Demonstrated program management skills.

Ability to take up interchangeable roles, prioritize and multi-task.

Ability to problem-solve challenging situations, as well as sound judgment to know when to engage others to resolve issues.

Excellent written and oral communications skills.

Must communicate effectively and concisely, through oral presentations, briefings, reports, and correspondence to a variety of technical and non-technical audiences.

Ability to quickly learn and apply USAID roles, functions, and administrative requirements.

Competence in MS Office software programs, as well as general computer and internet skills.

Ability to file and maintain accurate records.

### **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 selection criteria below.**

To ensure compliance with the entire set of this solicitation instructions (please see page 11 to 12 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 five Quality Ranking Factors (ORFs) that must be addressed as required in the supplemental document- Item IV - Submitting an Offer 1 (D).**

Offerors **must** therefore, **address each of the five Quality Ranking Factors (ORFs) 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.

**The five Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document - Item IV - Submitting an Offer 1 (D) are:**

**1. PRIOR WORK EXPERIENCE** (30 points in total):

From ten (10) years of experience in public health, animal health, One Health, epidemiology, or a related field, of which five years must be working in or with developing countries is required.

Experience related to infectious disease prevention, detection and control in public health sector is required.

Working experience of technical and programmatic principles underlying emerging infectious diseases and/or GHSA activities or implementation.

Minimum of five (5) years' experience with an international agency, organization, academic institution, or NGO.

**2. JOB KNOWLEDGE** (30 points in total):

Expert-level knowledge of the principles and best practices of gathering, evaluating, and managing strategic information to facilitate evidence-based activities is required.

Knowledge and understanding of Uganda's economic, social, cultural, and political characteristics and a general understanding of development in the region is required.

Knowledge of principles and techniques for analyzing and interpreting data from an array of sources is required.

Knowledge of the One Health approach and principles of infectious disease prevention, detection, and response.

**3. SKILLS AND ABILITIES** (30 points in total):

Demonstrated ability to work well as a member of a high performing technical team.

Ability to develop relationships and maintain access to points of contact among members in government circles at a working level.

Ability to establish and maintain relationships with senior ministry officials, USAID implementing partners, and other USG partners and agencies.

Sound judgment, diplomacy skills, and tact.

Demonstrated ability to analyze, evaluate, and assimilate complex, multi-sectoral information. Demonstrated program management skills.

Ability to take up interchangeable roles, prioritize and multi-task.

Ability to problem-solve challenging situations, as well as sound judgment to know when to engage others to resolve issues.

Excellent written and oral communications skills.

Ability to communicate effectively and concisely, through oral presentations, briefings, reports, and correspondence to a variety of technical and non-technical audiences.

Ability to quickly learn and apply USAID roles, functions, and administrative requirements.

Competence in MS Office software programs, as well as general computer and internet skills.

Ability to file and maintain accurate records.

**4. LANGUAGE PROFICIENCY** (10 points in total):

Level IV English; excellent English language oral and written communication skills are required.

**5. EDUCATION** (Pass/Fail):

Offerors without a relevant degree will not be considered for award or proceed forward in the evaluation process.

Relevant doctoral degree in public health, public policy, epidemiology, infectious disease, or similar related discipline is required.

**Total Possible Points: 100**

Prior Work Experience:	30 points
Job Knowledge:	30 points
Skills and Abilities:	30 points
Language Proficiency:	10 points

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

**Total Possible Points: 100**

**Evaluation Factor Total - 100 points**, and Pass for Education and Reference Checks

**IV. SUBMITTING AN OFFER**

1. Eligible offerors are required to complete and submit:

A. A **.si2wal** (**hand or electronic signature**) offer form AID 309-2, "Offeror Information for Personal Services Contracts with Individuals," available at: <http://www.usaid.gov/forms>.

B. Cover letter clearly indicating the position for which you are applying.

C. Curriculum vitae/resume specifically which **MUST** include:

(i) Paid and non-paid experience, job title, location(s), dates held (month/year) and hours worked per week for each position;

-- Dates (month/year) and locations for all international field experience must also be detailed;

-- **Any experience that does not include dates (month/year), location, and hours per week will not be counted towards meeting the solicitation requirements.**

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

(iii) Names and contact information (phone and email) of your current and/or previous supervisor(s).

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

D. Supplemental [separate] document specifically addressing each QRF as outlined in the solicitation.

E. United States (U.S.) citizens or Resident Alien (currently resident in Uganda) must attach a copy of a valid work permit.

**F. 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:

- (i) **Si2ned (hand or electronic signature)** offer form AID 309-2
- (ii) Cover Letter
- (iii) Completed Curriculum vitae/resume
- (iv) Supplemental documents
- (v) Valid work permit- if applicable

G. 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 by email to EXO and HR Specialist at: [kampalausaidjobs@usaid.gov](mailto:kampalausaidjobs@usaid.gov) **Incomplete or late applications will not be considered.**

No other form of submission will be permitted (e.g., courier, fax, or hand delivery). The US Government will not be responsible for incomplete/corrupted or missing information in electronic submissions and these applications may not be accepted. USAID will only confirm receipt and print out the electronic submission. USAID will not ensure quality or completeness of electronic files attached to the e-mails. The Offeror assumes all risk related to an electronic submission. Late offers or delayed electronic submissions will not be accepted.

3. Offeror submissions must clearly reference the number of this Solicitation to ensure the offer is for the position in this Solicitation.

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

SOL NUMBER TITLE OF POSITION, LAST, FIRST CANDIDATE NAME

**Ex: 72061723R00001 (0002) Senior Global Health Security Agenda (GHSA) Advisor, Smith Jose**

**4. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated. Please be advised that, upon award, the contractor will be required to follow the Mission polices and/or directives from the U.S. Department of State regarding COVID-19 requirements.

\* See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.

**V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the forms relating to:

1. Security Eligibility/Secret Clearance
2. Medical Clearances and Certifications

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances:

### 1. BENEFITS:

- a) Employer's FICA Contribution
- b) Contribution toward Health & Life Insurance
- c) Pay Comparability Adjustment
- d) Annual Increase (pending a satisfactory performance evaluation) if applicable
- e) Eligibility for Worker's Compensation
- f) Annual and Sick Leave

### 2. ALLOWANCES:

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101), available at [https://aoprals.state.gov/content.asp?content\\_id=282&menu\\_id=101](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101)

- 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)

## **VII. TAXES**

USPSCs are required to pay Federal income taxes, FICA, Medicare, and applicable State Income taxes.

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

USAID regulations and policies governing PSC awards are available at these sources:

**1. USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"** available at: <https://www.usaid.gov/ads/policy/300/aidar>

**2. 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	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: Appropriation: 72-1920/211031 BBFY Fund: GH-C-/2020/2021 617-D03-SYS-2 I-HL.4-02-FSNGHSA		LOT	<b>USDTBD</b>	<b>USD TBD at</b> Award after negotiations with Contractor
1001	<b>Option Period 1- Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: TBD		LOT	<b>USDTBD</b>	<b>USD TBD at</b> Award after negotiations with Contractor
2001	<b>Option Period 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>R497</i>  Accounting Info: TBD	1	LOT	<b>USDTBD</b>	<b>USD TBD at</b> Award after negotiations with Contractor
3001	<b>Option Period 3- Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> -Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: TBD		LOT	<b>USDTBD</b>	<b>USD TBD at</b> Award after negotiations with Contractor

3. Acquisition and 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
<a href="#">AAPD 21-05 (PDF 422K)</a>	REVISED AND EXPANDED FRINGE BENEFITS FOR USPSCs (AIDAR Dev. No. M-OAA-DEV-AIDAR-22-1c)-November 23, 2021) <a href="#">USPSC Paid Parental Leave Timekeeping/Payroll Process</a> [41K PDF]	Personal Services Contracts
<a href="#">AAPD 21-04 Revision 3 (PDF 382K)</a>	EXECUTIVE ORDER 14042 ON ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL AWARDS (FAR Deviation No. M-OAA-DEV-FAR-22-01c)- December 14, 2012 <a href="#">AAPD No. 21-04, ATTACHMENT 4- Letter for contracts with performance requiring physical access to USAID domestic facilities.</a> [165K PDF] <a href="#">AAPD No. 21-04, ATTACHMENT 5- Letter to Individuals with Personal Services Contracts</a> [166K PDF] <a href="#">AAPD 21-04 ATTACHMENT 6: Overview of Applicability of FAR 52.223-99</a> [200K PDF]	Acquisition Management, PSCs

AAPD/CIB No.	Title/Issued Date	Subject Category
<a href="#">AAPD 21-01</a> <a href="#">(PDF 221K)</a>	Applicability ofF AR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J - <i>March 26, 2021</i>	Acquisition Management
<a href="#">AAPD 18-02</a> <a href="#">Revision 2</a> <a href="#">(PDF 77K)</a>	This AAPD is to update the Medevac clause for U.S. personal services contractors (USPSCs) performing abroad, and USPSCs who are on official travel status abroad on temporary duty or training. The purpose of this Revision 2 is to reflect an extension to the class deviation, resulting in a new AAPD expiration date. - February 16, 2022	Personal Services Contracts
<a href="#">AAPD 10-01</a> <a href="#">(PDF 47 kb)</a>	PERSONAL SERVICES CONTRACTS -- CHANGES IN USG REIMBURSEMENT AMOUNTS FOR HEALTH INSURANCE AND PHYSICAL EXAMINATION <i>COSTS-01/08/10</i>	Personal Services Contracts
<a href="#">AAPD06-10</a> <a href="#">(PDF 80 kb)</a>	PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY - <i>October 30, 2006</i>	Personal Services Contracts
<a href="#">AAPD06-08</a> <a href="#">(PDF 35 kb)</a>	AIDAR, APPENDICES D AND J: USING THE OPTIONAL SCHEDULE TO INCREMENTALLY FUND <i>CONTRACTS-JUNE 23, 2006</i>	Personal Services Contracts

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

**5. 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](mailto:PSCOmbudsman@usaid.gov).

6. FAR Provisions Incorporated by Reference.

52.204-27	Prohibition of ByteDance covered application	JUN 2023
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[END SOLICITATION]