



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061722R10032

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

Digitally signed by Kent
Benson
Date: 2022.09.16 10:24:56
+03'00'

Kent Benson
Supervisory Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061722R10032
- 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:** Supervisory Financial Analyst
- 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 Supervisory Financial Analyst (SFA) is responsible for managing, supervising, guiding, and mentoring a team of seven Financial Analysts (FAs) in the Office of Financial Management (OFM), USAID/Uganda. In addition, the SFA provides leadership and long-term strategic planning to facilitate the work of FAs in providing a full range of financial management and advisory services in support of USAID/Uganda technical teams; including; reviews of financial terms and conditions on project agreements, contracts, grant agreements and other instruments for compliance with applicable rules, regulations, and procedures relating to accounting and fund controls; participating as key members of the technical teams throughout the Program Cycle in activities such as periodic portfolio and/or project implementation reviews, procurement planning exercises. The SFA supports the implementation of key USAID initiatives like promoting the Administrator’s goal of supporting Uganda’s and local non-governmental partners in the localization agenda. The SFA oversees the performance of various types of audits, financial reviews, pre-award surveys, close out reviews, special assessments as requested, public financial management risk assessments, capacity building activities, etc. The SFA is also responsible for ensuring compliance with USAID audit requirements for all contracts, grants, and

cooperative agreements; supervises the preparation and execution of the annual audit management plan and all internal financial reporting and monitoring requirements. Finally, the SFA manages the annual review of the Mission's internal control systems as required by the Federal Managers' Financial Integrity Act (FMFIA); and participates in the assessment of partner country public financial management and procurement systems.

The SFA reports to the Deputy Controller and acts as a backup to the Chief Accountant (Deputy to the Controller).

(2) Statement of Duties to be performed.

A. Audits, Pre-award assessments, Financial and Compliance Reviews, Internal Control Assessment (30 percent of time)

1. The SFA is responsible for ensuring compliance with USAID audit requirements for all contracts, grants, and cooperative agreements; supervises the preparation and execution of the Mission's audit inventory, which includes following-up on the receipt of audits from contracted audit firms and Implementing Partners (IPs), and also involves tracking the progress of open recommendations. The SFA:

a. Manages the audit firm quality control review process and ensures that USAID/Uganda's list of approved auditors is updated every three years, filled in the USAID/Uganda audit folder in ASIST, and communicated to IP.

b. Establishes and monitors the non-federal audit program for NGOs based outside the United States. When required, requests and reviews copies of those audit reports evaluating any findings that may have an impact on the implementation of the technical activity.

c. Follows up on the audit process until the final audit report is accepted and issued by the USAID OIG Africa Regional Office, Pretoria, and the Controller for Mission-managed audits. This involves supervising the financial analysts who work closely with IPs, auditors and USAID OIG Africa Regional Office, Pretoria to support and guide them; reviews the scopes of work and final reports for each audit; and guides the financial analysts and audit firms on the application of new audit guidance and ADS policies and procedures requirements.

d. Updates the Mission on the status of audits and recommendations. Notifies all relevant parties inside and outside the Mission of the initiation, completion, and closure of required audits.

e. Serves as the Mission contact and senior professional on technical questions arising during audits regarding USAID regulations and procedures. This includes attending entrance, mid-term and exit conferences with all related parties.

f. Coordinates correspondence with all stakeholders inside and outside the Mission, including senior management in the Mission and at Agency Headquarters in Washington, regarding all aspects of audit procedures from initiation to closure.

g. Reviews audits for adequacy and compliance with requirements as specified in the USAID Automated Directives System (ADS). Ensures that audit recommendations receive appropriate and timely management decisions from Mission senior staff and that the final actions on audit recommendations are achieved within required timeframes. This entails working closely with the Agreement/Contracting Officer's Representatives (A/CORs), Activity Managers, and IPs to coordinate the formulation, implementation, and follow-up of management decisions as well as closure of open audit recommendations.

h. Jointly serves as USAID/Uganda's Audit Management and Resolution Officer, responsible for all financial and performance audits, and the preparation and monitoring of the Mission's annual audit plan. Prepares and/or reviews Mission responses to the Office of Inspector General/Africa (OIG/Africa) Regional Office's and Controller's audit report recommendations, and for closing out audit recommendations with USAID/Washington's Chief Financial Officer. Liaises with Inspector General's Office, and periodically updates the Controller and the Management Council on Risk and Internal Control (MCRIC) on the status of audits.

2. The SFA manages and participates in the performance of various types of audits, financial reviews, pre-award and risk assessments, and compliance reviews. These include control environment and risk assessments, cost-effectiveness assessments, voucher verifications, disbursement reviews, indirect cost rate reviews, pre-closeout, and closeout reviews on USAID-funded organizations to determine the levels of accountability and adequacy of control environments within those entities. The SFA:

a. Prepares and oversees the execution of the OFM Annual Risk Management Framework (RMF) Implementation Plan for the technical teams. Establishes and implements annual plans for performing financial management reviews and assessments of the Mission's IPs.

b. Leads or participates in the performance of the RMF implementation plan and financial management training for IPs.

c. Reviews activity-specific work plans prepared by the FAs prior to commencing the review or assessment, reports the detailed findings and recommendations, and tracks the IPs' progress towards the implementation of these recommendations.

d. Acts as the A/COR for awards when a review or an assessment is outsourced.

3. The SFA serves as the coordinator for the implementation of the Mission's Enterprise Risk Management (ERM) risk profile which includes all MCRIC generated risks, issues, and findings. Tracks and monitors the corrective actions required to strengthen USAID/Uganda's internal controls. Leads and coordinates the annual review of the Mission's internal control systems as required by the Federal Managers' Financial Integrity Act (FMFIA); guides and advises Mission staff on their responsibilities for maintaining effective internal control, operating systems and procedures; proposes recommended courses of action to correct management deficiencies; reports material control weaknesses, and takes responsibility for tracking the Mission's progress to remedy deficiencies or weaknesses. ERM risk profiling requires a whole Mission approach, and the SFA is instrumental in leading this effort.

B. Performance Management (30 percent of time)

The SFA manages, supervises, guides, and mentors seven (7) FAs. As the first-line supervisor of the seven (7) FAs, the SFA is responsible for:

1. All aspects of performance management, including evaluation, training, and career development of the FA unit.

2. Plans, organizes, schedules, and assigns work to FA unit staff to meet established deadlines and ensures quality deliverables, while upholding excellent customer service principles.

3. Coordinates with the Mission Controller, Deputy Controller, Chief Accountant (Deputy to the Controller), Mission technical offices, Program Office, and the Office of Acquisition and Assistance on financial analysts' tasks and assignments, as necessary.

C. Financial Analysis and Advisory Services (15 percent of time)

The SFA:

1. Provides professional financial advice to USAID/Uganda Mission management personnel on a range of issues related to the financial management aspects of proposed activities, such as estimated costs and required budgets; internal controls; fiduciary risk management and compliance; and other issues. Contributes to USAID's decision and policy making process by providing recommendations and suggestions for improving operational efficiencies, financial management practices, and the accuracy of financial reporting. Provides technical guidance on U.S. Government (USG) and USAID rules and regulations to the technical teams, IPs, non-governmental organizations, and GOU officials. Prepares the financial aspects of project design and procurement planning documents, such as budgets and financial plans for Implementation Letters,

Grant Agreements, and other relevant implementing mechanisms. Assists activity managers in developing appropriate payment procedures in accordance with project implementation requirements.

2. Performs reviews of financial terms and conditions on project agreements, project implementation orders, GLAAS requisitions, contracts, purchase and delivery orders, and grant agreements for compliance with applicable rules, regulations, and procedures relating to accounting and fund controls; monitor the execution of such documents to ensure compliance with financial plans and report on the financial status of those instruments to the Controller and other Technical Office Directors or Team Leaders.

3. Participates as a key member of the technical teams throughout the Program Cycle in activities such as periodic portfolio and/or project implementation reviews, procurement planning exercises, and other such activities. Guides the FAs and technical teams in performing the quarterly financial reviews and developing of accrual estimates. Identifies and recommends adjusting entries to the accounts to bring the project/program pipelines to accurate levels

4. Performs continuous and specific quarterly 1311 reviews for Mission's activities to fully support outstanding Commitments, Obligations, Sub-Commitments and Sub-Obligations to provide support for the Controller's 1311 Certification; conduct special analysis of historical accounting data and recommend management actions or alternatives which can be taken when the data discloses unfavorable trends, situations, and/or deviations from budget plans.

D. Public Financial Management and Local Capacity Building (15 percent of time):

The SFA:

1. Manages (a) risk assessments of Uganda systems to establish country context; (b) assessments on public financial management and procurement systems; (c) Uganda's contracting and/or financial management capability assessments as a precondition to award approvals and contracting capability certifications; (d) Uganda's and donor discussions on public financial management, procurement. and other related forums.

2. Advises Mission management on the reliability of Uganda systems, and the effectiveness of the underlying internal controls; advises Mission management on weaknesses and possible recommendations. Identifies or coordinates the capacity-building needs to be endorsed and/or determined from assessments conducted on the Government of Uganda (GOU) Agencies, both at the national and local levels, develops an Action Plan or a Scope of Work (SOW) to address them, and oversees their implementation.

3. In conjunction with the assessments conducted, co-facilitates Mission financial management training and technical assistance conducted for Mission staff, the Uganda entity staff to build their capacity and strengthen internal controls and management system of NGOs and GOU implementing Agencies.

4. In coordination with the Missions' technical and support teams, identifies local IPs who need additional support/training to improve their financial, administrative and management capacity to effectively implement USAID awards in accordance with USG requirements, and designs effective approaches to close the capacity gaps identified.

5. Represents OFM in coordinating internal and external local capacity development initiatives, tools, and financial trainings; through workshops, and conducting the organization capacity assessments.

E. Contract Management (10 percent of time)

The SFA is the COR on a Blank Purchase Agreement (BPA) and subsequently issued contracts for activities that include: third party monitoring, audits, financial reviews, close-out reviews, pre-award assessments and any other special assessments that are required by the Mission to reach Uganda's development objectives. As COR, the SFA creates the SOW and IGCE for the solicitation, may serve on the technical evaluation committee, after award works closely with the contractor to monitor contractor performance, administratively approves all payments to the contractor and manages the budgets of the contracts.

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 SFA reports to the Deputy Mission Controller.

(4) Supervisory Controls:

The SFA supervises seven (7) FAs engaged in financial management, analysis, internal control and monitoring, and capacity building and development. In addition, on audits, financial reviews and other engagements performed by CPA firms or consultants under contract with USAID/Uganda OFM, the SFA manages the engagements, including providing oversight of contractors as the COR.

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 8 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:

--Bachelor's degree in Accounting, Finance, Business Administration, or related field is required.

--In addition, a professional certification, (e.g., CPA or ACCA) is required.

Prior Work Experience:

A minimum five (5) years post CPA/ACCA progressive experience in professional financial analysis, accounting or auditing firm is required. Experience leading teams, either formally or informally, is required.

Language Proficiency:

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

Job Knowledge:

--A thorough knowledge and understanding of generally accepted accounting principles (GAAP) and generally accepted auditing standards (GAAS); principles and accepted practices of Ugandan governmental and business institutions with regards to finance, accounting, budgeting, and reporting; as well as governmental and not-for-profit accounting, budgeting, and reporting are required.

--In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to performing audits of development programs and projects are required.

--Thorough knowledge of USAID activity design, development, implementation, and evaluation processes is essential. Knowledge of Public Financial Management systems.

Skills and Abilities:

--Excellent leadership skills, personnel management, and supervision skills are required.

--Skills and abilities in performing financial and programmatic audits, internal control assessments, financial reviews, compliance reviews, etc. are required.

--Ability to perform sophisticated analysis of management controls and capabilities of partner/beneficiary organizations is required.

--Ability to evaluate financial aspects of activities and programs, institutional capacities and capabilities is required.

--Ability to present results and recommendations to a broad audience, both orally and in writing, is also required.

--Excellent interpersonal skills are required, as the SFA will frequently be working with the officials and staff of the GOU, contractors, grantees, and others who may be unfamiliar with USAID's programming and budgeting process.

--Solid verbal communication skills are required to be able to explain and interpret GOU attitudes, priorities, and concerns to USAID officials, and to negotiate financial management and audit issues with appropriate GOU organizations and/or USAID IPs, technical advisors, counterparts, and peers.

--Excellent writing skills are required, specifically, the ability to present information, analyses, and recommendations to individuals with a nonfinancial background.

--Ability to work effectively both independently and in a team environment, and to achieve consensus on policy, program/project, and administrative matters is required.

--Strong Information Technology skills are required to effectively understand and process the systems and data that form the heart of the task performed in this position.

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. Job Knowledge (total 40 points):

--A thorough knowledge and understanding of generally accepted accounting principles (GAAP) and generally accepted auditing standards (GAAS); principles and accepted practices of Ugandan governmental and business institutions with regards to finance, accounting, budgeting, and reporting; as well as governmental and not-for-profit accounting, budgeting, and reporting are required. **(10 points)**

--In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to performing audits of development programs and projects are required. **(10 points)**

--Thorough knowledge of USAID activity design, development, implementation, and evaluation processes is essential. Knowledge of Public Financial Management systems. **(20 points)**

2. Skills and Abilities (total 40 points):

- Excellent leadership skills, personnel management, and supervision skills are required.
- Skills and abilities in performing financial and programmatic audits, internal control assessments, financial reviews, compliance reviews, etc. are required.
- Ability to perform sophisticated analysis of management controls and capabilities of partner/beneficiary organizations is required.
- Ability to evaluate financial aspects of activities and programs, institutional capacities and capabilities is required.
- Ability to present results and recommendations to a broad audience, both orally and in writing, is also required.
- Excellent interpersonal skills are required, as the SFA will frequently be working with the officials and staff of the GOU, contractors, grantees, and others who may be unfamiliar with USAID's programming and budgeting process.
- Solid verbal communication skills are required to be able to explain and interpret GOU attitudes, priorities, and concerns to USAID officials, and to negotiate financial management and audit issues with appropriate GOU organizations and/or USAID IPs, technical advisors, counterparts, and peers.
- Excellent writing skills are required, specifically, the ability to present information, analyses, and recommendations to individuals with a nonfinancial background.
- Ability to work effectively both independently and in a team environment, and to achieve consensus on policy, program/project, and administrative matters is required.
- Strong Information Technology skills are required to effectively understand and process the systems and data that form the heart of the task performed in this position.

3. Prior Work Experience (total 20 points):

A minimum five (5) years post CPA/ACCA progressive experience in professional financial analysis, accounting or auditing firm is required. Experience leading teams, either formally or informally, is required.

4. Education and Professional Qualifications (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. **Pass/Fail**

--Bachelor's degree in Accounting, Finance, Business Administration, or related field is required.

--In addition, a professional certification, (e.g., CPA or ACCA) is required.

Evaluation Factors have been assigned the following points:

Job Knowledge - 40 points

Skills and Abilities - 40 points

Prior Work Experience - 20 points

Education and Professional Qualifications – **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: 72061722R10032 Supervisory Financial Analyst, 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: GH-H/2020/2024 APPRO: 72-1920/241031 617-MO-2022-FSN-SALARIESPEPFAR	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 3 (PDF 382K)	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 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 21-04 ATTACHMENT 6: Overview of Applicability of FAR 52.223-99 [200K 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 – March 26, 2021	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]