



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061723R10005

ISSUANCE DATE: November 7, 2022

CLOSING DATE/TIME: December 6, 2022, 4:45:00 PM Uganda Time

SUBJECT: Solicitation for a Cooperating Country National Personal Services Contractor
(CCNPSC - *Local Compensation Plan*)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1- (IV) Submitting an Offer** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

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

Sincerely,

**Kent
Benson**

Kent Benson
Supervisory Contracting Officer

Digitally signed by
Kent Benson
Date: 2022.10.31
15:11:34 +03'00'

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061723R10005
 - 2. ISSUANCE DATE:** November 7, 2022
 - 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 6, 2022, 4:45:00 PM Uganda Time
 - 4. POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov
 - 5. POSITION TITLE:** Project Management Specialist (Decentralized HIV/AIDS)
 - 6. MARKET VALUE:** UGX 157,828,400 – 232,334,711 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 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.**

USAID/Uganda is seeking for qualified individuals to fill the Project Management Specialist ((Decentralized HIV/AIDS) position located in the USAID/Uganda’s Office of Health and HIV (OHH).

The OHH is responsible for one of USAID's largest and most complex bilateral assistance health programs. Currently, there are six technical units: 1: Health System Strengthening Unit (HSS), 2: President’s Malaria Initiative Unit (PMI), 3: the HIV & TB Unit (HIV/TB) and its PEPFAR sponsored activities, 4: Family Health Unit (FHU), 5: Strategic Information Unit (SI) which provides support to the Office and other technical units, and 6: Global Health Security Agenda (GHSA) and Emerging Pandemic Threats Unit. The OHH Team is headed by a U.S. Foreign Service Officer who reports directly to the Deputy Mission Director.

This position is in the HSS Unit. The HSS Unit manages a budget of over US\$ 311 million in fiscal year 2021, and consists of sixteen (16) staff members. The HSS Unit supports all the OHH Units, and the Specialist serves as a Senior Officer responsible for working closely with these units on cross-cutting issues and projects such as developing health systems, strengthening laboratories, integrated service delivery, and private sector initiatives.

The Specialist provides primary support to the HSS Unit Leader and the Deputy Unit Leader in strategic leadership that is focused on guiding technical decisions, project design, and management for this cross-cutting portfolio. The Specialist works in close collaboration with the other OHH units' technical officers and other senior managers to ensure that the Mission has the necessary strategic, technical, and management expertise to handle and successfully implement HSS and other HIV/health programs and activities in USAID/Uganda's portfolio.

The Specialist reports to the Deputy Unit Leader and the position is nonsupervisory.

(2) Statement of Duties to be performed.

Given the cross-cutting nature of health systems strengthening, the Specialist is responsible for strategic planning which serves as the foundation to the Mission/Development Objectives (DOs) response. The Specialist must have sound project management skills that serve as the cornerstone to ensuring project strategic and technical directions and interventions are aligned with the DO's goals, the USAID Country Development Cooperation Strategy (CDCS 2.0) objectives as well as the National Health Framework and ultimately achieve the desired results.

The Specialist is responsible for working in a collaborative management structure, facilitating an HIV/AIDS, health and HSS portfolio that is smart, connected and results oriented. The Specialist maintains a technical portfolio in HSS and provides strategic guidance, program monitoring and support to selected USAID Implementing Partners (IPs) especially in decentralized Health and HIV service delivery, community systems strengthening and Human Resources for Health. The Specialist has the responsibility for supporting coordination of USAID funded programs through a variety of governmental and non-governmental partners at national, regional, district, and community levels, and ensures that OHH program is aligned with national priorities, USAID Uganda's CDCS 2.0, strengthens existing health systems and structures, and supports innovative approaches to improve long-term sustainability.

The Specialist is responsible for:

Strategic and Technical Guidance (40 percent of time)

Working collaboratively with the five OHH management units.

Maintaining solid, comprehensive understanding of USAID/Uganda's comprehensive response to HSS, HIV/AIDS, Malaria, and the other health programs of the Mission.

Providing leadership in promoting sound health systems thinking and service delivery approaches for decentralized health activities funded by USAID.

Participate in project design teams and develop statements of work, program descriptions and evaluation as assigned.

Providing technical expertise in leadership and governance, and in decentralized health settings, including analyzing and providing input to host government policies and strategies related to decentralized services.

Supporting in planning and review of the HSS portfolio; refocusing, as needed, based on current and future priorities.

Facilitating efficient integration of services across USAID's HSS and broader Health/HIV portfolio, ensuring alignment to the Mission at large and the USG PEPFAR country portfolio.

Supporting and facilitating technical staff to identify and employ technical resources to ensure seamless service delivery to beneficiaries in their day to day management.

Facilitating and strengthening USAID's collaborative contribution to the USG PEPFAR and national planning process through the PEPFAR Uganda inter-agency technical working groups.

Providing technical assistance to the Ministry of Health and USAID implementing partners to improve district level planning, and advise on efficient approaches to improve last mile delivery of health services.

Coordinating with USAID partners engaged in health, HIV/AIDS and HSS especially among the Donor and Community relations to ensure that district level activities are effectively integrated with other national initiatives

Identifying opportunities and building meaningful platforms for integration within the overall Health and HIV/AIDS portfolio and across the Education, Youth and Child Development (EYCD), the Democracy Rights and Governance (DRG), and the Economic Growth (EG) Office. Actively participates in and contributes to Mission and team meetings as directed.

Facilitating the implementation of evaluations of program activities in coordination with M&E Advisor and HSS management team.

Technical and Project Management (40 percent of time)

The Specialist stays current with the HIV/AIDS and primary health response in Uganda, including new directions and trends, issues related to service delivery. In doing so, the Specialist is responsible for:

Serving in the role of Agreement/Contracting Officers' Representative (A/COR) or alternate A/COR, Government Agreement Technical Representative (GATR), and/or Activity Manager to manage specific USAID activities/projects as assigned.

Providing substantial input, based on technical and managerial experience, into the planning, designing, and overseeing of USAID HIV/AIDS activities at national, regional, district, sub-district, and community levels; planning and reporting process include but are not limited to PEPFAR Country Operational Plan, Mission Operational Plan and Malaria Operational Plan.

Leading on technical strengthening of decentralized service delivery, including the regional approach to health service delivery and referral systems following a 'hub and spoke approach'.

Providing planning expertise in delineating program focus and developing program orientation for decentralized service delivery in the public and private sectors.

Providing technical advice during USG discussions on simplifying service delivery approaches and to improve decentralized service delivery programs

Serve as liaison between the HSS team and the OHH teams in assessing service delivery operations, including developing and overseeing project planning and monitoring schedule including work plans, quarterly and annual reports, meetings with AORs for decentralized and health systems projects, and participating in integrated field visits.

Identifying best practices across the various decentralized programs and ensuring their integration into existing or new activities within the Health/HIV AIDS office activities.

Providing strategic direction and technical oversight to key USAID governmental and non-governmental partners to ensure that they develop strategies, work plans and targets that are aligned with USAID goals and objectives. Undertaking sound project management and will serve as a role model for other HIV/AIDS staff.

Ensuring technical and programmatic synergy within USAID/Uganda supported HIV/AIDS activities and between those of the GOU and other development partners by facilitating exchange of technical information and identifying and fostering opportunities for partnership on technical and programmatic activities, particularly those related to care and treatment.

Participating as a senior USAID/Uganda representative in national level technical, programmatic and policy meetings and consultations related to HSS and HIV/AIDS with other donors, GOU officials and implementing partners.

–Undertaking quarterly integrated field support supervision and monitoring (including site improvement through monitoring-SIMS) with technical and other Mission staff.

Representing USAID on the PEPFAR Country team and technical working groups within GOU as assigned.

Management and Oversight (20 percent of time)

Providing day to day management including in planning, reporting, project site monitoring and financial management.

Undertaking quarterly integrated field support supervision and monitoring (including site improvement through monitoring-SIMS) with technical and other Mission staff.

Financial Management:

Supporting the monitoring and implementation of OHH's annual budget.

Working in collaboration with the Office of Financial Management (OFM) Financial Analyst attached to OHH to ensure that activity or project budgets are up to date; reprogramming is completed; budgetary changes are approved; ensuring working group members are informed of minimum and maximum budget expectations for Country Operating Plan (COP), Malaria Operational Plan (MOP), and Operational Plan (OP) planning related to activities managed; coordinating with other teams for projects with multiple funding sources.

Providing technical support to HSS and HIV/AIDS unit members in reviewing, understanding, and responding to quarterly accruals and pipeline analysis.

Planning and Reporting:

Providing technical support and oversight during the planning and reporting for COP, MOP, OP, and others to ensure timely and complete reports.

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

(3) Supervisory Relationship:

The Specialist receives broad policy guidance and technical instruction from and is supervised by the USAID HSS Deputy Unit Leader. Assignments are primarily in terms of program objectives and desired results. Accomplishments are evaluated for conformance with policy and accomplishment of USAID\Uganda objectives. The Specialist is required to keep the supervisor updated through copying on relevant correspondence, periodic status reports and verbal briefings.

(4) Supervisory Controls:

The position has no supervisory responsibilities.

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:

Masters' Degree in fields relevant to development assistance such as social sciences, social work, public health, organizational development, public or business administration, international development, law or medicine or related degree is required.

Prior Work Experience:

--Minimum of five (5) years' experience of progressive responsibility, with professional experience in the field of development with experience of working with decentralized systems within Sub-Saharan Africa.

--Minimum three years' experience in development assistance, or related work for GOU or international organizations or private sector institutions is required.

--Demonstrated experience with supporting a comprehensive approach to HSS, HIV/AIDS and health programs is required, including strategic planning, monitoring, and reporting in the areas of systems strengthening including governance, HRH, community systems, decentralization, and service delivery.

Language Proficiency:

Level IV English is required.

Job Knowledge:

--Sound knowledge and competencies in HSS concepts especially in relation to human resources for health, leadership and governance, health financing, supply chain management systems, and strategic information.

--Thorough knowledge of the concepts, principles, techniques, and practices of the multi-sectoral response to HIV/AIDS and health programs.

--Thorough knowledge of Uganda's economic, political, social, and cultural characteristics and the history of development assistance, in particular the response to HIV/AIDS in Uganda, including current trends and directions.

--Thorough knowledge of Uganda's development prospects, priorities, and HIV/AIDS resources.

--Management and supervisory experience.

--Solid understanding of USAID's business processes for acquisition and assistance including planning, formation, and administration; Solid understanding of how to manage USAID's procurement and assistance instruments; Solid understanding of how USAID partners do business.

Skills and Abilities:

--Multitask and exercise sound judgment and decision-making in a very fast paced, dynamic environment.

--Independently and effectively plan, organize, manage, evaluate important and complex projects for individual and teamwork.

--Train, orient, and provide supportive supervision in USAID project and financial management and selected HSS technical areas to unit members.

--Obtain, analyze, and evaluate a variety of data and to organize and present it in meaningful terms to others.

--Excellent analytical skills to review and provide substantive feedback on documents including concept papers, program descriptions/scopes of work, annual submissions for COPs and OPs, oral and written feedback to IPs, other technical and programmatic documents.

--Draft factual and interpretive reports covering complex subject-matter.

--Provide information and advice with detachment and objectivity.

--Liaise with other members of the HSS and OHH units to ensure planning and monitoring is coordinated and integrated.

--Coordinate with other Mission departments including the Program Office, Office of Acquisition and Assistance (OAA), and OFM to ensure HIV/AIDS unit members are oriented and trained in USAID policies, procedures, and activities i.e., procurement, portfolio, and pipeline reviews.

--Establish and maintain positive working relationships with a variety of stakeholders including senior level GOU colleagues, senior level managers and technical staff of development partners, U.S.G. Chiefs of Party and project staff, senior level representatives and influential people from civil society, the private sector and other stakeholders in order to represent and defend USAID development policies and programs and to explain and interpret GOU attitudes, priorities, and concerns to senior USAID officials.

--Excellent communication skills – oral and written – pertinent to all elements of work.

--Excellent interpersonal skills, including diplomacy and tact, to deal effectively with senior officials from all levels, managing divergent points of view, setting forth new ideas, etc.

--High degree of computer proficiency in Microsoft Word and Excel.

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):

--Sound knowledge and competencies in HSS concepts especially in relation to human resources for health, leadership and governance, health financing, supply chain management systems, and strategic information.

--Thorough knowledge of the concepts, principles, techniques, and practices of the multi-sectoral response to HIV/AIDS and health programs.

--Thorough knowledge of Uganda's economic, political, social, and cultural characteristics and the history of development assistance, in particular the response to HIV/AIDS in Uganda, including current trends and directions.

--Thorough knowledge of Uganda's development prospects, priorities, and HIV/AIDS resources.

--Management and supervisory experience.

--Solid understanding of USAID's business processes for acquisition and assistance including planning, formation, and administration; Solid understanding of how to manage USAID's procurement and assistance instruments; Solid understanding of how USAID partners do business.

2. Work Experience (total 35 points):

--Minimum of five (5) years' experience of progressive responsibility, with professional experience in the field of development with experience of working with decentralized systems within Sub-Saharan Africa.

--Minimum three years' experience in development assistance, or related work for GOU or international organizations or private sector institutions is required.

--Demonstrated experience with supporting a comprehensive approach to HSS, HIV/AIDS and health programs is required, including strategic planning, monitoring, and reporting in the areas of systems strengthening including governance, HRH, community systems, decentralization, and service delivery.

3. Skills and Abilities (total 25 points):

--Multitask and exercise sound judgment and decision-making in a very fast paced, dynamic environment.

--Independently and effectively plan, organize, manage, evaluate important and complex projects for individual and teamwork.

--Train, orient, and provide supportive supervision in USAID project and financial management and selected HSS technical areas to unit members.

--Obtain, analyze, and evaluate a variety of data and to organize and present it in meaningful terms to others.

--Excellent analytical skills to review and provide substantive feedback on documents including concept papers, program descriptions/scopes of work, annual submissions for COPs and OPs, oral and written feedback to IPs, other technical and programmatic documents.

--Draft factual and interpretive reports covering complex subject-matter.

--Provide information and advice with detachment and objectivity.

--Liaise with other members of the HSS and OHH units to ensure planning and monitoring is coordinated and integrated.

--Coordinate with other Mission departments including the Program Office, Office of Acquisition and Assistance (OAA), and OFM to ensure HIV/AIDS unit members are oriented and trained in USAID policies, procedures, and activities i.e., procurement, portfolio, and pipeline reviews.

--Establish and maintain positive working relationships with a variety of stakeholders including senior level GOU colleagues, senior level managers and technical staff of development partners, U.S.G. Chiefs of Party and project staff, senior level representatives and influential people from civil society, the private sector and other stakeholders in order to represent and defend USAID development policies and programs and to explain and interpret GOU attitudes, priorities, and concerns to senior USAID officials.

--Excellent communication skills – oral and written – pertinent to all elements of work.

--Excellent interpersonal skills, including diplomacy and tact, to deal effectively with senior officials from all levels, managing divergent points of view, setting forth new ideas, etc.

--High degree of computer proficiency in Microsoft Word and Excel.

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**

Masters' Degree in fields relevant to development assistance such as social sciences, social work, public health, organizational development, public or business administration, international development, law or medicine or related degree is required.

Evaluation Factors have been assigned the following points:

Job Knowledge - 40 points

Prior Work Experience - 35 points

Skills and Abilities - 25 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: 72061723R10005 Project Management Specialist (Decentralized HIV/AIDS), 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: APPRO: 72-1920/241031 BBFY/Fund: GH-H/2020/2024 OBL: 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

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]