



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061722R10023

ISSUANCE DATE: September 5, 2022

CLOSING DATE/TIME: October 4, 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
Supervisory Executive Officer

I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72061722R10023

2. ISSUANCE DATE: September 5, 2022

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: October 4, 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 (Health Systems Strengthening)

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 Project Management Specialist (Health Systems Strengthening) position is located in the USAID/Uganda Office of Health and HIV/AIDS (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 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 (one USDH Health Development Officer, three (3) US Personal Services Contractors (USPSCs), twelve (12) Cooperating Country National Personal Services Contractors (CCNPSCs); eleven (11) of which are technical staff).

The Specialist serves as Deputy HSS Unit Leader and works closely with the five other OHH 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 in directing and guiding the strategic, programmatic, technical, and financial directions of this technically complex and challenging portfolio, as well as some project. The Specialist collaborates closely with other unit leaders and management positions within the mission during the implementation of the Country Development Cooperation Strategy (CDCS) 2.0. The Specialist also serves as acting HSS Unit Leader during the absence of the HSS Unit Leader including attendance and participation in Development Objective (DO) and Mission meetings.

(2) Statement of Duties to be performed.

Strategic planning serves as the foundation to the Mission/DOs response and sound project management serves as the cornerstone to ensuring project strategic and technical directions and interventions are aligned with the DO's goals and objectives as well as the National HSS strategy and ultimately achieve the desired results. The past two years have seen a rapid increase in the amount of effort and resources the HSS Unit is managing. The number of staff required to effectively manage resources and activities has also increased and continues to increase.

This Specialist provides strategic and technical support to the HSS Unit Leader to ensure that project staff are properly equipped and supported to oversee and manage the HSS portfolio. The Specialist is responsible for working in a collaborative management structure, facilitating an HSS portfolio that is smart, connected and results-oriented, and ensuring that HSS staff are effectively oriented, trained and undertaking project and financial management responsibilities in order to improve efficiency, effectiveness, and results. The Specialist maintains a small technical portfolio and provides strategic guidance, program monitoring and support to selected USAID Implementing Partners (IPs).

The Specialist provides strategic and technical support to the HSS Unit Leader in day-to-day management activities. In doing so, the Specialist:

1. Management and Supportive Supervision – 50 percent of time

A key role of the Specialist is to provide day-to-day management of a unit, including supervision of staff, within the HSS Unit.

Coaching/support supervision

Supervises three (3) CCNPSCs which includes development of work objectives, professional development and training plans, complete ad hoc and annual performance reviews.

Coaches and mentors, all HSS Unit members, as needed, in effective project and financial management; works in collaboration with the Program Office, Office of Financial Management (OFM), and Office of Acquisition & Assistance (OAA) to develop an orientation and training program for staff who have not yet received Contracting/Agreement Officer's Representative (C/AOR) training or need a refresher; ensure effective coordination and planning with supervisors of other HSS Unit members

Develops and oversees project planning and monitoring schedule including work plans, quarterly and annual reports, meetings with C/AORs and other staff, integrated field visits.

Undertakes quarterly integrated support supervision with technical and other Mission staff i.e., OFM, OAA.

Financial management

Monitors the HSS budget; works in collaboration with the designated Financial Analyst to ensure that budgets are up to date; reprogramming is completed; budgetary changes are approved by HSS, and OHH Office Director; ensures working group members are informed of minimum and maximum budget expectations for

Country Operational Plan, Malaria Operating Plan (MOP), and Operational Plan (OP) planning; coordination with other teams for projects with multiple funding sources

Provides technical support to HSS Unit members in reviewing, understanding, and responding to quarterly accruals and pipeline analysis; ensuring that the HSS Unit is prepared and “on the same page” for Mission reviews.

Planning and reporting

Facilitates unit participation in the portfolio review process and products.

Works with the Program Office to ensure that HSS staff are informed of new developments and are contributing to or participating as needed.

2. Strategic and Technical guidance – 30 percent of time

Works collaboratively with other health/HIV management units.

Provides leadership in USAID planning and review of HSS portfolio; refocusing, as needed, current and future priorities.

Provides strategic direction and technical input to key USAID governmental and non-governmental partners on their strategies, work plans and monitoring and evaluation as it relates to HSS.

Supports and facilitates technical staff to identify and employ technical resources in their day to day management.

Facilitates and strengthens USAID’s collaborative contribution to the USG HSS portfolio and national response.

Coordinates with USAID HSS Advisors for Donor and Community relations to ensure that activities are effectively integrated with other national initiatives such as the Global Fund.

Identifies opportunities and strengthen existing opportunities for integration within the Health portfolio and across, other DOs including democracy and governance, conflict, and economic strengthening.

Provides leadership and act as HSS Unit Leader in absence of the Unit Leader.

Organizes and helps facilitate team-building sessions and retreats.

Participates in and contribute to Mission and unit meetings as directed.

Facilitates the implementation of evaluations of program activities in coordination with M&E Advisor and Health management unit.

3. Technical and project management – 20 %

Maintains a small technical portfolio to ensure that HSS stays current with the HSS response in Uganda, including new directions and trends, as well as issues related to project management. In doing so, the Specialist:

Provides substantial input based on technical and managerial experience, into the planning, design, and oversight of USAID HSS activities at national, district and sub-district levels. The planning and reporting process include but are not limited to PEPFAR Country Operational Plan, Mission Operational Plan and Malaria Operational Plan.

Provides 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. Undertakes sound project management and will serve as a role model for other HSS staff.

Ensures technical and programmatic synergy within USAID/Uganda supported HSS activities and between those of government and other development partners by facilitating exchange of technical information and identifying and fostering opportunities for partnership on technical and programmatic activities.

Participates as a senior USAID/Uganda representative in national level technical, programmatic and policy meetings and consultations related to HSS with other donors, government officials and IPs.

Drafts talking points, assists with high level visits (e.g., Congressional, political appointees, senior representatives from USG), develops/updates briefing materials as it relates to the HSS Unit.

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

(3) Supervisory Relationship:

The Specialist receives broad policy guidance and technical instruction from and will be supervised by the Supervisory Project Management Specialist (Health Systems Strengthening)/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 Specialist supervises two (2) USPSCs (the Senior Supply Chain Advisor and the Health Information Technology (IT) Systems Advisor) and four (4) CCNPSCs (the Project Management Specialist (Civil Society), two Project Management Specialists (Supply Chain), and the Project Management Specialist (HSS).

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

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

To ensure compliance with the entire set of this solicitation instructions (please see page 7 to 11 –

III. EVALUATION AND SELECTION FACTORS and IV. SUBMITTING AN OFFER sections), **the offer package must be completed and signed (hand or electronic signature) where indicated - and offerors must include in their offers information to demonstrate that they:**

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

Education:

Masters' Degree in field 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 strongly required.

Prior Work Experience:

--At least five years' experience in development assistance, progressively responsible professional experience in the field of development or related work for host government organizations, other donor agencies or private sector institutions is required.

--Demonstrated knowledge of supporting a comprehensive approach to Health is required including strategic planning, monitoring, and reporting in the areas of systems strengthening and service delivery.

Language Proficiency:

Minimum of level 4 – fluent in English (written and oral) language. Knowledge of one of the official languages of Ugandan local languages is required.

Job Knowledge:

--Thorough knowledge of the concepts, principles, techniques, and practices of the multisectoral response to HSS.

--Thorough knowledge of Uganda's economic, political, social, and cultural characteristics and the history of development assistance, in particular the response to HSS in Uganda, including current trends and directions (including health sector strategic planning, health financing, public accounting systems, SWAps, and decentralization).

--Thorough knowledge of Uganda's development prospects, priorities and HSS resources.

--Management and supervisory experience, including human resource management.

--Solid understanding of USAID's business processes for acquisition and assistance including planning, formation, and administration.

--Working knowledge of USAID and Government of Uganda (GOU)/Ministry of Health (MOH) monitoring and evaluation systems.

--Solid knowledge of USAID's businesses processes would be an advantage.

Skills and Abilities:

--Ability to establish and maintain effective working relationships within the USG Mission including USAID (Mission and Headquarters), State Department, the Centers for Disease Control and Prevention (CDC), The Department of Defense, the National Institutes of Health, and Peace Corps.

--Ability to establish and maintain effective working relationships with IPs, private sector partners, other donor partners, and both central and district level GOU counterparts.

--Strong Analytical ability to: a) analyze ongoing public health interventions to assess their efficacy and efficiency; and b) obtain, analyze, and evaluate data and prepare precise and accurate reports for other decision-makers.

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

--Independently and effectively plan, organize, manage, and evaluate important, responsible, and complex projects for individual and unit work.

--Consistently demonstrate excellent technical and project management skills to review and provide substantive feedback on documents including concept papers, proposals, program descriptions/scopes of work, annual submissions for various operational plan planning processes, oral and written feedback to IPs, and other technical and programmatic documents.

--Identify significant economic, political, and social trends in the host country and assess their important and impact on USAID development assistance objectives and programs.

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

--Ability to work in and appreciate a culturally diverse office, and able to translate local customs and culture to American counterparts and senior staff, as necessary.

--Work collaboratively, professionally, and positively with all other USAID staff to achieve unit objectives. Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, accepting divergent points of view, able to set forth new ideas, and able to help find consensus to achieve unit goals.

--Demonstrated ability to lead the HSS Unit when necessary, allowing for two-way communication, bringing divergent views together to consensus, and exercising fair judgment and decision-making.

--Ability to positively appraise staff, write annual performance evaluations, and set mutually agreed-upon and achievable work objectives for staff that s/he supervises.

--Demonstrated ability to communicate effectively, both orally and in writing – and able to help others do the same.

--Excellent computer skills including Microsoft Office, web-based databases, and electronic filing, including the ability to help others, and the ability to learn new programs quickly is required to adequately perform 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 (40 points):

- Thorough knowledge of the concepts, principles, techniques, and practices of the multisectoral response to HSS.
- Thorough knowledge of Uganda's economic, political, social, and cultural characteristics and the history of development assistance, in particular the response to HSS in Uganda, including current trends and directions (including health sector strategic planning, health financing, public accounting systems, SWAps, and decentralization).
- Thorough knowledge of Uganda's development prospects, priorities and HSS resources.
- Management and supervisory experience, including human resource management.
- Solid understanding of USAID's business processes for acquisition and assistance including planning, formation, and administration.
- Working knowledge of USAID and Government of Uganda (GOU)/Ministry of Health (MOH) monitoring and evaluation systems.
- Solid knowledge of USAID's businesses processes would be an advantage.

2. Prior Work Experience (35 points):

- At least five years' experience in development assistance, progressively responsible professional experience in the field of development or related work for host government organizations, other donor agencies or private sector institutions is required.

--Demonstrated knowledge of supporting a comprehensive approach to Health is required including strategic planning, monitoring, and reporting in the areas of systems strengthening and service delivery.

3. Skills and Abilities (25 points):

--Ability to establish and maintain effective working relationships within the USG Mission including USAID (Mission and Headquarters), State Department, the Centers for Disease Control and Prevention (CDC), The Department of Defense, the National Institutes of Health, and Peace Corps.

--Ability to establish and maintain effective working relationships with IPs, private sector partners, other donor partners, and both central and district level GOU counterparts.

--Strong Analytical ability to: a) analyze ongoing public health interventions to assess their efficacy and efficiency; and b) obtain, analyze, and evaluate data and prepare precise and accurate reports for other decision-makers.

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

--Independently and effectively plan, organize, manage, and evaluate important, responsible, and complex projects for individual and unit work.

--Consistently demonstrate excellent technical and project management skills to review and provide substantive feedback on documents including concept papers, proposals, program descriptions/scopes of work, annual submissions for various operational plan planning processes, oral and written feedback to IPs, and other technical and programmatic documents.

--Identify significant economic, political, and social trends in the host country and assess their important and impact on USAID development assistance objectives and programs.

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

--Ability to work in and appreciate a culturally diverse office, and able to translate local customs and culture to American counterparts and senior staff, as necessary.

--Work collaboratively, professionally, and positively with all other USAID staff to achieve unit objectives. Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, accepting divergent points of view, able to set forth new ideas, and able to help find consensus to achieve unit goals.

--Demonstrated ability to lead the HSS Unit when necessary, allowing for two-way communication, bringing divergent views together to consensus, and exercising fair judgment and decision-making.

--Ability to positively appraise staff, write annual performance evaluations, and set mutually agreed-upon and achievable work objectives for staff that s/he supervises.

--Demonstrated ability to communicate effectively, both orally and in writing – and able to help others do the same.

--Excellent computer skills including Microsoft Office, web-based databases, and electronic filing, including the ability to help others, and the ability to learn new programs quickly is required to adequately perform in this position.

4. Education (pass/fail):

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

Masters' Degree in field 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 strongly required.

Evaluation Factors have been assigned the following points:

Job Knowledge - 40 points
 Prior Work Experience – 35 points
 Skills and Abilities - 25 points

Education – **Pass/Fail**
 Language Proficiency - **Pass/Fail**
 Satisfactory Professional Reference Checks– **Pass/Fail**

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

Offerors invited to an interview and written test will be evaluated based upon the same criteria described above. In addition, offerors determined to be competitively ranked may also be evaluated on interview performance, written evaluations and/or satisfactory professional reference checks.

IV. SUBMITTING AN OFFER

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

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

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

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

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

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

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

- (d) Name and contact information (phone and email) of three (3) professional references. At least one of the references must be a prior or current direct supervisor.
- (iv) Supplemental [separate] document specifically addressing each QRF as outlined in the solicitation.
- (v) **Copies of Academic Transcripts.**
- (vi) **Offers should be in Adobe Acrobat (.pdf). No other file types will be accepted. All documents should be scanned into one (1) document (one (1) ATTACHMENT) which should not exceed 10MB.**

Documents should be arranged and scanned in this order:

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

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

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

All qualified Offerors will be considered regardless of age, race, color, sex, creed, national or tribal origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization or other non-merit factor.

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

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

SOL NUMBER TITLE OF POSITION, LAST, FIRST CANDIDATE NAME -
 Ex: 72061722R10023_Project Management Specialist (Health Systems Strengthening),
 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
	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	Applicability of FAR 52.223-99 [200K PDF]
AAPD 21-04 Revision 3 (PDF 382K)	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	

Acquisition Management, PSCs

AAPD 21-01 (PDF 221K)	Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J – <i>March 26, 2021</i>	Acquisition Management
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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]