



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061722R10024

**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](mailto:kampalausaidjobs@usaid.gov)

Sincerely,

Kent Benson  
Supervisory Executive Officer

**I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72061722R10024
- 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](mailto:kampalausaidjobs@usaid.gov)
- 5. POSITION TITLE:** Project Management Specialist (Strategic Information/Health Information Systems)
- 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**

The Project management Specialist (Strategic Information/Health Information Systems (SI/HIS)) position is located in the USAID/Uganda Office of Health and HIV/AIDS (OHH). OHH is USAID/Uganda’s largest technical office and most complex bilateral health programs. Currently, there are six technical units: 1: Health System Strengthening Unit (HSS), 2: President’s Malaria Initiative Unit (PMI), 3: the HIV & Tuberculosis Unit (HIV/TB) and its PEPFAR sponsored activities, 4: Family Health Unit (FHU), 5: Strategic Information Unit (SI), 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.

The role of the SI Unit is to support evidence-based program management and decision making across the health portfolio by collecting and analyzing data and information and advising OHH leadership and technical units on program planning and Monitoring, Evaluation, Reporting, and Learning (MERL).

The Specialist advises on the development of SI/HIS strategies and programs to support the Government of Uganda (GOU)'s Health Information and Digital Health Strategic Plan; monitors SI/HIS activities in close coordination with GOU counterparts, U.S. Government (USG) interagency colleagues, development partners, and other key stakeholders; oversees MERL for designated units in OHH, focusing particularly on family planning, maternal and child health, HIV/TB, and COVID-19 vaccine data management; provides management oversight and technical assistance to OHH contractors and grantees; and supports cross-cutting programs, policies, and evaluations to ensure that proposed SI/HIS strategies and programs are consistent with Agency, Embassy, Mission, and host country priorities.

The position is non-supervisory and the Specialist reports to the SI Unit Lead.

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

### **A. HIS Responsibilities – 30 percent of time**

Provide strategic, programmatic, and technical leadership for USAID's support to HIS strengthening in Uganda. Evaluate current plans and activities against short- and long-range HIS objectives; develop recommendations for USAID support to ensure cost-effective and developmentally appropriate HIS at every level in the health sector; and identify and foster opportunities for collaboration, coordination, and integration of support to HIS at every level of the health system.

Engage regularly with the Ministry of Health (MOH)/Division of Health Information (DHI), the MOH Commissioner for Planning, the Uganda Bureau of Statistics (UBOS), and other GOU departments, serving as a USAID senior technical point of contact for health data and information systems. Serve as the SI point person on digital health services, liaising with MOH/DHI on implementing Uganda's Health Information and Digital Health Strategic Plan. Advise OHH and interagency colleagues on scaling up digital health nationally. In collaboration with other members of the SI Unit and interagency SI colleagues, develop a strategy for supporting the MOH's transition from manual data collection systems to digital platforms. Coordinate USAID's support to the GOU for the development and management of a national information system and integrated data warehouse for health data.

Serve as the USAID/Uganda point of contact with UBOS on the Uganda Demographic and Health Survey (Uganda DHS) and other population-based surveys and studies. Represent OHH/SI at regular Uganda DHS progress review meetings with UBOS, the MOH, USAID/Washington, and the global DHS contractor.

Represent USAID in national and international level technical and programmatic meetings and consultations with GOU counterparts, bilateral and multi-lateral development partners working in the health sector, Implementing Partners (IPs), and other USG agencies working on SI/HIS.

Lead the design of programs and activities related to SI/HIS, including the HIS strengthening component of a new activity that will aim to increase evidence-based planning, programming, and management of Uganda's health sector.

The job may require work-related travel.

**B. Program Performance Management and Reporting – 30 percent of time**

Through the Mission-wide Monitoring, Evaluation, and Learning group, collaborate with the Program Office in the development and implementation of the Mission's Performance Management Plan (PMP), including the PMP for the new Country Development Cooperation Strategy (CDCS). Provide cross-cutting technical guidance to OHH Contracting Officer's Representatives (CORs) and Agreement Officer's Representatives (AORs) on their responsibilities for providing inputs to the PMP. In coordination with the Program Office and the Mission's monitoring and evaluation (M&E) contractors, develop innovative and cross-cutting monitoring tools, including data quality assessment and improvement tools.

Advise CORs, AORs, and Activity Managers on M&E concepts, processes, and practices. Train IPs on the development of activity-level theories of change and on implementation of Activity Monitoring, Evaluation, and Learning Plans that include relevant and measurable indicators and targets. Guide IPs in understanding their role in the Mission's PMP and advise them on specific measurement techniques appropriate for their programs. Assess the quality of quarterly, semi-annual, and annual performance reports and studies completed by IPs. Participate as an M&E expert in OHH or cross-cutting Mission design teams for new projects and activities.

Track and maintain multiple sets of key indicators: (a) standard indicators used in all USAID health programs and projects; (b) custom indicators specific to OHH projects and activities; (c) context indicators at the strategic objective level; and (d) detailed indicators at the activity level. Ensure data are properly collected and that each indicator is an appropriate measure of its corresponding result. Engage regularly with interagency colleagues to ensure that USG data meet quality standards and contribute to an accurate picture of the situation on the ground, and that results are truly attributable to USG interventions.

As the OHH/SI representative on the COVID-19 Vaccine Data Management technical working group (TWG), support the data system for the national COVID-19 vaccine rollout, including printing of reporting tools, data capture, data entry, and analysis for decision making. Guide CORs, AORs, and IPs in voluntary reporting to the USAID/Global Health COVID-19 reporting system. Work with the GHSA team to track OHH investments in the COVID-19 emergency health response.

Represent OHH/SI on and actively participate in the Family Planning TWG; the Health Information, Innovations, and Research TWG; the Governance, Standards, Policy, and Regulation TWG; and the SI Research and Innovation TWG.

**C. Evaluation and Organizational Learning – 20 percent of time**

Advise thematic teams, working groups, and technical specialists on developing and implementing learning and evaluation plans that comply with the USAID Evaluation Policy. Guide technical teams in drafting appropriate evaluation scopes of work to ensure that evaluations of development objectives or individual activities are properly planned and carried out in a high quality and professional manner. Lead cross-cutting evaluations, assessments, and learning reviews that cover more than one program or activity. Support the presentation of evaluation findings to Mission and OHH leadership and the prioritization and tracking of recommendations.

Evaluate complex reports and information from a variety of outside sources, such as the Uganda DHS, the Uganda National Panel Survey, the Malaria Indicator Survey, the Uganda Population-based HIV Impact Assessment, the Digital Health Services Survey, and the Performance Monitoring for Action Survey. Prepare, present, and disseminate materials, briefings, and strategic information to facilitate decision making. Present findings and recommendations on complex issues or problems impacting OHH programs to Mission and OHH leadership, technical teams, and external stakeholders.

Guide OHH teams on the Collaborating, Learning, and Adapting component of their activities. Organize brainstorming sessions and consultations with OHH technical teams, IPs, and stakeholders to develop a learning agenda for health interventions. Identify mechanisms for implementing research and evaluation activities to support the learning agenda, including assessments to inform activity design. Lead “root cause” or “deep dive” analyses to address complex issues that emerge from evaluations, surveys, or assessments.

Foster a learning and adapting culture with CORs, AORs, and IPs through special studies to address performance management issues. Such studies are cross-cutting, address substantive and often sensitive Mission and OHH issues, and require highly technical and independent analysis and interpretation.

#### **D. Project Management – 20 percent of time**

Serve as COR for the \$16,733,669.00 Warehousing and Distribution of HIV Commodities activity, which runs for five years, from October 2021 to October 2025, in the Health Systems Strengthening/Supply Chain portfolio; Alternate COR for the \$37,654,628.00 Strategic Information Technical Support (SITES) activity, which runs for seven years, from June 2017 to May 2024; and Alternate AOR for the \$24,000,000.00 Family Planning Activity, which runs for five years, from March 2020 to March 2025. May serve as AOR/COR or Activity Manager for ad hoc evaluations, assessments, or special studies.

As COR or Alternate COR/AOR, provide technical, financial, and programmatic oversight of USAID contracts and grants in accordance with relevant COR/AOR designation letters from the Contracting or Agreement Officer. Ensure that USAID-supported activities are implemented within the USG foreign assistance framework and are directly linked to the attainment of USAID’s strategic objectives. Review and approve annual work plans, performance monitoring plans, and quarterly/annual reports. Maintain monthly project financial management tracking systems; review quarterly financial accruals and pipelines; confirm that obligations, expenditures, and budget pipelines conform to action plans and results; and ensure appropriate and timely incremental funding of activities. Ensure compliance with audits and the closure of open audit recommendations. Conduct regular site visits to monitor progress of activities and provide technical and programmatic recommendations to ensure project effectiveness and efficiency and judicious use of USG funding.

As Activity Manager for the \$1,750,000.00 Uganda DHS, which runs from March 2022 to April 2023, liaise with UBOS, the MOH, the global DHS Program contractor in Washington, the USAID/Washington COR for the global DHS Program, and other development partners to track survey planning and implementation. Monitor the technical assistance that the global DHS Program contractor provides to UBOS and provide financial and programmatic oversight on behalf of USAID/Uganda. Participate in regular progress review meetings with UBOS and other DHS stakeholders and advise OHH leadership on any issues that arise during the planning and implementation of the survey.

Draft speeches, talking points, briefing papers, and presentations for the Ambassador, Mission Director, and OHH leadership. Coordinate site preparations and logistics for project site visits and major events and accompany the Ambassador, Mission Director, and OHH leadership as a technical resource during these site visits or events.

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 is supervised by the SI Unit Lead. Most assignments are self-generated and occur in the normal course of the work, but the Job Holder determines those that must be coordinated with the supervisor. Although answerable to the SI Unit Lead for performance of specific assignments, close collaboration with all OHH technical units, OHH leadership, and the Program Office is critical given the cross-cutting nature of the SI Unit. The Specialist exercises considerable autonomy and judgment to adjust daily work and plan work over a

period of days. The supervisor evaluates the Specialist's performance annually based on results achieved, effectiveness in meeting USAID objectives, and integration with other initiatives in the OHH and Mission portfolio.

**(4) Supervisory Controls:**

The position is 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:**

A Master's degree in Public Health; Epidemiology; Biostatistics; Development Studies; Public Administration; Business Administration; Management; Statistics; Sociology; or another field closely related to development, with a focus on M&E or SI, is required.

**Prior Work Experience:**

Seven (7) years of experience that includes developing results frameworks, performance indicators, and PMPs; tracking, maintaining, and reporting on multiple sets of indicators; conducting baseline studies, assessments, and/or evaluations; conceptualizing and managing research, conducting data analysis, and disseminating research findings; working collaboratively with host country counterparts at nationalized and decentralized levels; and providing programmatic oversight for development activities.

This experience must be within a multilateral or bilateral organization, and/or a development organization in a developing country.

**Language Proficiency:**

Level IV (fluent) English language proficiency, both oral and written, is required.

**Job Knowledge:**

--Detailed understanding of statistics, data analysis, data visualization, health informatics, and HIS is required.

--Detailed knowledge related to designing and managing M&E frameworks, monitoring and evaluating program performance, and using performance data to guide program management and decision making is required.

- Demonstrated mastery of a wide range of methods for the assessment and improvement of complex programs, processes, and systems, particularly HIS, is required.
- Technical knowledge related to strengthening national health systems within a decentralized service delivery system is required.
- Good working knowledge of the technical and programmatic aspects of HIV/AIDS, malaria, family planning, and other health interventions in a developing country context is required.
- Good understanding of Uganda's health system at national, district, and facility levels, including familiarity with the structure, roles, and responsibilities of the MOH, including the Division of Health Information, is required.
- Good understanding of the role of UBOS in collecting, analyzing, and disseminating demographic, health sector, and related data is required.
- Knowledge of the USG foreign assistance framework and USAID policies, procedures, and regulations pertaining to MERL would be an advantage but is not required for selection.

**Skills and Abilities:**

- Excellent analytical, technical, and project management skills to review and provide substantive feedback on concept papers, proposals, program descriptions, scopes of work, performance reports, and other technical and programmatic documents.
- Ability to comprehend and logically apply criteria to assess the quality of performance indicators in USAID technical programs.
- Ability to absorb, understand, and apply complex, detailed SI/HIS data; conduct data analysis in a way that reduces the complexity for non-specialist users of the data; and produce data visualizations and graphics that summarize complex information in easy-to-understand formats.
- Ability to independently conceive, plan, organize, and manage diverse and complex tasks within a relatively well-established overall framework.
- Ability to formulate and implement complex methodologies for "root cause analyses" and other assessments to guide health sector program management.
- Ability to develop innovative, data-driven approaches to address complex activity design issues.
- Ability to present complex information, analyses, and recommendations to a variety of audiences in clear written and oral formats.
- Demonstrated leadership skills and the ability to lead or work well in teams in a multi-cultural context.
- Ability to effectively represent USAID/Uganda's programs and priorities to a wide range of outside parties, including senior and mid-level host country officials.
- Diplomatic skills to facilitate consensus on divergent points of view in support of USAID and USG goals.
- Ability to respond professionally and adjust to fluid situations to meet deadlines in the face of competing priorities and time pressures.

--Advanced computer skills, with proficiency in Microsoft Office Word, Excel, and PowerPoint. Ability to extract and analyze large amounts of data from a variety of databases or other sources.

### 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):**

--Detailed understanding of statistics, data analysis, data visualization, health informatics, and HIS is required.

--Detailed knowledge related to designing and managing M&E frameworks, monitoring and evaluating program performance, and using performance data to guide program management and decision making is required.



--Demonstrated mastery of a wide range of methods for the assessment and improvement of complex programs, processes, and systems, particularly HIS, is required.

--Technical knowledge related to strengthening national health systems within a decentralized service delivery system is required.

--Good working knowledge of the technical and programmatic aspects of HIV/AIDS, malaria, family planning, and other health interventions in a developing country context is required.

--Good understanding of Uganda's health system at national, district, and facility levels, including familiarity with the structure, roles, and responsibilities of the MOH, including the Division of Health Information, is required.

--Good understanding of the role of UBOS in collecting, analyzing, and disseminating demographic, health sector, and related data is required.

--Knowledge of the USG foreign assistance framework and USAID policies, procedures, and regulations pertaining to MERL would be an advantage but is not required for selection.

## **2. Prior Work Experience (35 points):**

Seven (7) years of experience that includes developing results frameworks, performance indicators, and PMPs; tracking, maintaining, and reporting on multiple sets of indicators; conducting baseline studies, assessments, and/or evaluations; conceptualizing and managing research, conducting data analysis, and disseminating research findings; working collaboratively with host country counterparts at nationalized and decentralized levels; and providing programmatic oversight for development activities.

This experience must be within a multilateral or bilateral organization, and/or a development organization in a developing country.

## **3. Skills and Abilities (25 points):**

--Excellent analytical, technical, and project management skills to review and provide substantive feedback on concept papers, proposals, program descriptions, scopes of work, performance reports, and other technical and programmatic documents.

--Ability to comprehend and logically apply criteria to assess the quality of performance indicators in USAID technical programs.

--Ability to absorb, understand, and apply complex, detailed SI/HIS data; conduct data analysis in a way that reduces the complexity for non-specialist users of the data; and produce data visualizations and graphics that summarize complex information in easy-to-understand formats.

--Ability to independently conceive, plan, organize, and manage diverse and complex tasks within a relatively well-established overall framework.

--Ability to formulate and implement complex methodologies for "root cause analyses" and other assessments to guide health sector program management.

--Ability to develop innovative, data-driven approaches to address complex activity design issues.

--Ability to present complex information, analyses, and recommendations to a variety of audiences in clear written and oral formats.

--Demonstrated leadership skills and the ability to lead or work well in teams in a multi-cultural context.

--Ability to effectively represent USAID/Uganda's programs and priorities to a wide range of outside parties, including senior and mid-level host country officials.

--Diplomatic skills to facilitate consensus on divergent points of view in support of USAID and USG goals.

--Ability to respond professionally and adjust to fluid situations to meet deadlines in the face of competing priorities and time pressures.

--Advanced computer skills, with proficiency in Microsoft Office Word, Excel, and PowerPoint. Ability to extract and analyze large amounts of data from a variety of databases or other sources.

#### 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.

A Master's degree in Public Health; Epidemiology; Biostatistics; Development Studies; Public Administration; Business Administration; Management; Statistics; Sociology; or another field closely related to development, with a focus on M&E or SI, 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 – **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](mailto: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: 72061722R10024\_Project Management Specialist (Strategic Information/Health Information Systems), 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](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	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: BBFY Fund: GH-C-PMI/2018/2019 APPRO: 72-1918/191031 617-MO-2022-FSN-SALARIES-MAL	1	LOT	UGX <b>TBD</b>	UGX <b>TBD</b> 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
<a href="#">AAPD 21-04 Revision 3 (PDF 382K)</a>	EXECUTIVE ORDER 14042 ON ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL AWARDS (FAR Deviation No. M-OAA-DEV- FAR-22-01c) – <i>December 14, 2012</i> <a href="#">AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities.</a> [165K PDF] <a href="#">AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts</a> [166K PDF] <a href="#">AAPD 21-04 ATTACHMENT 6: Overview of Applicability of FAR 52.223-99</a> [200K PDF]	Acquisition Management, PSCs
<a href="#">AAPD 21-01 (PDF 221K)</a>	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

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

**[END SOLICITATION]**