



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061723R10018

ISSUANCE DATE: August 14, 2023

CLOSING DATE/TIME: September 12, 2023, 4:45:00 PM Uganda Time

SUBJECT: Solicitation for Acquisition & Assistance 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** 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 the General Information section of the solicitation at: kampalausaidjobs@usaid.gov

Sincerely,

Kent Benson

Digitally signed by Kent

Benson

Date: 2023.08.09 09:59:24

+03'00'

Kent Benson
Supervisory Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061723R10018
- 2. ISSUANCE DATE:** August 14, 2023
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** September 12, 2023, 4:45:00 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov or 0414-306-001.
- 5. POSITION TITLE:** Project Management Specialist (Democracy, Governance, Rule of Law & Human Rights)
- 6. MARKET VALUE:** UGX 157,828,400 to 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 (CCN) – an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted to permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Employment Authorization
- 11. STATEMENT OF DUTIES:**

1) General Statement of Purpose of the Contract.

The Project Management Specialist (Democracy, Governance, Rule of Law & Human Rights)(PMS-DRHR), serves as the principal senior advisor and lead subject matter expert on democracy, governance, rule of law and human rights issues and activities, and provides advice and counsel on this sector to the Democracy, Rights and Governance Team (DRG), USAID health, education, and economic growth technical teams, the Mission Director and Deputy Director, and the Ambassador, Deputy Chief of Mission, Embassy Political and Economic Sections, and local Ugandan counterparts.

The professional expertise provided by the PMS shapes the design and implementation of activities and achievement of results in this sector. The PMS will work closely with the DRG Office Director in the design of DRG activities especially in human rights and access to justice, work with partners to effectively implement activities, monitor the impact of those activities, and ensure project objectives are met. The PMS will provide other associated technical and managerial assistance, develop performance indicators, assessments, design and evaluate programs, and provide other Mission technical support.

The PMS utilizes an in-depth knowledge of the Ugandan democracy, governance, access to justice, and human rights sector in the country. The PMS develops and maintains high-level contacts with senior Government of Uganda (GOU) officials, Ministers, Justice Sector personnel, other government counterparts, academic sector, international development partner representatives, local government and civil society leaders. These relationships ensure collaboration and agreement and help maintain support from key partners and stakeholders. The PMS also reports on Mission efforts in human rights and access to justice to USAID/Washington, and contributes to Mission strategy and annual reporting documents, and works closely with USG interagency counterparts on strategy, policy, and resource allocation issues related to this sector.

The PMS will serve as a team lead as required by the DRG Office. Supervision will include coaching staff, managing performance, and staff development. The PMS will assist the DRG Office Director in all aspects of program design, management, evaluation, and administrative oversight of the portfolio as required.

The position is in the Democracy, Human Rights and Governance (DRG) Team and reports directly to the DRG Office Director or designate.

2) Statement of duties to be performed.

1. Manage Strategic Planning, Activity Design and Implementation of Democracy, Governance, Rule of Law and Human Rights Activities (\$15 million) (40 per cent)

- a) Serve as a technical authority on complex and precedent-setting democracy, governance, access to justice, and human rights issues and advise on USAID strategies, activity designs, and plans that can effectively address these issues.
- b) Supervise DRG technical staff, manage and evaluate staff performance, and direct the efficient use of staff time to advance DRG objectives.
- c) In partnership with the DRG Office Director, lead the DRG Office preparation of program and financial reviews, including portfolio reviews, operational plans, and required reporting as needed on the DRG portfolio.
- d) Serve as Contracting/Agreement Officer Representative (C/AOR) for Mission contracts and grant activities to implement Human Rights Programs, constantly monitoring and evaluating program performance and ensuring that relevant and appropriate program documentation is provided.
- e) Work closely with Mission monitoring and evaluation specialist and implementing partners to develop results frameworks for contract and grant activities that effectively track and evaluate results achievement. Analyze data and results needs to confirm their continuing validity. Take a lead role in developing performance information for annual results reporting. Frequent in-country travel will also be a critical function of ensuring results-based programming.

- f) Conduct analysis of program performance and recommend changes in strategic and/or implementation approaches as required. Develop briefing papers, concept papers, and analytical reports and other periodic documentation for the Mission, the Embassy, USAID/Washington, the Department of State, the US Congress, and others, as required.
- g) Coordinate related technical, policy, economic, and budgetary analyses. Take a leadership role in implementing changes to existing sector portfolio activities based on analysis.
- h) Develop guidance documents, toolkits, training modules, and other products that disseminate best practices in addressing democracy, governance, human rights and access to justice challenges.
- i) Serve as a member of Mission technical review teams for DRG related concept papers, solicited or unsolicited proposals, and proposed sub-grants under USAID-funded activities.
- j) Represent the DRG Office and the Mission in discussions and negotiations with implementing partners, USG inter-agency, government and with other donors, as requested.

2. Advise USG Mission on Human Rights Issues (30 per cent)

- a) Provide counsel and guidance on human rights issues for all USAID technical teams, and the USG Inter-agency on strategic plans, activity implementation, policy, and coordination activities. This guidance shall cover issues related to parliament, political and electoral processes, local governance, judicial processes, human rights, and civil society.
- b) Follow closely current political, social, and economic trends in Uganda and provide analysis on how these trends affect the development and implementation of USG Mission activities and programs. Maintain an informed view on legal, institutional, political, and human rights issues that impact development and implementation of activities to promote respect for human rights, rule of law, and freedom of expression. Conduct thorough analyses of opportunities and constraints presented by a multi-party democracy and lead the development and execution of activities designed to improve democratic rights and accountability in Uganda.
- c) Participate actively in relevant, USG Mission-wide activity planning and management discussions to provide expert opinion on the democracy, governance, and human rights issues. Work closely with other Mission technical specialists and implementing partners to review activities for coherence, relevance, and programmatic realism in light of Mission goals to promote democracy, good governance, and respect for human rights in Uganda.
- d) Collaborate closely with the Embassy's Political and Economic Section and other Inter-agency counterparts as appropriate on issues related to DRG. Plan and prepare materials for public events in close coordination with the USAID Program Office and Embassy Public Affairs Office.
- e) Consult USAID/Washington's Democracy, Conflict, and Humanitarian Assistance (DCHA) Bureau and the Africa Bureau's democratic rights and governance specialists as well as professional literature to keep abreast of current developments, funding opportunities, relevant policy changes and successful interventions.
- f) Serve as a liaison with other USAID bureaus and offices and the interagency to ensure coordinated program and policy direction.

3. Coordinate Mission Democracy, Rule of Law, and Human Rights Activities with other Implementing Partners, Development Partners, the Government of Uganda, and Civil Society (30 per cent)

- a) Serve as USAID representative to the Justice Law and Order Sector (JLOS), Ministry of Local Governance, relevant Members of Parliament, key Accountability Institutions, and other GOU contacts as relevant, and cultivate effective working relationships with GOU institutions to enhance the development and implementation of USG activities.
- b) Serve as USAID liaison with development partner groups on human rights, preparing necessary documents, representing the USG at meetings, and briefing USAID and Embassy management on issues and discussions.
- c) Liaise with civil society, academic institutions and other local stakeholders on human rights issues and activities, building contacts to facilitate dissemination of information and coordination of activities.
- d) Coordinate the involvement of implementing partners and major stakeholders (including GoU Ministries, the private sector, public and private institutions, NGOs, and other stakeholders) to identify sectoral strategies, activities, and achievable results that will serve to improve human rights.
- e) Represent USAID at national, regional, and international conferences on issues of democratic governance, access to justice, and human rights, preparing papers and making presentations as required.

3) Supervision Received.

Receives minimal supervision of the DRG Office Director. The supervisor assigns work in terms of project objectives and Mission priorities and is available for consultation to develop and clarify positions and to resolve issues.

Plans and carries out activities, selecting the approaches and methods to be used in solving problems and reviews projects and activities to determine that objectives are met and to determine priorities and objectives for future projects and activities. These include managing several activities simultaneously and develop policy papers on key policy and political issues, represent USAID at development partner meetings, attend various international and national workshops and conferences, prepare oral presentations and written documents as necessary for meetings and prepare notes of meetings, highlighting key issues for U.S. Mission management.

Monitors program activities and results achievements, prepare scopes of work for technical studies and technical assistance activities, review quarterly and technical reports and work plans, prepare written and oral briefs for U.S.

4) Supervision Exercised.

The PMS will directly supervise up to two technical staff and will serve as a team lead as required by the DRG Office. Supervision will include coaching staff, managing performance, and staff development. As a team lead, the PMS will assist the DRG Office Director in all aspects of program design, management, evaluation, and administrative oversight of the portfolio as required.

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 5 to 8 – 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 or equivalent in a relevant field: Law, social and policy sciences, such as political science, economics, public administration, organizational development, cultural anthropology, international relations.

Additional consideration will be given to training and or experience in fields related to law and the judiciary, governance, police and community justice, anti-corruption, and peace and reconciliation.

Prior Work Experience:

--Seven (7) years' experience in related areas, including on human rights in Uganda, with demonstrated accomplishments.

Experience should include:

-- analysis, planning and budgeting, program and activity evaluation, design, and implementation. Prior direct work with USAID or international development agency in activity development and management strongly preferred.

--Strong experience managing coordination with high level government counterparts, donors, and local organizations.

--Demonstrated experience handling complex and competing demands.

Language Proficiency:

Level IV English ability (Fluent), spoken and written, is required for:

--Refined oral presentation and writing skills in English that allow the contractor to make effective and convincing presentations and development relationships with partners;

--Demonstrated ability to produce high-quality analytical pieces and evaluations; and

--Clear oral presentations and dealing effectively with senior Ugandan officials, representatives of development partners and the non-government community, USAID, and other U.S. Government officials.

Job Knowledge:

--Comprehensive knowledge of Ugandan politics, Uganda's human rights and governance laws and policies, its legal system and judiciary, and the structure and functioning of its central and local governments, civil society organizations, and political parties.

--Thorough knowledge of development theory and programming in general and multi-party democracy, enhanced governance, rule of law, and civil society programming in particular.

--Thorough knowledge of programs addressing human rights and governance. Including knowledge of USG/USAID priorities in the sector, knowledge of strategies, programs, and working methodologies of other donor agencies (bi- and multi-lateral) in the sector in Uganda.

--Considerable familiarity with approaches and goals of development organizations and their approaches to human rights, democracy, and governance programs. Knowledge of the evolution of African democracies, as well as theoretical and conceptual linkages between democracy and economic development.

Skills and Abilities:

Must have:

--Demonstrated ability to provide high-level analysis and technically sound recommendations on complex issues related to access to justice, human rights, and governance to USG senior management and external partners.

--Strong competence, experience, and maturity in dealing with high level government officials in Uganda.

--Strong capability to manage donor relations and coordination with international organizations, including the ability to handle sensitive issues diplomatically, represent USAID authoritatively, and use good judgment in speaking on behalf of USAID in high-level meetings with Government of Uganda officials, other donor officials, and civil society organizations.

--Demonstrated ability to communicate effectively orally and in writing with high-level officials with minimal editing or supervision.

--Strong experience with program design, budgeting, implementation, monitoring and evaluation skills.

--Strong ability to obtain, analyze, and evaluate complex data, provide sound objective advice on legal matters, and present it in meaningful terms to both technical and non-technical audiences.

--Strong leadership, and interpersonal skills are critical. --Demonstrated ability to manage and supervise teams.

--Ability to function collaboratively as a member of a team to achieve results and reach consensus on programs issue and must show the ability to take initiative and lead multi-sector, multidisciplinary working groups and teams.

--Computer literacy is essential, including competency in the entire Microsoft Office suite, particularly in the use of Microsoft PowerPoint and spreadsheet programs such as Microsoft 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 7 to 8, 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. Skills and Abilities (40 points):

Must have:

--Demonstrated ability to provide high-level analysis and technically sound recommendations on complex issues related to access to justice, human rights, and governance to USG senior management and external partners.

--Strong competence, experience, and maturity in dealing with high level government officials in Uganda.

--Strong capability to manage donor relations and coordination with international organizations, including the ability to handle sensitive issues diplomatically, represent USAID authoritatively, and use good judgment in speaking on behalf of USAID in high-level meetings with Government of Uganda officials, other donor officials, and civil society organizations.

--Demonstrated ability to communicate effectively orally and in writing with high-level officials with minimal editing or supervision.

--Strong experience with program design, budgeting, implementation, monitoring and evaluation skills.

--Strong ability to obtain, analyze, and evaluate complex data, provide sound objective advice on legal matters, and present it in meaningful terms to both technical and non-technical audiences.

--Strong leadership, and interpersonal skills are critical. --Demonstrated ability to manage and supervise teams.

--Ability to function collaboratively as a member of a team to achieve results and reach consensus on programs issue and must show the ability to take initiative and lead multi-sector, multidisciplinary working groups and teams.

--Computer literacy is essential, including competency in the entire Microsoft Office suite, particularly in the use of Microsoft PowerPoint and spreadsheet programs such as Microsoft Excel.

2. Job Knowledge (30 points):

--Comprehensive knowledge of Ugandan politics, Uganda's human rights and governance laws and policies, its legal system and judiciary, and the structure and functioning of its central and local governments, civil society organizations, and political parties.

--Thorough knowledge of development theory and programming in general and multi-party democracy, enhanced governance, rule of law, and civil society programming in particular.

--Thorough knowledge of programs addressing human rights and governance. Including knowledge of USG/USAID priorities in the sector, knowledge of strategies, programs, and working methodologies of other donor agencies (bi- and multi-lateral) in the sector in Uganda.

--Considerable familiarity with approaches and goals of development organizations and their approaches to human rights, democracy, and governance programs. Knowledge of the evolution of African democracies, as well as theoretical and conceptual linkages between democracy and economic development.

3. Prior Work Experience (30 points):

--Seven (7) years' experience in related areas, including on human rights in Uganda, with demonstrated accomplishments.

Experience should include:

-- analysis, planning and budgeting, program and activity evaluation, design, and implementation. Prior direct work with USAID or international development agency in activity development and management strongly preferred.

--Strong experience managing coordination with high level government counterparts, donors and local organizations.

--Demonstrated experience handling complex and competing demands.

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 or equivalent in a relevant field: Law, social and policy sciences, such as political science, economics, public administration, organizational development, cultural anthropology, international relations.

Evaluation Factors have been assigned the following points:

Skills and Abilities– 40 points

Job Knowledge - 30 points

Prior Work Experience – 30 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 complete DS-174 Employment Application for Locally Employed Staff or Family Member (<https://eforms.state.gov/Forms/ds174.pdf>; [click at this link for latest version]. Offerors are required to complete sections 1 through 6 (use **additional pages**, if needed).

(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: 72061723R10018, Project Management Specialist (Democracy, Governance, Rule of Law & Human Rights), Smith, Jose

4. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors.** The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.*

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. **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: <i>R497</i> - Accounting Info: BBFY Fund: OE/2023 APPRO: 72231000 617-MO-2023-FSN-SALARIES-OE	1	LOT	UGX TBD	UGX TBD at Award after negotiations with Contractor

3. 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) – <i>December 14, 2012</i> AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities. [165K PDF] AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts [166K PDF] AAPD 21-04 ATTACHMENT 6: Overview of Applicability of FAR 52.223-99 [200K PDF]	Acquisition Management, PSCs
AAPD 21-01 (PDF 221K)	Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J – <i>March 26, 2021</i>	Acquisition Management

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

5. PSC Ombudsman. The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

6. FAR Provisions Incorporated by Reference

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN, 2023
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[END SOLICITATION]