



USAID | UGANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72061723R10014

ISSUANCE DATE: June 1, 2023

CLOSING DATE/TIME: June 30, 2023, 4:45 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,

Anne Martin
Acting Supervisory Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 72061723R10014
- 2. ISSUANCE DATE:** June 1, 2023
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 30, 2023, 4:45 PM Uganda Time
- 4. POINT OF CONTACT:** EXO and HR Specialist at: kampalausaidjobs@usaid.gov
- 5. POSITION TITLE:** Financial Analyst (**two positions**)
- 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 Financial Analyst (FA) position is located in the Office of Financial Management (OFM) at USAID/Uganda. The FA provides professional financial management advice on a broad range of financial management issues to the Controller, Mission Management, technical teams, and various governmental and non-governmental partner institutions, as well as to potential partner institutions which implement an array of complex development activities. As the OFM representative, delegated by the Controller, to the technical team to which assigned, the FA performs necessary analyses and provides appropriate advice on financial, accountability and risk management issues related to planning and implementation of USAID/Uganda’s program funded activities with an estimated annual program budget of \$470 Million in a fast paced high risk environment.

The FA provides financial tracking and analysis of USAID resources and capacity building to ensure better financial monitoring and minimize fraud risk. The FA is specifically responsible for audits, financial reviews, pre-award assessments, control environment and risk assessments, cost effectiveness assessments, and closeout reviews, all of which have been less rigorous than necessary due to staffing shortages in OFM. The FA assists in assessing Government of Uganda (GOU) public financial management and procurement systems and provides oversight of third-party monitoring services.

The FA acts as the “one stop” customer service representative between OFM and numerous internal and external customers, including Senior Mission Management; GOU agency representatives, private sector service providers; Implementing Partner (IP) organizations; and other international donor agencies regarding financial analysis and accounting for projects implemented by the Mission.

The FA reports to the Supervisory Financial Analyst and the position is non-supervisory.

(2) Statement of Duties to be performed.

A. Portfolio Financial Management, Analysis, Monitoring and Advisory Services (60 percent)

Provide professional financial advice to USAID/Uganda Mission management personnel on a range of issues related to the financial management aspects of proposed activities, such as estimated costs and required budgets; internal controls; fiduciary risk management and compliance; and other issues.

Contribute to USAID’s decision and policy making process by providing recommendations and suggestions for improving operational efficiencies, financial management practices, and the accuracy of financial reporting.

Provide technical guidance on U.S. federal government and USAID rules and regulations to the technical teams, IPs, non-governmental organizations (NGOs) and GOU officials.

Prepare the financial aspects of project design and procurement planning documents, such as budgets and financial plans for Implementation Letters, Grant Agreements, Contracts, and other relevant implementing mechanisms.

Participate in or lead the performance of financial reviews, pre-award assessments, organizational capacity assessments and compliance reviews. This includes control environment and risk assessments, cost effectiveness assessments, disbursement reviews, indirect cost rate reviews, pre-closeout and closeout reviews on USAID funded organizations to determine the levels of accountability and adequacy of control environments within those entities. Prepare reports on their detailed findings and issue these reports both to internal and external stakeholders. Subsequent to these reviews, consistently follow up on the findings until they are closed.

Perform reviews of financial terms and conditions on project agreements, project implementation letters, GLAAS requisitions, contracts, purchase and delivery orders, and grant agreements for compliance with applicable rules, regulations, and procedures relating to accounting and fund controls. Monitor the execution of such documents to ensure compliance with financial plans and report on the financial status of those instruments to the Controller, the technical teams and Team Leaders.

Serve on the technical team, representing the Controller in accordance with delegated authorities, and providing the full range of advisory services, including periodic portfolio and/or project implementation reviews, procurement planning exercises and other such activities.

Prepare and present the quarterly financial reports to the technical teams, providing in-depth analysis and insight to ensure technical team leaders and team members are aware of any issues related to pipeline positions, spend plans and obligation plans.

Guide, and coach the Agreement/Contracting Officer's Representatives (A/CORs) on the development of accruals. Prepare and present the quarterly financial reports bringing to light areas of concern to the technical teams; identify and recommend adjusting entries to the accountants to bring the project/program pipelines into accurate levels; investigate any variances between projections and actual disbursements or accrued expenditure; and provide the results to Activity Managers.

Conduct financial management training for USAID IPs and recipients as part of capacity building, and hold workshops where specific challenges faced in financial implementation are shared by IPs and action plans developed to mitigate or address the challenges.

Provide training to senior project staff responsible for financial implementation of USAID-funded programs.

B. Lead Public Financial Management (PFM) Reform Initiatives and Capacity Building (20 percent)

Participate and advise Mission senior management and staff in the efforts set forth by the Agency related to Public Financial Management (PFM) System reforms to use Partner Government Entities and local partners. This includes advising Mission management on the reliability and/or weaknesses of GOU systems, the effectiveness of the underlying internal controls, and providing possible recommendations. The FA identifies or coordinates the capacity building needs endorsed and/or determined from assessments conducted on the GOU Agencies, both at the National and Local Levels, develops an Action Plan or a SOW to address those, and oversees implementation.

Through agreements between the GOU and USAID/Uganda, design and implement reforms to create independent and transparent public finance institutions, budgetary and treasury processes, audit and performance evaluations of public finances and unbiased data and information dissemination.

Manage USAID/Uganda's assistance and investments on PFM-related activities, working directly with GOU officials, including Supreme Audit Institutions (SAI), Ministry of Finance, Treasury, Judiciary, Internal Audit Institutions, civil societies, and the private sector associations.

Advise and assist USAID/Uganda's Mission Office Directors and the Front Office on all cross-cutting PFM issues impacting the Mission's assistance portfolio and program implementation.

Coordinate with the technical team to design, procure, implement, and manage USAID/Uganda's authorized government-to-government (G2G) activities in compliance with ADS 220. Responsible for developing the activity scope to provide reasonable assurance that identified fiduciary risk(s) that might result from the use of GOU systems are low or can be mitigated appropriately. The FA will specifically be responsible for:

a) Developing the scope of work to ensure that the G2G Risk Assessment will cover the key areas such as the Budgetary System and Budget Execution, External Audit, Procurement, Human Resources and Payroll, Ordering goods/services & payment of invoices, Control Environment, and the Information Technology.

b) Proposing, coaching, and preparing the in-house G2G risk assessment team if authorized by the Mission, guiding the team throughout the process, and coordinating the risk assessment program with the counterpart agencies and GOU officials.

c) Devising technical specification to engage an outside contractor, assisting the contracting officer with procurement details including the subsequent technical evaluation of the cost proposals submitted, and performing A/COR duties of all outsourced assessments.

d) Formulating risk mitigation and capacity building frameworks and plans to address identified fiduciary risks and control weaknesses.

Support the Government Agreement Technical Representative (GATR) duties in relation to G2G activity implementation.

May be seconded to the GOU entity for capacity development activities.

C. Manage the Mission's Enterprise Risk Management, Internal Control and Audit Management (20 percent)

In line with the Agency's Audit Management and Resolution Program and accountability requirements, the FA acts as the Audit Management Officer's (Controller) designee for the assigned portfolios and assists Technical Offices in meeting their audit management responsibilities. This includes responsibility for planning, executing, and coordinating the annual financial and performance audits of USAID/Uganda assistance programs and projects in consultation with the USAID OIG Africa Regional Office, Pretoria, South Africa as needed per the ADS.

Ensure compliance with USAID audit requirements for all contracts, grants, implementing letters, and cooperative agreements. The FA formulates and maintains the Mission's annual audit plan and audit inventory, which includes following up on the receipt of audits from contracted audit firms, and also involves tracking the progress of open recommendations. The FA will be responsible for:

- a) Providing guidance to auditees and audit firms in consultation with the USAID OIG Africa Regional Office, Pretoria to ensure full compliance with USAID audit requirements. Following up on the audit process until the final audit report is accepted and issued by the USAID OIG Africa Regional Office, Pretoria. This involves working closely with IPs, auditors and the USAID OIG Africa Regional Office, Pretoria to provide required support and guidance.
- b) Serving as the COR with the Certified Public Accounting (CPA) firms, supervising the coordination of pre-audit surveys, performed by the CPAs and the subsequent technical evaluation of the cost proposals submitted by the CPA firms. This also entails: drafting the scopes of work; reviewing final reports for each audit; conducting initial desk reviews of draft audit reports; actively participating in the entrance and exit conferences for all financial audits, and being directly accountable to the Audit Management Officer and the Management Council on Risk and Internal Control (MCRIC); supervising and coordinating audit field work and reviewing audits for adequacy and compliance with requirements as specified in the ADS.

Serving in a rotating role of coordinator for all MCRIC related issues and findings by tracking and monitoring actions required to strengthen internal controls in the Mission. The FA is the Controller's delegated leader of the annual Mission's Enterprise Risk Management (ERM) risk profiling exercise and the review of internal control systems as required by the Federal Manager's Financial Integrity Act (FMFIA). This includes:

- a) Implementing an appropriate Mission internal control framework to prevent waste, fraud and abuse of USG resources and safeguarding of all USG investments in Uganda and assets at the Mission's disposal.
- b) Managing the Mission's FMFIA process comprising risk assessment and deficiency identification by utilizing the Agency supported Uniform Risk and Internal Control Assessment (URICA) tool and any future updates. Training technical and other support offices staff on using the URICA tool and documenting the results of the risk assessment and deficiency Corrective Action Plans (CAPs), and monitoring CAPs completion and closure.
- c) Organizing and scheduling the Mission MCRIC meetings, acting as the secretary of the MCRIC board, and keeping minutes of meetings/discussions.
- d) Coordinating with the Mission Director to provide the Mission's FMFIA certification and the ERM risk profile and reporting the results and associated CAPs to the Africa Bureau.

Responsible for maintaining and updating the list of approved and eligible audit firms, including participating in the quality control review and audit firm assessment process.

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

(3) Supervisory Relationship.

The FA, relying on personal high level of professional judgment, technical ability, and managerial skill, works independently or as part of a team, and reports to the Supervisory Financial Analyst.

(4) Supervisory Controls.

The FA will not directly supervise staff. However, on audits, financial reviews and other engagements performed by CPA firms or consultants under contract with USAID/Uganda OFM, the FA may be assigned to manage the engagements, including providing oversight of contractors.

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 10 –

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 bachelor's degree in Accounting, Finance, Economics, Statistics, Development Economics, Mathematics, Public Policy, Business Administration, or other quantitative discipline is required.

Prior Work Experience:

--A minimum of five (5) years of progressively responsible experience in professional financial analysis, accounting or auditing is required.

--Experience of at least three (3) years of this professional experience with an international organization or accounting firm minimum at a mid-level is required.

Language Proficiency:

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

Job Knowledge:

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

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

--A thorough knowledge of USAID activity design, development, implementation, and evaluation processes is essential for full performance level.

--Knowledge of Public Financial Management systems, Committee of Sponsoring Organizations Internal Control Framework, International Auditing Standards, and related areas.

Skills and Abilities:

--Excellent skills and abilities in performing audits (financial and programmatic), internal control and risk assessments, financial reviews, compliance reviews, etc.

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

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

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

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

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

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

--Ability to work effectively, both independently, and in a team environment, and to negotiate difficult issues and build consensus to achieve results with a wide range of individuals.

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

--Strong computer skills including Word, Excel, and PowerPoint, as well as capacity to effectively understand financial management and tracking systems, and to process data that form the heart of the tasks performed in this position.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

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

To ensure compliance with the entire set of this solicitation instructions (please see page 9 to 10, IV SUBMITTING AN OFFER section), **the offer package must be complete, and signed (hand or electronic signature) where indicated - and offerors must include in their offers information to demonstrate** that they have attained the required education level and meet the experience requirements, etc.

Offerors will be evaluated and ranked based on the information provided for the four Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Submitting an Offer 1 (iv).

Offerors **must**, therefore, **address each of the four Quality Ranking Factors (QRFs) in their offer.** Top-ranked Offerors who meet the minimum qualification will be invited for an interview and given a written evaluation.

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The four Quality Ranking Factors (QRFs) that must be addressed as required in the supplemental document – Item IV – Submitting an Offer 1 (iv) are:

1. Job Knowledge (total 40 points):

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

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

--A thorough knowledge of USAID activity design, development, implementation, and evaluation processes is essential for full performance level.

--Knowledge of Public Financial Management systems, Committee of Sponsoring Organizations Internal Control Framework, International Auditing Standards, and related areas.

--A thorough knowledge of Internal Control and Risk Management principles and mechanisms.

2. Skills and Abilities (total 40 points):

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

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

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

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

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

--Ability to work effectively, both independently, and in a team environment, and to negotiate difficult issues and build consensus to achieve results with a wide range of individuals.

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

--Strong computer skills including Word, Excel, PowerPoint and Good Suite, as well as capacity to effectively understand financial management and tracking systems, and to process data that form the heart of the tasks performed in this position.

3. Prior Work Experience (total 20 points):

--A minimum of five (5) years of progressively responsible experience in professional financial analysis, accounting or auditing is required.

--Experience of at least three (3) years of this professional experience with an international organization or accounting firm minimum at a mid-level is required.

4. Education and Professional Qualifications (Pass/Fail):

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

A bachelor's degree in Accounting, Finance, Economics, Statistics, Development Economics, Mathematics, Public Policy, Business Administration, or other quantitative discipline is required.

Evaluation Factors have been assigned the following points:

Job Knowledge - 40 points

Skills and Abilities - 40 points

Prior Work Experience - 20 points

Education and Professional Qualifications – **Pass/Fail**

Language Proficiency - **Pass/Fail**

Satisfactory Professional Reference Checks– **Pass/Fail**

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

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

IV. SUBMITTING AN OFFER

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

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).

(i) 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.

(ii) 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.

(iii) Supplemental [separate] document specifically addressing each QRF as outlined in the solicitation.

(iv) **Copies of Academic Transcripts.**

(v) **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

(vi) 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: 72061723R10014 Financial Analyst, Smith, Jose

4. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors. Please be advised that, upon award, the contractor will be required to follow the Mission polices and/or directives from the U.S. Department of State regarding COVID-19 requirements.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions and how to complete and submit forms for obtaining medical and security clearances.

VI. BENEFITS/ALLOWANCES

As a matter of policy and as appropriate, a PSC is normally authorized the following benefits and allowances - in accordance with the U.S. Mission to Uganda's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, retirement plan, and medical insurance subsidy. Final compensation for Offerors will be negotiated within the listed market value.

VII. TAXES

Successful Offeror will be subject to Ugandan tax laws.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

1. USAID regulations and policies governing CCNPSC awards are available at the below sources:

USAID Acquisition Regulation (AIDAR), Appendix J, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including contractual General Provisions (https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)

2. **RESERVED.**

3. **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: APPRO: 72-1921/251031 BFY/FUND: GH-H/2021/2025 OBLIGATION: 617-MO-2022-FSN SALARIESPEPFAR	1	LOT	UGX TBD	UGX TBD at Award after negotiations with Contractor

4. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

AAPD/CIB No.	Title/Issued Date	Subject Category
AAPD 21-04 Revision 3 (PDF 382K)	EXECUTIVE ORDER 14042 ON ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL AWARDS (FAR Deviation No. M-OAA-DEV- FAR-22-01c) – December 14, 2012 AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities. [165K PDF] AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts [166K PDF] AAPD 21-04 ATTACHMENT 6: Overview of Applicability of FAR 52.223-99 [200K PDF]	Acquisition Management, PSCs
AAPD 21-01 (PDF 221K)	Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J – March 26, 2021	Acquisition Management

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

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

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

[END SOLICITATION]