



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72061722R10031

**ISSUANCE DATE:** September 21, 2022

**CLOSING DATE/TIME:** October 20, 2022, 4:45:00 PM Uganda Time

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service 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 Attachment 1 at: [kampalausaidjobs@usaid.gov](mailto:kampalausaidjobs@usaid.gov)

Sincerely,

Kent Benson  
Supervisory Executive Officer

**I. GENERAL INFORMATION**

1. SOLICITATION NO.: 72061722R10031
2. ISSUANCE DATE: September 21, 2022
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** October 20, 2022, 4:45:00 pm, Uganda Time.
4. **POINT OF CONTACT:** EXO and HR Specialist, e-mail at: [kampalausaidjobs@usaid.gov](mailto:kampalausaidjobs@usaid.gov) or 0414306001.
5. **POSITION TITLE:** Supervisory Project Management Specialist (S/PMS) (Collaborating, Learning and Adapting)
6. **MARKET VALUE:** UGX 219,900,268 – 324,611,127 per annum equivalent to FSN-12. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Uganda. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract provisions and clauses and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply; always subject to the right of early termination.  
  
The initial term of the contract will be five years, which shall include a probationary period of six months to a year. Employees who do not meet the required standards for their position during this probation period may be reassigned to another position or terminated at the convenience of the U.S. Government. Employees are expected to demonstrate qualifications and general suitability for continued employment during the probationary period. If with written justification, the probationary period may be extended for another period not exceeding six months.
8. **PLACE OF PERFORMANCE:** Kampala, Uganda with possible travel as stated in the Statement of Duties.
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 Supervisory Project Management Specialist (S/PMS) (Collaborating, Learning and Adapting) position is located in the Program Office and, is the USAID Mission’s strategic lead on all matters relating to collaborating, learning, and adapting (CLA), including Monitoring, Evaluation, and Learning (MEL). The S/PMS provides strategic leadership to ensure Mission compliance with USAID performance management, and evaluation and CLA policy as set forth in Automated Directives System Chapter 201, as well as Mission policy across the entire \$1.5 billion Mission assistance portfolio.

As the senior Mission professional on all matters CLA, the S/PMS advises the Mission Director, the Deputy Mission Director, the Program Office Director and the Deputy Program Office Director, the Mission Office of Acquisition and Assistance (OAA), and Mission technical teams including Agreement/Contracting Officer Representatives (A/CORs) on all relevant aspects in the design and implementation of the Mission's portfolio, including coherence and alignment of the results and performance management frameworks of over 70 activities to the new USAID/Uganda Country Development Cooperation Strategy (CDCS). The S/PMS has overall management responsibility for implementing the mission-wide Performance Management Plan (PMP), ensuring that the Mission's MEL systems consistently conform to agency standards and policy guidance, and for enforcing requirements for timely and quality strategic context and program performance data. The S/PMS provides final Mission-level clearance on all evaluations of Mission projects/activities. The S/PMS is the primary direction for adjustments required to agency reporting systems including the Development Information Solution (DIS) and the performance data therein.

As alter ego to the Deputy Program Office Director, the S/PMS provides technical guidance to the Mission Design and Budget teams in applying lessons learned from periodic learning reviews, mid-term, and end of term evaluations to new CDCS and activity designs.

The S/PMS leads the Mission-wide MEL group, comprising ten (10) MEL and Strategic Information (SI) Specialists. The S/PMS convenes this group bi-weekly to guide on the CLA and MEL priorities, in line with the Mission's learning agenda.

S/PMS is the COR of a complex \$46,998,525.00 Learning contract, the Uganda Learning Activity (ULA). In this role, S/PMS provides technical and administrative oversight of ULA whose primary goal is to fortify the impact and sustainability of USAID/Uganda's portfolio, by strengthening methods for CLA both for the Mission and its Implementing Partners (IPs). ULA also provides Accountability and Risk Management Support Services (ARMSS) to strengthen the accountability and risk management of USAID/Uganda's development assistance activities, especially PEPFAR funded local transition awards valued at approximately \$826,202,108.00, through Third Party Monitoring, Risk Management, and Capacity Building. S/PMS serves as COR of a new Mission-wide CLA contract, which will combine multiple existing MEL and organizational development mechanisms, valued at approximately \$60M.

The S/PMS reports to the Deputy Program Office Director, directly supervises staff as MEL Unit Leader by assigning tasks to unit members, reviewing, and clearing their documents and other work products.

## **(2) Statement of Duties to be Performed**

### **A. Strategic and Technical Leadership for the Development and Implementation of the Mission Learning Agenda (Including all Mission- managed evaluations, analyses, research and learning products): 50 percent of time**

--Lead the annual review of the Mission PMP, using this process to develop and revise Mission planning for analysis and learning in line with the Agency Learning Agenda, Evaluation Policy, MEL, and CLA frameworks.

--Serve as the custodian of the USAID/Uganda standardized Mission Orders on CLA and MEL, and the Mission Performance Management Plan (PMP), ensuring that all 70+ bilateral and 30+ field support activities across all sectors meet agency requirements and Mission plans for in- depth analysis and/or evaluation in order to meet development objectives and goals.

--Review and approve all designs for mission-managed evaluations, analyses, research and learning products; and lead budget planning for the Mission MEL budget including funding for third-party evaluations and assessments of programs and activities, special studies, etc.

--Review all evaluation reports of Mission-managed evaluations, analyses, research and learning products and make a final determination on behalf of the Mission as to whether they meet the standards required by Agency and Mission policy.

--Lead dissemination efforts to share findings with internal and external stakeholders. Lead the Mission-wide MEL group in advancing the Mission's analytic agenda to improve the overall impact of USAID/Uganda's investments.

--Provide direct oversight of a complex five-year, \$46,998,525.00 CLA and MEL contracts as the COR. Attend Uganda-based and international conferences and workshops on CLA and MEL as the senior Mission professional and administrative authority.

--Liaise externally with the Government of Uganda (GoU) to provide support to special assessments and studies of mutual interest or to disseminate pertinent learning; liaise internally with USAID/Washington Bureau for Policy Planning and Learning, and Africa Bureau Office of Development Planning to share best practices and learning across the agency.

**B. Design and Management of Mission Performance Management and CLA Plan: 20 percent of time**

--Lead the development of the PMP which is critical to measuring progress against the CDCS.

--Make formal recommendations to Mission management, as required, for any revisions of, or adjustments to the strategic goals, intermediate results, and success metrics.

--Provide high-level professional subject-matter expertise and guidance to all Mission technical teams and IPs in the design, implementation, and revision of PMP for all Mission activities.

--Review, approve, and modify, as necessary, the PMPs for all Mission activities in accordance with Agency CLA and MEL policy guidance, in order to effectively analyze the performance of the Mission portfolio; and interpret the significance of those results.

--Lead the Mission in designing, planning, organizing, and carrying out the bi-annual portfolio reviews, with the Mission, and periodic reviews with the GOU's Ministry of Finance, Planning, and Economic Development.

--Guide on content and structure in accordance with the USAID/Uganda standardized Mission Order on Portfolio Reviews.

**C. Data and Information Management: 15 percent of time**

--Serve as the senior Mission authority and arbiter on all issues related to portfolio performance data identification, collection, quality-assessment, interpretation, and dissemination.

--Oversee the operation of the agency-wide DIS.

--Liaise with AORs/CORs to support the timely submission of high-quality quarterly and annual progress reports by all IPs and provide oversight of the learning review processes.

--Facilitate quarterly learning to promote adaptation to ensure the annual results reporting is informed by course corrections throughout the year.

--Lead the preparation, ensure the quality and accuracy, and approve for final submission to Washington, of the annual Mission Performance Plan and Report (PPR).

--Provide oversight of reporting for over 120+ indicators across all technical sectors, ensuring data quality through periodic data quality assessments.

#### **D. Improving the Capacity of Partner Organizations: 15 percent of time**

--As COR of the Uganda Learning Activity, provide overall oversight of technical assistance to IPs to enhance their capacity in CLA and M&E. This includes international and local partners, with a special emphasis on capacity building for new and non-traditional partners.

--Provide technical advice on the development and enhancement of MEL systems for new partners to ensure compliance with agency requirements for collection, safeguarding, and reporting of program performance data. This includes providing assessments of current IP capacity in these areas, and identifying any training and/or other resources needed for the IPs to be able to carry out these functions with the necessary level of competence and quality. This includes guiding MEL staff on requirements for Geographic Information on a periodic and as-need and appropriate basis, coordinate the provision of technical assistance to GoU partner institutions such as the Uganda Bureau of Statistics, the Office of the Prime Minister, and the Office of the Auditor General in enhancing their MEL capacity.

--Facilitate the formation, operations and sustainability of Ugandan-to-Ugandan collaboration groups that will enrich the environment in which USAID operates and help Uganda strengthen and sustain its development performance.

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

#### **(3) Supervisory Relationship**

The S/PMS performs assigned roles and responsibilities with minimal supervision from the Deputy Program Office Director, who will review completed work products. Work assignments will be made in terms of broad objectives and desired results, and the S/PMS must understand, and be able to provide, the appropriate level of detail and quality. Work performance will be measured against objectives and performance measures developed jointly by the S/PMS and the Deputy Program Office Director.

#### **(4) Supervisory Controls**

Supervises one (1) Monitoring & Evaluation Specialist, and one (1) Program Management Specialist (Knowledge Management), in the Program Office. As CLA Unit Leader, the S/PMS assigns tasks to unit members, reviews, and clears their documents and other work products. The S/PMS leads the Mission-wide MEL group, comprising ten (10) MEL and Strategic Information (SI) Specialists.

## 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:**

Master's degree in a field related to social sciences, and or management which may include monitoring and evaluation, performance/statistical research and analysis, economics, management information systems, public policy or business administration, organizational/management theory and practice, demography, or related field, is required.

### **Prior Work Experience:**

Minimum of seven (7) years of progressively more responsible, professional-level experience in the performance monitoring and evaluation of development-assistance programs required. At least four (4) years of which should be with the bilateral or multilateral organization, international organizations like the US government or other embassies, international NGOs. Experience must include the development and management of performance monitoring plans, oversight/management of computer and/or web-based performance data recording and reporting systems, design and management of program/project evaluations and assessments, data source selection and quality analysis, report writing, and work in diverse team settings.

### **Language Proficiency:**

Level 4 (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required.

### **Job Knowledge:**

--Thorough knowledge of the economic, social, and political contest of developing countries such as Uganda; of official development assistance theory and practice.

--Detailed professional practitioner-level knowledge of M&E and organizational learning theory and practice, including data selection, collection, and analytical methodologies, and data-quality assessment.

--Thorough knowledge of computer and/or web-based M&E data-management systems to be able to provide advanced technical advice to assist Mission Management and the Executive Office in identifying Mission training needs related to monitoring and evaluation, including the S/PMS's own training required to maintain an effective Mission leadership role in M&E and Learning and any necessary certification requirements.

**Skills and Abilities:**

--Possession of excellent interpersonal, conceptualization and problem-solving, and communication skills, including the ability to write persuasively and with appropriate attention to detail, timeliness, and quality of presentation; the ability to work effectively and with minimal guidance or supervision within a culturally diverse team setting and to provide leadership to peers and subordinates that ensures quality work while promoting professional growth.

--Demonstrated ability to work effectively with a broad range of professional counterparts within and outside of the employing organization. Must be able to interact effectively on a peer-to-peer basis with local and international M&E professionals in professional fora, conferences, and work groups, including, as appropriate, the development and presentation of original research and analyses that meet international standards of professional peer review in the M&E field.

--Advanced computer literacy, including the ability to, entirely independently, create, interpret, edit, and modify documents and spreadsheets using common word-processing, spreadsheet, and slide-show software packages, such as those included in the Microsoft Office suite, with minimal supervision.

**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 – Presenting 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 (45 points):**

--Thorough knowledge of the economic, social, and political contest of developing countries such as Uganda; of official development assistance theory and practice. **(10 points)**

--Detailed professional practitioner-level knowledge of M&E and organizational learning theory and practice, including data selection, collection, and analytical methodologies, and data-quality assessment. **(20 points)**

--Thorough knowledge of computer and/or web-based M&E data-management systems to be able to provide advanced technical advice to assist Mission Management and the Executive Office in identifying Mission training needs related to monitoring and evaluation, including the S/PMS's own training required to maintain an effective Mission leadership role in M&E and Learning and any necessary certification requirements. **(15 points)**

**3. Skills and Abilities (30 points):**

--Possession of excellent interpersonal, conceptualization and problem-solving, and communication skills, including the ability to write persuasively and with appropriate attention to detail, timeliness, and quality of presentation; the ability to work effectively and with minimal guidance or supervision within a culturally diverse team setting and to provide leadership to peers and subordinates that ensures quality work while promoting professional growth. **(15 points)**

--Demonstrated ability to work effectively with a broad range of professional counterparts within and outside of the employing organization. Must be able to interact effectively on a peer-to-peer basis with local and international MEL professionals in professional fora, conferences, and work groups, including, as appropriate, the development and presentation of original research and analyses that meet international standards of professional peer review in the MEL field. **(10 points)**

--Advanced computer literacy and analytical skills, including the ability to, entirely independently, create, interpret, edit, and modify documents and spreadsheets, then synthesize and present information using common word-processing, spreadsheet, and slide-show software packages, such as those included in the Microsoft Office suite, with minimal supervision. **(5 points)**



**3. Prior Work Experience (25 points):**

Minimum of seven (7) years of progressively more responsible, professional-level experience in the performance monitoring and evaluation of development-assistance programs required. At least four (4) years of which should be with the bilateral or multilateral organization, international organizations like the US government or other embassies, international NGOs. Experience must include the development and management of performance monitoring plans, oversight/management of computer and/or web-based performance data recording and reporting systems, design and management of program/project evaluations and assessments, data source selection and quality analysis, report writing, and work in diverse team settings.

**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.

Master's degree in a field related to social sciences, and or management which may include monitoring and evaluation, performance/statistical research and analysis, economics, management information systems, public policy or business administration, organizational/management theory and practice, demography, or related field, is required.

Evaluation Factors have been assigned the following points:

- Job Knowledge - 45 points
- Skills and Abilities – 30 points
- Prior Work Experience -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**

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: **72061722R10031 Supervisory Project Management Specialist (Collaborating, Learning and Adapting), 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](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)	QUANTIT Y (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: BFY/FUND: 7221/221021 APPR: DV-GFSI/2021/2022 OBL: 617-MO-2022-FSN-SALARIES-FTF	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
<a href="#">AAPD 21-04 Revision 4</a> (PDF 727KB)	Executive Order 14042 on Ensuring Adequate COVID-19 Safety Protocols for Federal Awards – <i>June 6, 2022</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 No. 21-04 ATTACHMENT 6 - Overview of Applicability of FAR 52.223-99</a> [116KB PDF]	Acquisition Management, PSCs
<a href="#">AAPD 21-01</a> (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

**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/OGES%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]**