

USAID/RWANDA

Issuance Date: 02/04/2008

Closing Date: 03/03/2008 at 17.00 pm (Kigali Time)

Subject: USAID/Rwanda Solicitation No. 696-S-08-005-00 for U.S Citizen and Third Country Citizens (TCN) Personal Service Contractor, Democracy and Governance Advisor.

Gentlemen/Ladies:

United States Government, represented by the U.S. Agency for International Development Rwanda (USAID/Rwanda) is seeking applications (Optional Form OF 612) from persons interested in providing the services described in the attachment to the Solicitation.

Submissions shall be in accordance with the attached information at the place and time specified. Further, applicants must be available to begin working by May 2008. This availability shall be indicated on the OF 612.

All applications shall be submitted by email, facsimile or email.

If sent via courier to:

USAID/Rwanda  
Executive Office  
Attn: Colette Munyakazi  
Solicitation # 696-S-08-005-00  
B.P 2848  
Kigali, Rwanda

If sent via facsimile and/or email to:

250-596442  
E-mail:cmunyakazi@usaid.gov  
Subject line should read Solicitation No. 696-S-08-005-00.

Late applications shall not be accepted, unless there was demonstrated mishandling once received in USAID offices in Kigali, Rwanda.

Applicants are requested to provide their full mailing address with telephone and facsimile numbers and email address.

USAID/Rwanda anticipates awarding one (1) U.S. Personal Services contract as a result of this solicitation. The period of performance shall be two years with annual options to extend for up to a total of five (5) years provided that there is a continuing need for the services, funds are available and satisfactory or better performance, pursuant to FAR 52.217-9. The intended start date is on or about May 25, 2008.

Applicants should retain for their records copies of all enclosures which accompany their submission. Any attachments provided via email shall be in Microsoft Word 2000. Applications shall consist of the following documents:

- OF 612, duly completed and signed.
- Resume or CV, optional
- Telephone and fax numbers and/or email addresses for all references.

Sincerely,

Hadiza Linganwa  
Executive Officer

Point of Contact: Hadiza Linganwa, USAID/Rwanda Executive Officer,  
phone: (250) 596800, e-mail: [hlinganwa@usaid.gov](mailto:hlinganwa@usaid.gov)