



# USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72066322R00010

**ISSUANCE DATE:** 3/1, 2022

**CLOSING DATE/TIME:** 3/31, 2022, 5pm (EAT)

**SUBJECT:** Solicitation for a **U.S. Personal Service Contractor (USPSC) Development Outreach and Communication Advisor**

Dear Prospective Candidates:

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.

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 Attached 1.

Sincerely,

**Linda Gregory**  
**Supervisory Executive Officer**

U.S. Agency for International Development  
US Embassy  
Entoto Road  
P. O. Box 1014  
Addis Ababa, Ethiopia

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USA Address:  
2030 Addis Ababa Place  
Washington, DC 20521-2030

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72066322R00010
2. **ISSUANCED ATE:** 3/1, 2022
3. **CLOSINGDATE/TIME FOR RECEIPT OF OFFERS:** 3/31, 2022, no later than **5:00 p.m (EAT) (close of business).**
4. **POINT OF CONTACT:** Linda Gregory, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at ***addisusaidjobs@usaid.gov***.
5. **POSITION TITLE:** Development Outreach and Communication Advisor.
6. **MARKET VALUE:** \$ \$81,216 to \$105,579, equivalent to **GS-13**. The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience, and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**
7. **PERIOD OF PERFORMANCE:** For two years with one-three-year options to extend. Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds. No PSC contract may exceed a five-year period of performance. Estimated to start on 06/01/2022.

The base period will be 06/01/2022– 06/01/2024. Based on Agency need, the Contracting Officer may exercise additional one-year option period for a maximum of three years, as noted below:

Base Period:	06/01/2022 – 06/01/2024
Option Period 1:	06/01/2024 – 06/01/2025
Option Period 2:	06/01/2025 – 06/01/2026
Option Period 3:	06/01/2026 – 06/01/2027

8. **PLACE OF PERFORMANCE:** Addis Ababa, Ethiopia with possible travel as stated in the Statement of Work.

9. **ELIGIBLE OFFERORS:** U.S. Resident-Hire. Resident Hire U.S. Personal Services Contractor means a U.S. citizen or resident alien who, at the time of contract award, (i) resides in the cooperating country for reasons other than U.S. government or non-U.S. government employment, or under any contract or other arrangement, that provides repatriation to the U.S.; or (ii) is a spouse or dependent of a U.S. citizen or resident alien who resides, or will reside, in the cooperating country for the purpose of U.S. government or non U.S. government employment, or under any contract or

other arrangement that provides repatriation to the U.S. A U.S. citizen for purposes of this definition also includes a person who at the time of contracting is a lawfully admitted permanent resident of the United States and have a valid work authorization for Ethiopia.

Applicant must:

- Submit a complete application as outlined in the solicitation titled SUBMITTING AN OFFER
- Be able to obtain facility security clearance.
- Be able to obtain a medical clearance.
- Be willing to travel to work sites and other offices or locations as/when requested.

**10. CLEARANCES:** The final selected candidates must obtain both the ‘facility access’ security and medical clearances within a reasonable period. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

## **11. STATEMENT OF DUTIES**

### **1. General Statement of Purpose of the Contract:**

The Development Outreach and Communications (DOC) Advisor reports to the Senior Development Outreach Communication Advisor and serves as his/her deputy. The DOC Advisor will frequently directly interact with the Mission Director, Deputy Mission Director, the Head of the Embassy’s Public Affairs Section and the Press Attaché, USAID/Washington AFR/Press and Legislative and Public Affairs Staff, as well as with the Press and Public Affairs directors of other governments’ development agencies and INGOs operating in Ethiopia. He/she will help to plan and directly support events and field trips involving the participation of the U.S. Ambassador, the Deputy Chief of Mission and visiting VIPs. He/she will also organize Implementing Partner communications staff trainings and Implementing Partner social media coordination and co-manage USAID/Ethiopia’s social media channels with coordination of the Embassy’s Public Affairs Section.

The DOC Advisor serves as the Contracting Advisor’s Representative (COR) for the Mission’s outreach contract with a local Ethiopian public relations/advertising agency.

### **2. Statement of Duties to be Performed:**

The DOC Advisor is an integral part of the mission’s communications and outreach team and provides leadership and support to all offices contributing to these efforts. In the event of the Senior DOC Advisor’s absence, or at his/her direction, the DOC Advisor serves as the Mission’s point of contact with media and Washington-based bureaus. As the anticipated Contracting Advisor’s Representative (COR) for the Mission’s outreach contract with an Ethiopian communications agency, the DOC Advisor will be responsible for all oversight and management of that contract.

The DOC Advisor assists in the development and implementation of a revised, comprehensive communications and outreach strategy which is in line with the overall USAID Ethiopia Country Development Cooperation Strategy and promotes USAID’s activities to external and internal audiences. The strategy will focus largely on getting recognition for, and driving positive behaviors related to, Feed the Future and Global Health Initiatives, as well as economic growth, basic

education and governance programs. Revisions to the previous strategy will optimize the wide array of new communications tools and distribution methods now available to effectively target audiences. The strategy will also be used to inform and organize USAID's implementing partners on the selection, targeting, and placement of materials to raise awareness of USAID activities in Ethiopia. The need to identify, track and analyze emerging communications platforms to determine if they can contribute to USAID's communications objectives to better reach local and global audiences will be built into the new strategy. The DOC Advisor is responsible for advising the Senior DOC as to which emerging tools would be useful to apply in the context of outreach to Ethiopians.

The DOC Advisor also assists in regular updates to the Mission communications strategy, identifying objectives, messages, audiences, products, and budgets, and developing plans in coordination with USAID managers and technical teams consistent with the Mission development strategy and the overall Embassy communications goals. Implementation of the strategy will be guided by indicators in a results framework and a performance monitoring plan. The DOC Advisor also leads the coordination of the USAID/Ethiopia Communications Working Group (CWG), a community of practice for all USAID Implementing Partner communications staff. These responsibilities include organizing USAID- and partner-led trainings, assembling and utilizing regular social media posts and social media content from the CWG, and directing Implementing Partner social media coordination and media-relations coordination.

The DOC Advisor works with the Senior DOC Advisor to ensure that outreach activities are cost-effective, well-targeted, noncontroversial, visually appealing, well-defined, and contain human interest elements. The DOC Advisor guides the work of implementing partners to achieve maximum exposure and understanding of U.S. assistance efforts and initiatives in Ethiopia, as defined by the Chief of Mission, USAID Mission Director and Deputy Mission Director. To operationalize the communications strategy, the DOC Advisor helps the Senior DOC Advisor put in place policies and procedures for mission communications which clarify roles and responsibilities within the Mission and Embassy and with implementing partners, including templates for various communications tools, standards for creating and finalizing communications materials, and guidelines for planning and managing events.

### **Specific activities include:**

#### **Providing Guidance for and Coordinating the Outreach Activities of USAID's Technical Offices and Implementing Partners: 30%**

There are more than 100 staff members working in communications for USAID's implementing partners in Ethiopia. The DOC Advisor serves as the main point of contact at USAID for all of these partner communicators. Individually and through the Communications Working Group, he/she guides their work, trains them, and works with them to plan, schedule, publicize and carry out activities which effectively inform the public about the work they are doing with funds provided by the American people.

The DOC Advisor organizes training for COR/AOR staff and implementing partners on communication and media skills such as working with the media, developing briefing materials, stories and blogs, video production, photo taking and planning and managing special events. She/he also conducts regular sessions on USAID marking and branding requirements and emerging best

communications practices. His/her role in training USAID and implementing partner staff on effective development communications is crucial for the overall success of USAID's activities in Ethiopia.

The DOC Advisor coordinates field travel and public affairs activities of the Mission Director and Deputy Mission Director, as well as the Ambassador, DCM, and other USAID and Embassy staff members. The DOC Advisor prepares schedules, briefings, and all information related to events (e.g., backgrounders/scene setters, talking points, speeches, video/photo coverage, etc.), and organizes logistics, guest lists and other arrangements in collaboration with mission staff. He/she advises technical offices and implementing partners on ways to expand opportunities for coverage of USAID assistance, including print, TV and radio. The DOC Advisor helps USAID technical offices and implementing partners define appropriate activities for coverage, participates in field inspections and final selection, and accompanies TV/radio crews to site locations for filming.

He/she helps support major USG and congressional visitors by preparing briefing materials and scene setters, coordinating meetings and briefings with partners, and handling logistical support for such visits.

The DOC Advisor works with USAID technical offices to plan and implement public events which maximize exposure for USG development assistance. The DOC Advisor serves as the main point of contact with USAID technical offices and implementing partners in the conception, information collection, and dissemination of all public materials relating to USAID programs.

The DOC Advisor plays a leading role in communicating Agency branding requirements to USAID implementing partners and individually, and through the Communications Working Group, trains them on the proper usage of USAID marking and branding as it pertains to their work. The DOC Advisor serves as a resident expert on USAID branding and style guidelines, ensuring regulations are followed and applied as outlined in ADS 320 and the Agency's Graphic Standards Manual. She/he reviews and edits all implementing partner branding and marking plans and works with contracts Advisor and COR/AOR on approval of these final documents. The DOC Advisor ensures partners are in compliance with approved marking and branding plans and that all materials (videos, websites, banners, posters, brochures, publications, etc.) meet USAID branding guidance. This may include training partners and Mission staff on the branding and marking guidelines. The DOC Advisor recommends revisions, reprinting, or other appropriate action when needed. He/she seeks guidance from LPA on any disputes or waiver requests related to branding and marking requirements. She/he is also responsible for ensuring that USAID staff members and implementing partners alike understand the nuances involved in working with funding provided through Presidential and other special initiatives and the branding and marking requirements for those activities. He/she serves as the Mission's "Branding Champion" and is responsible for keeping USAID staff members and implementing partners up to date on all changing requirements and will monitor partner products for compliance with these requirements.

In addition to reviewing products for branding and marking compliance, the DOC Advisor reviews; video products, banners, brochures, handouts, signs, and other public relations materials to evaluate quality, propriety in terms of production quality, sensitivity to local culture, and accuracy of content. He/she advises CORs/AORs and implementing partner staff on production of public information materials, press materials, displays. He/she advises USAID implementing partners and USAID staff

on how to increase the quality of public outreach materials. The DOC Advisor works with USAID staff and partners to ensure targeted, coherent, and consistent messaging and presentations.

### **Contracting Advisor's Representative for Outreach Contract: 30%**

The DOC Advisor serves as the Contracting Advisor's Representative (COR) for the Mission's outreach contract with a local Ethiopian agency. As the COR of this contract, the DOC Advisor is responsible for drafting the Scope of Work, leading the Technical Evaluation Panel, and overseeing and documenting the selected contractor's support to the Mission in the achievement of its outreach objectives. The outreach contract requires the contractor to analyze media consumption patterns, produce and disseminate public information about Mission initiatives, organize public outreach campaigns and events and promote a better understanding of USAID programs to a variety of local and international audiences through targeted efforts. The DOC Advisor is responsible for ensuring that the outreach contractor is undertaking all of this work in accordance with the overall Mission Communications Strategy and undertaking all activities in a manner that makes efficient use of allocated funding.

As the contracting Advisor's representative (COR) for the mission's outreach and communication contract, he/she is responsible for all COR functions in terms of providing regular guidance, strategic messaging, and determining if any adjustments to the work plan or implementation are needed. This also includes keeping up to date on all contract management issues and maintaining proper documentation and record keeping in compliance with COR requirements. H/she may also serve as the COR or alternate COR for any research agency contracted to conduct public surveys of the mission's media efforts; ensure that awareness and attitudinal research is completed correctly; and, present findings to senior management and use the information to inform the mission's communications strategy.

### **Production Public Information and Publicity Materials: 20%**

The DOC Advisor is responsible for collecting input for, editing and preparing that information for use through a range of products tailored to target audiences; managing the procurement and distribution of communications materials related to the USAID foreign assistance program in Ethiopia; and serves as a mission point of contact and liaison for information requests, as well as the main point of contact for the production, crafting, and use of content for all of USAID/Ethiopia's social media channels. This includes the creation, production and editing (through approved editing software) of video, photographic and audio content.

The DOC Advisor serves as the Mission's POC for updating USAID Ethiopia's web page content and is responsible for ensuring that USAID technical and support offices keep their content up to date, relevant and user-friendly. The DOC Advisor ensures that the mission is able to accommodate special outreach requests from LPA, AFR, BFS, EGAT, DCHA, E3, PPL, GH Bureaus at USAID/W and the Embassy Public Affairs Section.

The DOC Advisor coordinates elements of the overall mission communications strategy, which includes:

- Consistently drafting, formatting and updating high-quality public information materials such as briefing materials, talking points, speeches, program and regional fact sheets, and timely updating of mission website content and maps.
- Writing, as well as soliciting/editing/preparing an array of success stories/transforming lives and blog submissions for USAID Ethiopia and for USAID/Washington platforms.
- Managing social media platforms in coordination with the Senior DOC (including Twitter, Flickr, YouTube, and Facebook).
- Ensuring that success stories in AID Tracker are reader friendly, relevant, and kept up to date.

The DOC coordinates with the US Embassy Public Affairs Section (PAS) to ensure that Embassy personnel are properly apprised of USAID public outreach activities and projects and to coordinate events and field trips for the Ambassador and Deputy Chief of Mission; and serves as a liaison with the USAID/Africa Bureau communications team in Washington.

### **Media Relations and the Press: 10%**

He/she is responsible for supporting USAID Ethiopia media activities, including monitoring media coverage (particularly local and regional news) on issues related to USAID activities in Ethiopia. In coordination with the PAS and under the direction of the Senior DOC Advisor, builds and maintains a professional network of Ethiopia's media contacts. Responsibilities include arranging interviews with USG officials, briefings, press tours of USAID-funded projects, and escorting journalists during these events.

In the event of the Senior DOC Advisor's absence, or at his/her direction, the DOC Advisor will serve as the Mission's point of contact with American and international media.

The DOC Advisor is responsible for writing and distributing press releases on program successes, project inaugurations, significant developments, etc. and then following up with media to encourage and support coverage of public events. He/she coordinates with technical offices, Embassy's PAS, and LPA to ensure local and international media requests for information are met with well-written and accurate responses.

The DOC Advisor advises and work with Embassy PAS to expand opportunities for coverage of USAID assistance, including TV, radio and other media. This may include arranging interviews, briefings, tours of USAID projects, escorting journalists, and recording activities. At the same time, he/she advises the Mission Director, Deputy Mission Director and staff as to when press coverage is not recommended for culturally or politically sensitive issues. The DOC Advisor works with the Senior DOC to prepare USAID Ethiopia and visiting senior leadership from USAID/Washington for interviews with the media.

### **Supervisory Role: 10%**

In the event of the Senior DOC Advisor's absence, or at his/her direction, the Deputy DOC Advisor will be responsible for the overall management of strategic communications, including day-to-day office operations; VIP visits; managing the budget for DOC activities; overseeing the publication of

materials; supervising the maintenance of DOC materials and files; taking primary responsibility for public inquiries, press relations, special events, and social media; and monitoring and evaluating progress toward communications objectives as outlined in the mission-approved communications strategy.

The position requires occasional high-level contacts within the U.S. interagency in both Ethiopia and Washington, D.C. (including with the USAID Mission Director, U.S. Ambassador, DCM and PAO, USAID/W senior staff), the host country community (such as ministers, Members of Parliament, and NGOs), and chiefs of party of implementing partners.

### **3. Supervisory Relationship**

The DOC Advisor directly reports to the Senior DOC Specialist.

### **4. Supervisory Controls:**

None

### **11. PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

Applications will be initially screened by the Mission Human Resources Office to determine whether they have met the minimum qualifications listed below. All candidates who meet the minimum qualifications requirements will be referred to the Technical Evaluation Committee (TEC) for further consideration and screening.

**EDUCATION:** A Bachelor's Degree in the field of communications or journalism, public relations or marketing, English, international relations, or a related field.

**WORK EXPERIENCE:** A minimum of four years of progressively responsible relevant professional experience in public relations, public information and outreach or international development with at least 6 months of that experience in an international setting (international organization, corporation, government, or NGO).

## **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with candidates 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 candidates 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 candidates 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>.

## **EVALUATION FACTORS**

**EDUCATION (20 points):** Points will be given for (1) education above the minimum level and/or (2) specialized education pertinent to the position. and/or (3) specialized training pertinent to the position.

**WORK EXPERIENCE (30 points):** Points will be given for (1) experience above the minimum levels required, (2) specialized experience pertinent to the position, (3) experience in pertinent development assistance activities, (4) experience in development organizations that are large and/or international, and (5) Proven experience in disseminating information to diverse target audiences.

**KNOWLEDGE, SKILLS AND ABILITIES (50 points):** Demonstrated knowledge in development and/or humanitarian Assistance programming in a development setting. Demonstrated expertise in producing effective public relations events and communications materials. Demonstrated ability in computer desktop publishing and to execute computer applications (spreadsheets, graphics, charts, tables, etc.) needed to complete the final documents. Demonstrated ability to establish and maintain contacts with a wide range of external organizations. Demonstrated ability to gain consensus and collaboration across many business units. Demonstrated ability to obtain information gathered through broad and balanced input and then rapidly analyze information, evaluate data, and prepare technical documents, often explaining complex concepts in layman's language. Demonstrated ability to communicate effectively in writing and orally in English to participate in discussions and meetings. Demonstrated ability to produce a high-quality work, often under time pressure and in complex situations. Demonstrated ability to work independently, manage competing deliverables and self-motivate while also employing strong organizational skills to work collaboratively with a multi-disciplinary team.

## **INTERVIEW PERFORMANCE (30 points)**

**WRITTEN TEST (30 points)** A written test will be given to assess the ability to produce professional quality public materials.

## **REFERENCE CHECK: (40 points)**

**BASIS OF RATING:** Candidates who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors.

Candidates should address the above evaluation factors in the offer package, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to the factors. Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The **highest-ranking applicants** may be selected for an interview. Interviews may be conducted either in person or by telephone/video call at USAID's discretion. Final rating and ranking for the

candidates will be based on the initial evaluation of the applications, interview performance, and written test. USAID/Ethiopia will not pay for any expenses associated with interviews.

***Reference checks will be conducted only for the highest-ranking candidates and will be handled separate from the technical evaluation. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the candidate's cover letter, and USAID will not contact those references without contacting the candidate.***

#### **IV. SUBMITTING AN OFFER**

For your application to be considered, the following documents must be submitted:

1. Offeror Information for Personal Services Contracts with Individuals, available at [AID- 309-2 Form](#)
2. Letter of Application
3. Current curriculum vitae (CV).

#### **Further Guidance:**

Offers must be submitted to the Point of Contact identified in Section I, item 4, by the closing date and time specified in the same section..

To ensure consideration of offers for the intended position, offerors must prominently reference the Solicitation Number in the offer submission.

Application must be submitted **ONLY** via [addisusaidjobs@usaid.gov](mailto:addisusaidjobs@usaid.gov) and the email subject must say **-.72066322R00010 – Development Outreach and Communication Advisor. Be sure to include your name and the solicitation number at the top of each page.**

Please do not submit more than one application; and

The application must be submitted before or on the closing date at local Ethiopia time 5 p.m. (Local Ethiopia, Addis Ababa Time, or EAT). Late and incomplete applications will not be considered.

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the CO informs the successful candidate about being selected for a contract award, the CO will provide the successful candidate instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Fingerprint Card (FD-258), and either
3. Questionnaire for Sensitive Positions for National Security (SF-86),or
4. Questionnaire for Non-Sensitive Positions (SF-85), whichever is applicable.

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances:

### **1. BENEFITS:**

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (depending on satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

## **VII. TAXES**

USPSCs are required to pay federal income taxes, FICA, Medicare and applicable state income taxes.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation(AIDAR),Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including contract clause "General Provisions," available at [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. **Contract Cover Page form AID309-1** available at <https://www.usaid.gov/forms>.

## **LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs</b>	1	LOT	\$ _TBD__	\$ _TBD at Award after

	<b>(ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] -Accounting Info: [insert from Phoenix/GLAAS]				negotiations with Contractor_
2001	<b>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] -Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
3001	<b>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] -Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_

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

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 **5CFR2635**. 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>.

6. The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

## END OF SOLICITATION

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission in Ethiopia provides equal opportunity and fair and equitable treatment in employment to all people without regard to

**race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**