



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062423R00003

ISSUANCE DATE: November 24, 2022

CLOSING DATE/TIME: December 23, 2022/17:00 GMT

SUBJECT: Solicitation for Offshore U.S. Personal Services Contractor as Ghana Country Coordinator for US Strategy to Prevent Conflict and Promote Stability, USAID/West Africa

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, Sections I through V** 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 any offer.

All offers must be submitted to the Point of Contact via email: accrapsc@usaid.gov

Only shortlisted offerors will be contacted.

Any questions must be directed in writing to the CO via accrapsc@usaid.gov

Sincerely,

James Berscheit
Contracting Officer
Regional Executive Office

ATTACHMENT 1

SOL #72062423R00003

I. GENERAL INFORMATION

1. SOLICITATION NO.: **72062423R00003**
2. ISSUANCE DATE: **November 23, 2022**
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **December 23, 2022, 17:00GMT**
4. POINT OF CONTACT: **USAID/West Africa, Accra**; e-mail at accrapsc@usaid.gov
5. POSITION TITLE: **Ghana Country Coordinator for US Strategy to Prevent Conflict and Promote Stability**
6. MARKET VALUE: **\$95,973 - \$124,764** equivalent to **GS-14**
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: **Two (2) years**, estimated to start o/a 01/2023 with an option of three (3) one-year extensions for a maximum of five (5) years. Exercise of options will depend on continuing need of services, availability of funds, successful performance, and requisite approvals.

Based on Agency need, the Contracting Officer may exercise the additional **option periods** for up to three (3) years for the dates estimated as follows:

Base Period:	o/a 1/2023 to 1/2025
Option Period 1:	o/a 1/2025 to 1/2026
Option Period 2:	o/a 1/2026 to 1/2027
Option Period 3:	o/a 1/2027 to 1/2028

8. PLACE OF PERFORMANCE: **US Embassy, Accra, Ghana**
9. ELIGIBLE OFFERORS: **U.S. Citizens** (including lawful Permanent legal residents)
10. SECURITY LEVEL REQUIRED: **Secret**
11. STATEMENT OF DUTIES

1. BACKGROUND:

The landmark 2019 Global Fragility Act (GFA) presents a new and necessary opportunity for the U.S. Government (USG) to prioritize conflict prevention and transform how it partners with countries affected by fragility and conflict to foster a more peaceful and stable world. Learning from the United States' decades-long stabilization experiences in conflict-affected settings such as Afghanistan and Iraq, and consistent with the Act, the 2020 [*U.S. Strategy to Prevent Conflict and Promote Stability \(SPCPS\)*](#) conceives an integrated, evidence-based, prevention-focused, coherent, and field-driven approach to address drivers of fragility that can threaten U.S. national security and ultimately cost millions of U.S. taxpayer dollars.

The new U.S. SPCPS reflects emerging threats and opportunities and outlines guiding principles to inform our whole-of-government work, in partnership with other countries, institutions, and organizations, as we implement the SPCPS and its four goals. These principles fall into three categories: (1) we will challenge the USG status quo, (2) we will pursue meaningful partnership at all levels, and (3) we will exploit synergies with other Administration priorities. In executing these principles, we aim to fulfil the intent of the Act in a way that meets the catalytic vision of the expert civil society coalition and Members of Congress who championed the GFA and counters the emergent, challenging, and historic trends the United States and international partners confront today.

The GFA requires a holistic approach to help partners address the political, social, and economic drivers of fragility, expand effective and accountable governance, and bolster local conflict resolution mechanisms. The U.S. SPCPS recognizes the transnational nature of threats to stability facing certain regions, and the need for regional solutions to address them. SPCPS implementation in Coastal West Africa (CWA) provides the opportunity to build regional capacity to respond more effectively to shocks and emerging challenges and leverage the transnational social, economic, and political nexuses that contribute to resilience and peace.

The SPCPS elevates connections to current and emerging challenges, including those regarding democracy, governance, respect for human rights, multilateralism, gender equality, youth participation, security and justice sector reform, atrocity prevention, global health security, conflict mitigation, peacebuilding, and climate change. Key to the success of SPCPS implementation is extensive and ongoing partnership with host country governments, regional institutions, civil society, academics, private sector, and like-minded and non-traditional donors to jointly design the CWA regional plan and programs, ensuring the local ownership that GFA and the SPCPS envision. There is a unique window of opportunity in CWA to engage regional bodies, governments, local communities, international partners, and sub-national partners to build on existing strengths and prevent internal and external threats from metastasizing into broader conflict or a humanitarian crisis. There is also an opportunity for synergy with stabilization and conflict prevention efforts in the Sahel and the NSC's forthcoming Sahel Strategy. Challenges in the Sahel and CWA are interlinked, but each region also faces distinct local political dynamics that shape risks, resiliencies, and responses to conflict and violence.

Unlike the individual countries selected under the GFA, the regional effort proposed for CWA includes five countries, five USG Country Teams, and significant involvement from USG entities specializing in the West African region. Each phase of the GFA for CWA should be approached primarily through a regional lens framing collective risks, sources of resilience, goals, and programmatic needs before applying country-specific perspectives.

2. MAJOR ROLES AND RESPONSIBILITIES:

Under the direction of the U.S. Ambassador to Ghana or her/his designate, the GFA Ghana Country Coordinator for GFA ("GFA Ghana Country Coordinator") provides leadership, convening, and coordination for the interagency to advance the implementation of the 10-year Plan for the U.S. SPCPS in Ghana, consistent with the goals and resources of the GFA.

As such, the GFA Ghana Country Coordinator acts as the Mission Ghana focal point in all GFA related matters for Ghana. S/he coordinates the broad program management for the multi-faceted GFA-funded program for Ghana; coordinates the development, implementation, monitoring and reporting of the GFA in Ghana; and serves as the key facilitator of the USG inter-agency team implementing GFA activities in Ghana through a holistic approach to help

partners address the political, social, and economic drivers of fragility, expand effective and accountable governance, and bolster local conflict resolution mechanisms in Ghana. To achieve the goals of the GFA, the U.S. SPCPS will elevate connections to current and emerging challenges in Ghana, including those regarding democracy, governance, respect for human rights, multilateralism, gender equality, youth participation, security and justice reform, atrocity prevention, global health security, conflict mitigation, peacebuilding, and climate change. SPCPS implementation in Ghana provides the opportunity to build regional capacity to respond more effectively to shocks and emerging challenges, and to leverage the transnational social, economic, and political nexuses that contribute to resilience and peace.

The duties of the GFA Ghana Country Coordinator include:

- Facilitating, planning, coordinating, and reporting of the GFA-funded program performance for the inter-agency program in Ghana.
- As directed by the Ambassador or her/his designate, overseeing processes to ensure that the USG funds deployed by GFA in Ghana are wisely and effectively used to address the principles and priorities of the SPCPS.
- Coordinating with the GFA implementing agencies to ensure that funds are allocated strategically across agencies and technical areas; are coordinated with inputs from the partner country governments and other donors; are consistent with U.S. Government laws and policies, especially legislation pertaining specifically to GFA; and support the regional and national goals and plans of the partner regional institutions and governments.
- Working with GFA implementing agencies to coordinate reporting systems for tracking funds accurately so that resources are correctly directed and deployed rapidly.
- Briefing senior leaders (Washington and field) on upcoming actions, strategic vision, roadblocks, status, etc.
- Set agendas and chair working group meetings, looking ahead to identify future deliverables and use the meetings to get the inter-agency group operating as a cohesive team.
- Meet in small groups and one on one with technical representatives to explain work products, meet individual members where they are to enable full participation in the team
- Digest all the guidance and distill it for working group members to create awareness and synergies.
- Lead strategic and annual activity planning.
- Understand and work within the USG planning and implementation approaches for diplomacy, security and development assistance to achieve GFA goals.

Within the U.S. Embassy in Ghana, the Chief of Mission heads the GFA program and has final executive leadership for all program areas.

a) Program Management and Implementation (40%)

The SPCPS Ghana Country Coordinator's portfolio involves the full range of roles and responsibilities associated with broad program planning, design and management to facilitate and monitor in-country implementation of the 10-year Plan for the U.S. SPCPS in Ghana consistent with the goals and resources of the GFA.

The SPCPS Ghana Country Coordinator will serve as the key coordinator and facilitator of the USG inter-agency teams in Ghana implementing SPCPS activities in the areas of democracy, governance, respect for human rights, multilateralism, gender equality, youth participation, security and justice reform, atrocity prevention, global health security, conflict mitigation, peacebuilding, and climate change. The U.S. SPCPS implementation in CWA provides the opportunity to build regional capacity to respond more effectively to shocks and emerging challenges and to leverage the transnational social, economic, and political factors that contribute to resilience and peace.

The SPCPSA Ghana Country Coordinator assists the SPCPS implementing agencies with planning, developing, directing, and ensuring accountability for the success of a major initiative with a regional scope. S/he will ensure the monitoring and oversight of operations to deliver, measure, and evaluate accomplishments and progress; will highlight successes and identify reasons for shortfalls; and will ensure adjustments as necessary to achieve program goals. S/he

will develop and maintain internal control systems to ensure that human, financial, technological, and material resources are safeguarded against waste, fraud, unauthorized use, or misappropriation. S/he will plan and lead a periodic assessment of program performance and progress toward objectives and guide adjustments to program performance according to the findings of the assessments.

The Country Coordinator will hold overall responsibility for implementing the CWA Monitoring Evaluation and Learning (MEL) plan in Ghana. The SPCPS Ghana Country Coordinator must exercise considerable judgment and ingenuity to strengthen the quality, availability and sustainability of activities implemented under the 10-year Plan for CWA in alignment with the goals, policies, and resources of the GFA. The SPCPS Ghana Country Coordinator leads the USG SPCPS inter-agency team in Ghana in the conception, formulation, and implementation of evidence-based interventions in Ghana. Specifically, s/he will:

- Lead the development and submission of annual plans and reports, reprogramming actions, and other processes or inputs into reporting systems in collaboration with the various USG teams in CWA;
- Work with Embassy Accra staff to ensure that the various regional and country programs fit within the regulations of government of Ghana and aligns with GFA, the SPCPS, and international policies;
- Communicate USG policy and technical direction to implementing agency leadership at post;
- Coordinate and facilitate the inter-agency approach to GFA and the SPCPS within Embassy Accra;
- Coordinate and facilitate the restructuring and harmonization of goals, objectives, plans and schedules to align with policy, legislation, program authority, and/or funding with GFA implementing agencies represented at post;
- Facilitate discussion with the inter-agency team at post regarding determinations of projects to be initiated, dropped, or curtailed;
- Monitor and facilitate changes in implementing agencies' organizational structure;
- Keep abreast of and insure application of USG policy and guidance related to implementation of the Strategy to Prevent Conflict and Promote Stability;
- Facilitate inter-agency strategic decision-making at post to ensure program sustainability in the following areas: country ownership, institutional ownership, and mutual accountability.
- Analyze the unique operational context of the GFA-funded programs in Ghana.
- Coordinate the inter-agency process at post to establish a vision and strategy for responding to this context within the guidelines of GFA/SPCPS policy and U.S. diplomatic priorities and;
- Lead the development of annual financial planning and budget allocation across all 3-D programming and activity streams;

The SPCPS Ghana Country Coordinator will maintain appropriate controls to ensure the integrity – financial, technical, and operational – of all regional and country level programs implemented pursuant to GFA and the SPCPS. S/he will work to determine in coordination with the Chief of Mission and the SPCPS Implementing Agency Leadership, how best to direct the funds allocated to countries within the region for successful program impact. To properly manage the regional budget, the SPCPS Ghana Country Coordinator must understand the current levels of expenditure and pipeline, develop budgets, and ensure continued flow of funds necessary to implement the program. S/he will provide leadership, advice, and counsel to USG inter-agency leaders at post in the implementation and monitoring of the SPCPS program portfolio for Ghana.

b) Strategic Information (25%)

The SPCPS Ghana Country Coordinator will in collaboration with the various relevant Agency Strategic Information (SI) points of contact provide leadership and technical direction to the USG interagency team at post in the development and implementation of all (SI) and monitoring and evaluation (M&E) activities to meet the needs of GFA/SPCPS for Ghana. S/he will ensure the use of data and knowledge-based program management in regard to all aspects (implementation, technology, costing) of GFA and the SPCPS related strategies. Specifically, s/he will manage and coordinate all Strategic Information (SI) related processes required for the development of the annual GFA Plans,

Annual and Semi-Annual Program Results; oversee the fiscal year and planning year target setting exercises; and provide overall vision for the SI needs of GFA/SPCPS. The SPCPS Ghana Country Coordinator will compile and evaluate results achieved by partner agencies against established targets and track overall progress in achieving GFA/SPCPS objectives for Ghana.

Additionally, the SPCPS Ghana Country Coordinator will manage and oversee implementation of the CWA MEL plan in Ghana to include:

- Provide technical guidance to CORs/AORs (or others in charge of contract/grant management and oversight) and implementing partners working on activities relevant to SPCPS focused on MEL concepts, processes, design, training, and best practices, especially as relates to preventing violent extremism.
- Provide advanced direction and technical guidance on implementation and maintenance of the CWA MEL plan in Ghana, focusing on the activity and country levels, and promoting evidence-based decision making and adaptive management.
- Synthesize activity-level data into regional findings and learning and provide inputs into periodic and requested reporting at the regional level.
- Maintain relationships with key partners related to MEL, including other agencies, host country governments, civil society organizations, and other donors.
- Provide required briefings to senior leadership, including the Deputy Regional Coordinator, the Regional Coordinator, and the Chief of Mission or her/his designate regarding MEL processes, analyses, and findings.

c) **Collaboration among Major Non-USG Stakeholders (20%)**

The SPCPS Ghana Country Coordinator will:

- Work with in-country staff on coordination and linkage of USG regional and bilateral GFA-funded assistance with other bilateral donors, non-governmental organizations, and regional and international multilateral organizations engaged in promoting stability in Ghana.
- Collaborate and share information with regional and multilateral partners, and other donors relevant to the success of broad efforts to prevent conflict and promote stability in Ghana.
- Liaise with these development partners to ensure complementarity between the USG investments and other donors in Ghana.
- Along with other USG implementing agency country staff, establish appropriate protocol for collaboration with the Government of Ghana (GOG), including providing oversight and developing the vision of USG interaction with the GOG on all aspects of the GFA/SPCPS.
- Promote alignment with and understanding of the various GOG priorities and policies among USG staff implementing the GFA-funded programs.
- Lead discussions, as appropriate, about the timing and planning for transition from USG resources toward other types of funding for sustainable responses to prevent conflict and promote stability in Ghana.
- Counsel and advise Post and Washington leadership regarding the optimal mix of funding support for the country level GFA/SPCPS programs in Ghana.
- Work with Embassy staff on outreach to and engagement of civil society and private-sector partners, including advocacy groups, faith- and community-based organizations, and businesses in the GFA/SPCPS programs. Encourages the engagement of these groups by all USG agencies involved in preventing conflict and promoting stability in Ghana.
- The SPCPS Ghana Country Coordinator will collaborate closely with Embassy Accra leads to ensure alignment of diplomacy, messaging, and assistance efforts across GFA/SPCPS partners.
- The Country Coordinator may be required to assume Assistance Officer Representative/Contracting Officer

Representative (AOR/COR) duties for an Ambassador's Resilience Fund and should therefore be able to obtain AOR/COR qualifications.

d) Program Representation (15%)

The SPCPS Ghana Country Coordinator will:

- Assist in assuring the accountability of GFA/SPCPS programs supported by the USG to Administration officials, Members of Congress, and the public through the development and communication of appropriate statements, reports, and representation.
- In collaboration with various GFA/SPCPS implementing agencies, serve as the Post representative, when appropriate, such as working groups, country coordinating mechanisms, steering committees, etc., with a focus on preventing conflict and promoting stability in Ghana.
- Counsel and advises the U.S. Embassy staff in Ghana on relevant GFA/SPCPS policies and issues that emerge in various settings with stakeholders. As requested by the U.S. Embassy, s/he may speak on behalf of the USG about Ghana's GFA/SPCPS needs based on a comprehensive knowledge of the respective overall country, regional, and global context, in-country and regional programs, and the status of implementation of GFA/SPCPS.
- Recommend and promote positions and views for Embassy Accra on strategies, initiatives, and current programs that aim at preventing conflict and promoting stability in Ghana.
- In coordination with GFA leadership from other USG agencies, plan and direct the identification, development, implementation, and monitoring of outreach and/or liaison activities and initiatives with USG representatives (including Congressional staff), the partner government, international organizations, non- governmental organizations, and regional donors to foster greater leadership, commitment, and resources on their part in preventing conflict and promoting stability in Ghana.
- Inform and engage the Chief of Mission, USG representatives in-country GFA/SPCPS regional and bilateral programs, non-governmental organizations, and partner government officials on GFA/SPCPS program achievements, concerns, and needs to reinforce initiatives to accomplish the goals of GFA and the U.S. SPCPS through bilateral and multilateral diplomatic efforts.

3. OTHER SIGNIFICANT FACTORS:

- a) Administrative and Supervisory Controls:** The GFA Ghana Country Coordinator will work under the leadership of the U.S. Ambassador to Ghana, or her designate, as part of the USG GFA Team in CWA. This position will be administratively hired and managed by the U.S. Embassy in Ghana to serve as an inter-agency GFA Ghana Country Coordinator and manager of the GFA program in Ghana.

The GFA Ghana Country Coordinator reports to the Deputy Political Chief or her designate who provides on-site line management and country-level policy direction. S/he represents the Embassy as the primary point of contact and coordinator of activities related to GFA in-country, playing a critical role in the planning, implementing, and reporting of program performance. S/he will serve as Liaison to the interagency at post and ensure that the GFA regional and bilateral programs in CWA are routinely informed about and in alignment with key GFA developments, strategic directions, and reporting timelines. Administrative supervision by the Deputy Political Chief or her designate includes approval for travel, leave, and time and attendance. These actions will be administered under Embassy Accra.

- b) Supervision Received:** The Deputy Political Chief, or her designate, will supervise this position. The incumbent is also accountable to the Deputy Political Chief or her designate in sensitively and collaboratively managing the complex processes associated with planning for, implementing, and monitoring the results of the Emergency Plan across the participating USG implementing agencies and across the region.

- c) **Available Guidelines:** The GFA Ghana Country Coordinator is required to understand specific policies and procedures of the participating GFA agencies which are relevant to project activity planning and management. Oral guidance from the immediate Supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect the overall GFA initiative and keeping abreast of evolving development on related issues in CWA.
- d) **Exercise of Judgment:** In instances not clearly covered by written guidelines, the incumbent should use her/his own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with USG and representatives from donor organizations to resolve problems that arise during work for which there is often no clear or immediate solution.
- e) **Authority to Make Commitments:** The GFA Ghana Country Coordinator has no independent authority to commit funds on behalf of the USG.
- f) **Nature, Level and Purpose of Contacts:** The GFA Ghana Country Coordinator is expected to meet occasionally with high-level officials from host governments in Ghana. S/he is required to maintain a solid working relationship with all USG Agencies represented at post involved with GFA to function effectively. S/he is required to work closely with the USG agencies implementing the GFA, foundations, NGOs, other foreign donor, and other local and international and regional institutions as appropriate (ECOWAS, Accra Initiative, G5 Sahel, etc.).

The legal, regulatory, and policy framework for the position is broadly stated and lacks detail and specificity; it largely consists of pertinent sections of the public laws authorizing and funding GFA, the President's vision for GFA, the U.S. SPCPS, and the strategic objectives and views of the USG. As a result of the nonspecific nature of these few, available guidelines, the GFA Ghana Country Coordinator must exercise considerable judgment and ingenuity within their overall intent to devise and oversee the strategies, tactical approaches, and program initiatives that will strengthen the quality, availability, and sustainability of regional and bilateral programs implemented under the GFA.

4. MINIMUM QUALIFICATIONS REQUIRED:

Education: An advanced degree (master's or higher) in a relevant professional discipline, such as Public Policy, Conflict Prevention and Response, Democracy, Human Rights, and Governance, Business Administration, or related subject, is required.

Work experience: At least 5 years of experience coordinating and managing programs. At least 1 year experience supervising and managing staff. Actual experience managing conflict prevention and response and democracy, human rights, and governance programs.

Language Proficiency: Level IV English ability (fluent) is required
Language proficiency may be tested during the interviews.

1. EVALUATION FACTOR/SELECTION CRITERIA:

The following factors will be the basis for the evaluation of applications meeting the required minimum qualifications. All applications will be evaluated based on the documentation submitted with the application. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation. The highest-ranking applicants may be selected for an interview, but an interview is not always necessary.

Education: (5 Points)

A Bachelor's degree in a relevant professional discipline, such as Public Policy, Conflict Prevention and Response, Democracy, Human Rights, and Governance, Business Administration, or related subject is required.

Work Experience: (35 Points)

- Experience in monitoring and evaluation of assistance programs, including experience in assessments, learning, and evaluative methods particularly complexity aware MEL. Experience with MEL focused on diplomatic and/or security actions is a plus, as well as work in complex and non-permissive environments. Demonstrated experience in designing, facilitating, and evaluating tailored learning activities across a variety of themes, forums, and stakeholders. Experiencing developing, testing, and assessing innovative approaches to complex problems is required.
- Must demonstrate experience operating in his/her non-native cultural environment and demonstrate strong knowledge and understanding of policies and programming parameters. Actual experience managing conflict prevention and response and democracy, human rights, and governance programs is preferred.
- Demonstrated experience managing programs with cooperation among multiple USG agencies with sometimes competing priorities and demands is required.
- Must demonstrate leadership and team building experience.

Skills and Abilities: (30 Points)

- The candidate is expected to have professional-level knowledge of M&E, learning approaches (such as the USAID Collaborating, Learning, and Adapting methodology), data analysis and reporting, and knowledge management. Knowledge of the program activities and MEL approaches of other partners, including host country governments, local stakeholders, and international organizations is a plus. Prior experience implementing MEL plans as well as fostering a learning environment is required.
- The candidate should have a demonstrated ability to create and foster a culture of evidence-based decision-making and learning among program and activity managers, implementers, and stakeholders. The candidate should demonstrate strong coaching, interpersonal, and presentation skills and the ability to influence decision-makers, foster organizational change and implement plans within a complex organizational setting.
- Strong interpersonal, teamwork, facilitation, negotiation skills, demonstrate cross-cultural sensitivity and awareness.
- Strong oral and written communications skills.
- Ability to mediate inter-agency conflicts and facilitate decisions on complex technical, programmatic, strategic, and financial issues.
- Strong managerial and analytical skills.
- Strong capacity to multitask, including managing, prioritizing, and fulfilling competing demands in real time.
- Ability to keep track of a large amount of data and manage complex inter-agency planning and reporting processes.
- Ability to empower GFA team members to apply available resources and expertise to addressing the local epidemic.

Language: (10 Points)

Level IV English (fluent) is required.

Exercise of Judgment: (20 Points)

The GFA Ghana Country Coordinator is required to exercise independent judgment and ingenuity to interpret and develop applications and guidelines to devise innovative approaches to resolve technical, administrative, managerial, and policy problems. Excellent, balanced judgment must be exercised in setting priorities. In addition, considerable judgment is required to work effectively with host- government officials; coordinate multi-sectoral efforts in support of objectives; and collect, analyze, and report the progress of activities and recommend project actions. In the West Africa Regional Office, this requirement is critical to the success of the GFA/SPCPS mission and the diplomatic priorities of the USG.

Total: 100 points

Reference Check

Reference checks will be conducted for the top candidates resulting from the assessment of the evaluation factors. No score, a satisfactory or unsatisfactory rating will be applied.

Note: References may be obtained independently from other sources in addition to the ones provided by an offeror. If an offeror does not wish USAID to contact a current employer for a reference check, this should be stated in the offeror's cover letter, and USAID will delay such reference check pending communication with the offeror.

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
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**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. A Cover Letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the position.
5. A current CV/resume. The CV/resume must contain sufficient relevant information to evaluate the Offers in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
6. Applicants also must address the above **Section III: Evaluation and Selection Factors**, in a Summary Statement to be included in the Offers. This Summary Statement must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The Summary Statement must include the name of the applicant and the announcement number at the top of each page.
7. Applicants must provide a minimum of three (3) and a maximum of five (5) references within the last five

years from the applicant's professional life, namely individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

8. Copies of diplomas, certificates or relevant degrees may be included to corroborate the CV/resume.
9. Applicants must provide their full mailing address with telephone, facsimile numbers (if available) and email address and should retain for their records copies of all enclosures that accompany their submission.
10. Submit applications via email to accrapsc@usaid.gov
11. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Offeror Information for Personal Services Contracts with Individuals (AID 309-2);
2. Contractor Physical Examination (AID Form 1420-62); *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86); * or
4. Questionnaire for Non-Sensitive Positions (SF-85); *
5. Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

VI. BENEFITS

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

1. BENEFITS:

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

*Note: A US citizen's salary will be subject to employee's FICA and Medicare contribution.

2. ALLOWANCES:

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at http://aoprals.state.gov/content.asp?content_id=231&menu_id=92

- (a) Temporary Quarter Subsistence Allowance (Section 120)
- (b) Cost-of-Living Allowance (Chapter 210)
- (c) Post Differential (Chapter 500)

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES

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

- a. **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.

- b. **ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR22-01c)**

(a) Definition. As used in this clause -
United States or its outlying areas means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;

(4) The territories of American Samoa, Guam, and the United States Virgin Islands; and

(5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) Authority. This clause implements Executive Order 14042, Ensuring Adequate

COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) Personal Services Contracts with individuals. As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirement of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S state or outlying area subject to a court order prohibiting the application of requirement pursuant to the Executive Order (hereinafter, Excluded State or outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Area is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

- c. **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:

ITEM NO	SUPPLIES/SERVICES (DESCRIPTION)	QTY	UNIT	UNIT PRICE	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	2	LOT	\$ TBD	\$TBD at Award after negotiations
1001	Option 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations
2001	Option 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations
3001	Option 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations

- d. 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>.
- e. **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> .

[END OF SOLICITATION]