



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066323R00015

ISSUANCE DATE: 06/16, 2023

CLOSING DATE/TIME: 07/15, 2023, 5pm (EAT)

SUBJECT: Solicitation for U.S. Personal Services Contractor (Resident Hire)/U.S. Personal Services Contractor (USPSC Offshore)/ Third Country National Personal Services Contractor (TCNPSC) - **Senior Logistics and Commodities 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.

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 the Attached 1.

Sincerely,

James Cerwinski
Supervisory Executive Officer

U.S. Agency for International Development US Embassy Entoto Road P. O. Box 1014 Addis Ababa, Ethiopia	Tel. : 251-11-306002 Fax : 251-11-242438 Website: www.usaidethiopia.org	USA Address: 2030 Addis Ababa Place Washington, DC 20521-2030
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ATTACHMENT1**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72066323R00015
2. **ISSUANCE DATE:** 06/16, 2023
3. **CLOSINGDATE/TIME FOR RECEIPT OF OFFERS:** 07/15, 2023, no later than **5:00 p.m (EAT) (close of business).**
4. **POINT OF CONTACT:** James Cerwinski, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at ***addisusaidjobs@usaid.gov***.
5. **POSITION TITLE:** Senior Logistics and Commodities Advisor
6. **MARKET VALUE:** \$ 99,908 to \$ 129,878, equivalent to **GS - 14**. 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. **PLACE OF PERFORMANCE:** Addis Ababa, Ethiopia with possible travel as stated in the Statement of Work.

USPSCs [and TCNPSCs not subject to the local compensation plan] may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.

8. **PERIOD OF PERFORMANCE:** For two years with one to 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 11/14/2023.

The base period will be 11/14/2023 – 11/13/2025. Based on Agency need, the Contracting Officer may exercise additional one-year option period for a maximum of five years, as noted below:

Base Period:	11/14/2023 – 11/13/2025
Option Period 1:	11/14/2025 – 11/13/2026
Option Period 2:	11/14/2026 – 11/13/2027
Option Period 3:	11/14/2027 – 11/13/2028

9. **ELIGIBLE OFFERORS:** U.S. Citizens and Third Country National.

Note: Preference will be given to U.S. Citizens/Permanent Residents (PR)/Resident Hires who reside in Ethiopia at the time of contract award. Therefore, applications from resident-hire U.S. Citizen/PR applicants will be considered first; then offers from Offshore U.S. Citizen/PR applicants will be evaluated. Only if there are no qualified Resident-Hire and Offshore U.S. Citizen/PR applicants that the offers from Third Country Nationals (TCN) will be considered.

An applicant hired from off-shore will be entitled to established off-shore benefits (housing, transportation, shipment benefits, and other applicable allowances). U.S. Citizens/PR who reside in Ethiopia will be entitled only to performance and comparability pay increases, annual and sick leave, FICA and reimbursement of life and health insurance.

If a third country national (TCN) is selected for award, during the period of this contract, the TCN personal services contractor must provide at least 1 hour/day of on-the-job training to a cooperating country national (CCN) designated by USAID. The PSC Supervisor will establish a training plan with benchmarks to measure the TCNPSC's progress toward achieving this training deliverable.”

Submit a complete application as outlined in the solicitation section titled **IV. SUBMITTING AN OFFER.**

The selected candidate should be willing to travel to work sites and other offices or locations as/when requested.

10. **CLEARANCES:** The final selected candidates must obtain **Facility Access** security clearance and **Department of State 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:

USAID/Ethiopia is one of the Agency’s largest and most complex programs. In FY 2020, the overall USAID assistance to Ethiopia totaled \$2 billion, with the Health Office managing approximately \$205 million by 56 staff. The Mission serves as one of the largest donors to the Health Supply Chain Sector in Ethiopia and has a strong partnership with other development entities like the Global Fund, Bill and Melinda Gates Foundation, GAVI, and UN Agency counterparts.

In support of the Government of Ethiopia’s effort to accelerate progress toward Universal Health Coverage (UHC), USAID/Ethiopia is seeking a Logistics and Commodities Adviser to support efforts to achieve Sustainable Development Goals (SDGs) 2 and 3. A central component of achieving UHC is to ensure access to safe, effective, quality and affordable essential medicines both in the public and private sectors, which requires an effective supply chain for the delivery of primary health care services, including drugs and commodities for voluntary use of family planning, TB and HIV/AIDS, prevention, care and treatment, nutrition, malaria, and vaccines against global pandemics such as COVID-19 and other vaccine preventable diseases. In partnership with the Government of Ethiopia, the USAID/Ethiopia

Health Office manages and receives funding for multiple presidential initiatives and priority health interventions, including the President's Emergency Plan for AIDS Relief (PEPFAR) and the Presidential Malaria Initiative (PMI). The Health Office also receives funding for maternal and child health and voluntary family planning activities, TB and Neglected Tropical Diseases (NTD) programs. Since the beginning of the Global COVID-19 pandemic, the USAID/Ethiopia Mission has also received several allocations of supplemental funding to support emergency supply chain TA and commodity procurement to enhance the GoE's response to Covid-19, and has recently received initial funding for support to the roll out of COVID-19 vaccines. Availability and access to priority health commodities are integral to achieving respective program results.

2. Statement of Duties to be Performed

This is a critical time for the health sector in Ethiopia. The Ministry of Health (MOH) is conducting an evaluation of its second five-year Health Sector Transformation Plan (HSTP-II) and developing a new three-year Health Sector Development and Investment Plan (HSDIP) in alignment with the SDGs and UHC. The draft results of the HSTP-II evaluation has highlighted critical challenges in the supply chain that need to be addressed in order to meet the Ministry's new HSDIP I target by 2026. In addition, incepting from the HSTP I & II, the Ethiopian Pharmaceutical Supply Service (EPSS) also completed a 10-year Pharmaceutical Supply chain Transformation Plan (PSTP II) and their I-Supply Program, that specifies the strategic directions and ultimate goal of the EPSS managed pharmaceutical supply system in Ethiopia. The Ethiopian Food and Drug Authority (EFDA) has similarly developed their own sub-sector strategy, HRSTP-II, for the regulatory sector,

In response, the Health Office requires a highly specialized supply chain technical expert to carry out a full range of technical, consultative, advisory, and strategic planning responsibilities, including maintaining strong relationships with Government of Ethiopia officials, private providers and development agencies.

The Senior Logistics and Commodities Advisor (SLCA) will provide technical and intellectual leadership in all facets of supply chain management. The SLCA promotes strategies for optimal demand planning, forecasting, procurement, warehouse management, supply chain as well as rational use of medicines and use of medical equipment, effective management of information systems that monitor Ethiopia's supply chain functions, including forecasting warehousing and distribution. The SLCA is a member of the Health Systems and Resilience Team Logistics Cluster and oversees USAID's health-related supply chain activities (including commodity procurement and end-to-end supply chain systems strengthening). Broadly, the SLCA responsibilities are to advance commodity and distribution systems, both private and public to ensure a high-performance and high-maturity supply chain system, as Ethiopia moves along its pathway toward Universal Health Coverage.

The SLCA will also be responsible for planning, initiating, conducting, evaluating, and coordinating complex health, family planning, nutrition, malaria, TB, NTD and HIV/AIDS as well as vaccines for pandemics such as COVID19 and other immunization supply chain logistics and commodities program implementation, documenting results, and translating data into meaningful policy and program improvement. The SLCA will serve in a high-profile technical leadership role for the USG in partnering with Senior MOH officials to resolve issues

and ensure efficiencies in the national drug supply system. In addition, the SLCA will coordinate supply chain management efforts with other donors such as the World Bank, WHO, UNICEF, BMGF, GAVI, and the Global Fund.

As a member of numerous Interagency Technical Working Groups and the Interagency Team, the SLCA will provide technical leadership to the interagency PEPFAR team on HIV program commodity supply chain systems as it applies to HIV/AIDS Prevention, Care, Treatment, PMTCT, Lab and Health Systems Strengthening efforts. The SLCA will ensure strong interagency collaboration and engagement around PEPFAR supply chain support and commodity procurement activities and working collaboratively to resolve critical or emerging HIV-commodity related issues.

The SLCA will also supervise a team of two CCN experts and will mentor other staff members who are responsible for overseeing USG-funded logistics and commodities programs. This position plays a leading role in thought leadership and strategic oversight of USG supported public and private supply chains and therefore deals at the highest levels in terms of overall program results.

The LCA will provide high quality technical assistance to the USAID program, the broader USG program, and the Government of Ethiopia. The Senior Logistics and Commodities Advisor will substantially increase the quality of USG programs and its support to the GOE. It is expected that SLCA will work closely with the GOE transfer skills, innovative technologies, and best practices for sustainable programming.

The SLCA reports to the Health Office Director or her/his designee. The SLCA collaborates across the Mission on logistics and supply chain related activities. The SLCA will also provide high-level technical support to various USG Interagency Working Groups such as HIV/AIDS Prevention, Care and Treatment, PMTCT, Lab and Health Systems Strengthening groups. The Senior Logistics and Commodities Advisor will interact with high level GOE officials, private providers, donor agencies as well as other USG colleagues. His/her principal responsibilities include:

a. Technical Leadership in Health Commodity, Supply Chain Management, and Health Systems Strengthening (40%)

- Serves as a technical matter expert in supply chain management and logistics, including forecasting, procurement, storage and distribution, and overall health systems strengthening such as logistics management information system and sustainable financing for health commodities.
- Serves as an Activity Manager for specific projects and activities as assigned by contracting officers once s/he completes required USAID training, by providing technical guidance on activity design, budget development and review and subsequent activity progress monitoring and evaluation tasks. In addition, the SLCA will participate in internal and external technical and advisory groups.
- Identifies new opportunities for integrating “state of the art” approaches and technologies into the overall supply chain management system as well as specific program supply chain needs.

Specifically, the SLCA will:

- Serve as the principal advisor on all issues related to drug and medical equipment policy, supply, and distribution assistance, providing technical advice to USG officials and implementation support to the MOH and agency (EPSS, EFDA) staff and implementing partner programs. Technical assistance will also be provided to health programs and the Feed the Future Initiative.
- The incumbent will guide the development and implementation of a coordinated USG strategy across USAID, CDC, the Embassy, and other agencies for an efficient supply chain and logistics system in support of Ethiopia and as needed, the development of coordinated strategies and plans among various health donors supporting supply chain-related activities. The plans and activities should be developed in such a way as to ensure that the programs remain or become more sustainable programs in Ethiopia.
- The incumbent will be required to represent USAID/Ethiopia and as indicated the USG in high-level meetings with the GOE, other agencies and donors on matters related to supply chain management and logistics in the health sector.
- Support the MOH and agency commodity working groups in the coordination of forecasting, and procurements of HIV, TB, FP and Malaria as well as emergency service related (such as COVID pandemic related) commodities.
- Work with USAID and other USG partners to develop and finalize documentation required for USG/Ethiopia including the annual Country Operational Plan (COP), the Operational Plan (OP), TB operational plan (TOP) and the Malaria Operational Plan (MOP), emergency logistics plan as needed and the semi-annual and annual progress reports and ad hoc reports on a as needed basis.
- On request, prepare analytical progress reports for USAID Management as well as the US Embassy and dialog on the same. The incumbent is expected to dialog on how findings generated from data might impact USG or GOE programs and policies.
- Identify short- and long-term technical assistance required for successful development/implementation of logistics and supply chain management systems, when required. Draft, review and edit scopes of work (SOW) and assist in the identification, planning and processing needed to obtain required assistance.
- Establish and maintain strong linkages and cross-sectoral work with other teams in the design and oversight of logistics and supply chain management systems which have synergistic elements, including, but not limited to, the Health Team of USAID.
- Perform an instrumental role in keeping informed on national and international initiatives, policies best practices and technologies associated with supply chains and share information as appropriate with counterparts and USAID/Ethiopia Staff.

b. Program Management and Advocacy (35%)

The SLCA is responsible for managing a complex portfolio of supply chain and logistics activities, including directly managing one or more activities once s/he acquires necessary USAID required skills in doing so and serving as technical advisor on others as needed. The SLCA is responsible for leading project planning and design, communications, strategies and new program development and implementation, monitoring and evaluation of commodity and implementing partners. It is important to note that drug supply and distribution are linchpins to the success of many USG funded activities in the health sector. Specifically, the SLCA will be required to:

- Work closely with the colleagues at the MOH to make technical decisions, which includes other appropriate partners on drug supply and distribution programs and projects. Policies should be closely aligned with health systems strengthening approaches to development.
- Provide technical expertise and oversight; serve as an Activity Manager/A/COR for USAID's flagship logistics and supply chain management project (once s/he acquires necessary USAID required skills) budgeted at approximately \$35 million/year for a total of \$175 million over five years. Ensure that USAID's project is coordinated with other similar efforts in Ethiopia.
- Ensure that suitable monitoring, evaluation, and reporting systems are in place. Provide technical input for Performance Monitoring Plans. Review, approve and ensure compliance with Implementing Partner annual work plans and budgets as well as USAID agreements and/or contracts. Conduct regular site visits and meetings to monitor activities. Guide Implementing Partners to adhere to USAID rules and regulations. Review all Implementing Partner written reports and provide feedback. Maintain project files.
- Work with the USAID SC Implementing partner and lead the SC team to strengthen risk mitigation strategies, solutions and information sharing including stock and procurement monitoring, demand and pipeline supply analyses and other risk mitigation strategies.
- Oversee supply chain financial budgets and pipeline and ensure that USG finances are tracked appropriately.
- Advocate and strengthen MOH and its agencies (EPSS and EFDA) to become stewards of the entire health supply-chain in Ethiopia —orchestrating the different partners to achieve the goals of UHC.
- Oversee USAID procurement and distribution of health supplies and commodities annually. Commodities procured and distributed may include ARVs, HIV and Malaria test kits, contraceptives, TB and anti-malaria drugs, MCH commodities, Malaria bed nets, laboratory reagents and supplies, vaccine supplies and equipment, and other commodities for HIV/AIDS and health programs.
- Participate in relevant PEPFAR Interagency Technical Working Groups, providing technical expertise on logistics and supply chain management.

c. Liaise and Coordinate with Key Partners (25%)

The SLCA will represent the Health Office in high level meetings with implementing partners, donors, GOE, other USG agencies, private sector and international and local partners. The SLCA may also be asked to work closely with USAID Washington staff on supply chain issues. The SLCA will engage with other key technical partners and donors on a regular basis, through working groups, and other fora. The SLCA is expected to work in a team environment with a broad range of partners and communicate highly technical information related to supply chain management information to both health and non-health audiences. Specifically, the SLCA will be required to:

- Build and strengthen relationships with key relevant partner institutions, including the Ministry of Health, agencies (EPSS and EFDA) and other key national and non-governmental institutions including private sector in Ethiopia to ensure optimal coordination, harmonization, and alignment of logistics and supply chain management projects and programs.
- Foster significant collaboration and strategic partnerships among various donors supporting the sector, in particular UN Agencies, the Global Fund and the World Bank.
- Ensure the ongoing use of best practices for USG program planning, including promoting commodity security strategic planning and implementation in key USG focus areas.

3. USAID Consultation or Orientation: The form of this orientation/consultation will be determined at the time of hiring based on the selected candidate's level of current experience with the Supply Chain system of the Agency.

4. Supervisory Relationship: The Health Office Director or her/his designee will provide overall supervision to the Snr. Logistics and Commodities Advisor; however, he/she will exercise independent judgment in planning and carrying out tasks, resolving problems and conflicts, and taking steps necessary to meet deadlines. While the Logistics and Commodities Advisor will work with maximum independence in completing agreed-upon work objectives and carrying-out his/her responsibilities, s/he will immediately inform his/her supervisor of problems and/or issues that arise and may affect the successful implementation of the USAID Health Office program in Ethiopia. At least once during each twelve-month cycle for the duration of the contract the Logistics and Commodities Advisor will work with the Health Systems and Resilience Team Leader to establish work objectives and performance measures upon which performance will be based. Once agreed upon, these work objectives and performance measures will be reviewed quarterly and be revised to reflect changing circumstances. An evaluation of the incumbent will be completed annually and will serve as the basis for any personnel actions.

5. Supervisory Controls: The SLCA will supervise at least two (2) CCNPSCs: The SLCA is also responsible for: 1) establishing annual work objectives and performance measures for staff in collaboration with individual staffs; 2) reviewing work outputs and accomplishments to ensure compliance with Agency policies, and implementation of best practices; 3) providing regular feedback to staff throughout the Performance Evaluation Period; 4) preparing the annual Evaluation Report as/when required; and 5) obtaining input from the appropriate peers, counterparts, and team members.

12. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

Note: No in-person appointments or telephone calls will be entertained unless you are required to have more information about this solicitation.

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: Master's degree in a relevant field such as pharmacy or pharmacy-related field, pharmaceutical logistics and supply chain management, public health or related degree.

WORK EXPERIENCE: Eight years of progressively responsible professional level experience working in health or international development in a developing country setting, of

which six years must be in direct management of activities for pharmaceutical and public health supply chain.

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 (15 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 (35 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.

KNOWLEDGE, SKILLS AND ABILITIES (35 points): Demonstrated knowledge of the main technical and substantive issues related to program/project development as well as monitoring and evaluation of HIV/AIDS prevention, care, and treatment in sub-Saharan Africa, maternal and child health, reproductive health and family planning, malaria prevention and treatment and health system strengthening.

Proven ability to work collaboratively in a team environment and to proactively build consensus. Demonstrated success in providing technical leadership and in helping organizations to program limited resources in ways that establish a critical and tangible focus on current and emerging technical priorities. Demonstrated ability to deal effectively and diplomatically with multiple U.S. and host country government agencies, non-governmental organizations, other donors, and the private sector. Demonstrated organizational skills to multi-task and stay organized in a complex, frequently changing environment. Demonstrated advanced analytical and problem-solving skills, as well as the ability to work under pressure and manage stress. Demonstrated computer literacy with common applications, such as Word, Excel.

INTERPERSONAL, TEAM, AND COMMUNICATION SKILLS (15 points): Demonstrated interpersonal skill, flexibility, patience, conflict management. Demonstrated ability to work cross-culturally. Demonstrated problem solving skills in developing countries.

INTERVIEW PERFORMANCE (75 points): an interview will be used to assess the candidate's job knowledge, skill, and ability.

WRITTEN TEST (25 points): a written test will be administered to all candidates that are selected for an interview to further assess their job knowledge and skills and abilities.

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

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

Satisfactory Professional Reference Checks – **Pass/Fail (no points assigned)**. Reference checks will be conducted only for the first-ranked candidate. 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:

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 and the email subject must say: **72066323R00015 – Senior Logistics and Commodities 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

2. ALLOWANCES (if applicable):

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](#)

- (a) Temporary Quarter Subsistence Allowance (Section 120)
- (b) Living Quarters Allowance (Section 130)
- (c) Cost-of-Living Allowance (Chapter 210)
- (d) Post Allowance (Section 220)
- (e) Separate Maintenance Allowance (Section 260)
- (f) Education Allowance (Section 270)
- (g) Education Travel (Section 280)
- (h) Post Differential (Chapter 500)
- (i) Payments during Evacuation/Authorized Departure (Section 600), and
- (j) Danger Pay Allowance (Section 650)

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.

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	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - 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	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - 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_
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - 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	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - 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>. The PSC Ombudsman may be contacted via: 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.