



SOLICITATION NUMBER: USPSC-05-2023

ISSUANCE DATE: 12/21/2023

CLOSING DATE AND TIME: 01/18/2024

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1.

Sincerely,

Vivek Atluri
Contracting Officer

U.S. AGENCY FOR INTERNATIONAL
DEVELOPMENT
1A Nady El Etisalat Street (off Laselki)
New Maadi, Cairo, Egypt
Postal Code 11435

(2-02) 2522-7000
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@usaidegypt

ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NO.: USPSC-05-2023
2. ISSUANCE DATE: **12/21/2023**
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **01/18/2024 at 4:30 pm Cairo time**
4. POINT OF CONTACT: **USAID Human Resources Office**, e-mail at usaidhr@usaid.gov
5. POSITION TITLE: **Senior Economic Growth Advisor – Office of Economic Growth**
6. MARKET VALUE: **\$99,908- \$129,878**, equivalent to **GS-14**
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: **Six months**, estimated to start on **February 2024**. “The base period will be for six months, estimated to start on February 2024.
8. PLACE OF PERFORMANCE: **Cairo, Egypt** with possible travel or as stated in the Statement of Duties.
9. ELIGIBLE OFFERORS: **Position is open to US Citizens who are ordinarily residents in Egypt and to American Eligible Family Members (AEFMs) of US employees assigned to Cairo.**
10. SECURITY LEVEL REQUIRED: **Facility Access Clearance**

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

A. General statement

The Senior Economic Growth Advisor position is located in the Office of Economic Growth, USAID/Egypt, Cairo. The office promotes inclusive economic growth in Egypt through private sector-led development. The office oversees a dynamic \$348 million project portfolio in trade and investment, workforce development, small and medium enterprise development, public financial management, clean energy, sustainable tourism, agriculture, climate change, and water and sanitation and ensures that private sector engagement is incorporated throughout OEG activities. The primary purpose of the Senior Economic Growth Advisor position is to provide continuity during the Spring - Fall 2024 transition period during which time several OEG officers including the current office director and acting deputy will be departing post and new officers will be arriving. The Advisor will provide continuity and institutional knowledge during this period to ensure effective and seamless management of the office. The office consists of 21 staff, including six officers and one USPSC.

2. Statement of Duties

The Senior Economic Growth Advisor reports to the USAID/Egypt Office of Economic Growth (OEG) Director or her/his designee. In this role, the incumbent will provide expert advice, policy direction, management, and monitoring support to USAID-funded economic growth programs and operations. S/he will contribute to the management of the office's activities across all sectors. Additionally, s/he will provide supervision of OEG staff and coaching and mentoring for FSNs and junior USDH officers. S/he will serve as Deputy Officer Director and/or as Officer Director intermittently as dictated by the needs of the office. The incumbent will also represent the OEG program to senior Government of Egypt officials, private sector, development partners, and the interagency.

The incumbent must exercise a high level of independent judgment and decision-making, as well as the ability to review and provide guidance on complex and sometimes contentious issues in a skilled, diplomatic, experienced and knowledgeable manner. The incumbent may need to travel to meet the stated objectives.

Specific duties and responsibilities include, but are not limited to:

- (1) Providing expert advice, policy direction, management, and monitoring in support of USG-funded economic growth programs;
- (2) Supervising and providing coaching and mentoring of OEG staff
- (3) Serving intermittently as Deputy Officer Director and/or as Officer Director as needed; and
- (4) Carrying out other special tasks as assigned by OEG Director (or her/his designee).

Position Elements:

- A. Citizenship:** The incumbent must be a U.S. citizen.

- B. Supervisory Received:** The incumbent will be directly supervised by the USAID/Egypt OEG Director, or designee. Assignment specifics will be discussed collaboratively with the supervisor, but the incumbent will complete duties autonomously.
- C. Supervision Exercised:** The incumbent guides others to assess management processes and policy needs, timeframes, and required documentation for Mission operations and projects. This is a senior-level position and provides expert advice and policy guidance to key office and Mission staff and USG stakeholders.
- D. Exercise Judgment:** This position requires a high degree of autonomy. In coordination with the USAID/Egypt's OEG Director, the incumbent plans his/her own work and prioritizes and adjusts daily activities based on changing conditions and needs of the office. The incumbent assists others in assessing management of operations, policy needs, timeframes, and required documentation for OEG projects.
- E. Authority to Make Commitments:** No.
- F. Available Guidelines:** As per agency rules and regulations.
- G. Level of complexity of work assignments:** The work assignments for this position include highly complex tasks and problems with considerable variation. The incumbent will be required to work on sensitive procurement, management, project and policy issues relating to economic growth programming and operations.
- H. Complexity of the work environment/effect on the position's responsibilities:** The work environment is highly complex related to the different requirements of economic growth and mission funding streams and OEG needs and pressures given Mission and Washington-driven timelines.
- I. Level of Contacts:** The position requires contacts at all levels within and outside the organization, such as with a wide variety of OEG and Mission staff, including technical and support staff and senior management, as well as senior Embassy staff, host country government officials, private sector, development partners and representatives and implementing partners, as necessary.
- J. Purpose of contacts:** The position will provide expert advice, policy guidance, direction, and oversight of programming and designs.
- K. Time required to perform full range of duties:** 6 months.
- L. Skills and Abilities:** Excellent oral and written communications skills are required. Ability to review issues and apply thoughtful analysis on a wide range of operational processes, policies, and personnel and ethics matters is required. Detailed working knowledge of U.S. Government and USAID rules, regulations and policies is expected.

3. **Supervisory Relationship:** Incumbent will report to the Economic Growth Office Director or his/her designee, but is expected to work independently when carrying out responsibilities.

4. **Supervisory Controls:** The incumbent guides others to assess management processes and policy needs, timeframes, and required documentation for Mission operations and projects. This is a senior-level position and provides expert advice and policy guidance to key Mission staff and USG stakeholders.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

All candidates must meet the Minimum Qualifications. Applications will be screened accordingly, and only those that meet the below, required criteria, will be moved forward in the recruitment process.

- **Education:**

Master's Degree in economics, business, international development, natural resources, agriculture, engineering, international relations, political science, or a related field is required.

- **Prior Work Experience:**

At least ten years of experience with the U.S. Government in the management of economic growth programs and teams and proven interpersonal, management and mentoring skills. The incumbent must demonstrate an ability to supervise a large technical team, manage in fast-paced environments with competing deadlines, and work across Mission offices and in coordination with other USG agencies. Emphasis will be placed on a demonstrated ability to manage programs in one or more economic growth-related fields (IE trade, macroeconomic stability, entrepreneurship, small and medium business development, technical education/workforce strengthening, climate change, clean energy, tourism, agriculture, etc.). The successful candidate will be experienced in mentoring and coaching employees from a variety of hiring mechanisms and skill levels. Previous COR/AOR experience and current FAC-C Level II Certification will be an added advantage.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Upon closing of the solicitation, a committee will convene to review the applications. Applicants who meet the education & experience requirements, listed above in Section II, will be scored and ranked based on the following selection factors:

- **Education: (10 points)**

Master's Degree in a related field is required.

- **Prior Work Experience: (40 points)**

At least ten years of experience with the U.S. Government in the management of economic growth programs and teams and proven interpersonal, management and mentoring skills. The incumbent must demonstrate an ability to supervise a large technical team, manage in fast-paced environments with competing deadlines, and work across Mission offices and in coordination with other USG agencies. Emphasis will be placed on a demonstrated ability to manage programs in one or more economic growth-related fields (IE trade, macroeconomic stability, entrepreneurship, small and medium business development, and/or technical education/workforce strengthening). The successful candidate will be experienced in mentoring and coaching employees from a variety of hiring mechanisms and skill levels. Previous COR/AOR experience and current FAC-C Level II Certification will be an added advantage.

- **Language and Writing Proficiency: (20 points)**

Level IV (fluency – speaking/reading/writing) in English required.

- **Knowledge, Abilities and Skills: (30 points)**

The incumbent must display broad knowledge of USAID and other relevant regulations for all aspects of OEG programs and operations. Knowledge of best practices and the agency state of the art for economic development is an advantage.

Selection Factors	Scoring Percentage
Education	10%
Work Experience	40%
Language and Writing Proficiency	20%
Knowledge, Abilities and Skills	30%
TOTAL	100%

* As per details reflected under Qualifications above.

Other Requirements:

The incumbent must be:

1. A U.S. citizen.
2. In possession of, or able to obtain, a "Facility Access" Security Clearance.
3. In possession of, or able to obtain, a State Department Medical Clearance for assignment to Cairo, Egypt. Details of how to obtain US Department of State Medical Clearance will be provided.
4. Complete Foreign Affairs Counter-Threat (FACT) Training before contract commencement.

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>.

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 309-2 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 309-2 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

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.

Cover letter and a current resume/curriculum vita (CV). The CV /resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing selection criteria. Complete dates (month/year) are also required on CV.

Applicants must provide a minimum of three and a maximum of five 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.

Shortlisted applicants are invited for tests and/or interviews during this time frame. Due to the high volume of applications, only candidates who are shortlisted for a position are contacted for an interview. Please do not contact HR for a status report on your application once your application has been acknowledged. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

NOTE: Experience and education which exceed the requirements set forth in the position description but which are not directly related to or required in the performance of expected duties **WILL NOT BE CONSIDERED AS JUSTIFICATION FOR UPGRADING THE POSITION OR DESIGNATED SALARY AS SET BY THE CONTRACTING OFFICER.**

4. 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.
* * See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO or his/her designee 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 be found at: <http://www.usaid.gov/forms/>

1. Declaration for Federal Employment (OF-306)
2. Application for Federal Employment (AID 309-2)
3. Medical History and Examination Form (Department of State Forms)
4. Questionnaire for Sensitive Positions for National Security (SF-86), or
5. Questionnaire for Non-Sensitive Positions (SF-85)
6. Fingerprint Card (FD-258)

VI. BENEFITS AND 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 (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Leave and holidays

2. ALLOWANCES:

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101), available at https://aoprals.state.gov/content.asp?content_id=282&menu_id=101

Sunday Premium Pay.

Danger Pay. (*If applicable*)

VI. TAXES

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

VII. 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. **PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES**

Subpart 52.2—Text of Provisions and Clauses

6 52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.

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 requirements 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 requirements pursuant to the 7 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 a 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 Areas is maintained at

<https://www.saferfederalworkforce.gov/contractors/>.

3. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	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 —

4. 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>.
5. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations> .
6. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information:

<https://www.usaid.gov/workusaid/personal-service-contracts-ombudsman>

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.