



SOLICITATION NUMBER: 72061124R0007
ISSUANCE DATE: June 10, 2024
CLOSING DATE/TIME: June 30, 2024 at 23:59 pm (Lusaka Time)

SUBJECT: Solicitation for Offshore U.S. Personal Service Contractor (USPSC): Deputy Director, Health Office

Dear Prospective Offerors/Applicants:

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

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

At USAID, Diversity, Equity, Inclusion, and Accessibility (DEIA) is a priority, and we are greater than the sum of our parts. When we integrate DEIA into our programs, policies, partnerships, and people (workforce), we are better able to understand and meet the needs of those we serve worldwide. We will evaluate all offerors based on the stated evaluation criteria. We encourage 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/applications.

Any questions must be directed in writing to the Point of Contact specified in the Attached I.

Sincerely,

/s/

Summer Tucker
Contracting Officer
USAID/Zambia

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72061124R00007
2. **ISSUANCE DATE:** June 10, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS/APPLICATIONS:** June 30, 2024, at 23:59pm Lusaka time
4. **POINT OF CONTACT:** Human Resource Office, e-mail at exozambiahr@usaid.gov
5. **POSITION TITLE:** Deputy Director Health Office
6. **NUMBER OF VACANCIES:** One (1)
7. **MARKET VALUE:** \$123,041.00 to \$159,950.00 per year, equivalent to GS-15 basic rate. The final compensation will be negotiated within the listed market value, based on the successful candidate's salary history, work experience, skills and educational background. Salaries over and above the top of the pay range will not be negotiated.
8. **PERIOD OF PERFORMANCE:** This is a one-year base period, with four additional option years subject to agency and mission needs, the contractor's satisfactory performance, and availability of funds. This is a full-time position with 40 hours per week schedule (Monday to Friday following Embassy working hours).

Base Period	o/a September 2024 to September 2025
Option period 1	o/a September 2025 to September 2026
Option period 2	o/a September 2026 to September 2027
Option period 3	o/a September 2027 to September 2028
Option period 4	o/a September 2028 to September 2029

9. **PLACE OF PERFORMANCE:** Lusaka, Zambia with possible travel as stated in the Statement of Duties. USPSCs 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.
10. **ELIGIBLE OFFERORS/APPLICANTS:** U.S. Citizens and/or U.S Resident Aliens (lawful permanent U.S. residents). Citizenship, if dual, must be clearly stated.
11. **SECURITY LEVEL REQUIRED:** Secret Clearance Level Employment Authorization: The final selected candidate must obtain a secret and State medical clearances within a reasonable period of time. (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

12. STATEMENT OF DUTIES

A. General Statement of Purpose of the Contract:

The USPSC will serve as one of three Deputy Office Directors, and will assist the Health Office Director in the overall management and leadership in office operations, and will also oversee the Health, Population, and Nutrition (HPN) Divisions (totaling 13 staff), President's Malaria Initiative, Global Health Security as well as one Administrative Assistant. The USAID Zambia Office is the largest office in the mission, managing a complex portfolio of HIV/AIDS, malaria, tuberculosis, maternal and child health, family planning, nutrition, water, sanitation and hygiene, malaria, global health security and health systems activities at over \$305M annually. The incumbent will have significant decision-making ability and to the extent possible he/she will be given wide latitude in planning and executing agreed work assignments by the Health Office Director. In the absence of the Office Director, he/she will have significant ability to make time-sensitive decisions in consultation with the Front Office, as needed, and may, on occasion, serve as Acting Office Director in absence of the Office Director.

B. Statement of Duties to be Performed:

Specific responsibilities will include but are not limited to the following:

Office Management and Administration

Support Office Director in overall management and administration of critical office functions that include: human resources management; fiscal and budget management; and administration and operations.

Human Resources Management

- Work with Office Director to review and realign organization chart based on approved positions and/or offer recommendations to address staff shortages.
- Lead task shifting efforts to empower staff and increase efficiency in the function of Divisions in the Health Office
- Oversee updating of PDs of twos to ensure they are aligned with current position and emerging roles as office needs, program or funding shifts.
- Coordinate with the USAID Executive Office (EXO) in reclassification of new or existing positions to ensure staff roles and responsibilities are current.
- Foster Foreign Service National (FSN) staff empowerment and effectiveness to ensure that training is targeted to specific skills to meet employee annual performance objectives.
- Identify short- and medium-term technical assistance (TA) to fill critical gaps and work with teams to finalize scopes of work (SOWs) for Office Director approval.
- Ensure that all documentation is submitted to EXO to advertise/recruit for vacant or new positions.
- Ensure that supervisory staff in the two Divisions conduct annual performance reviews and that they are submitted on time as per EXO guidance.
- Mentor FSN staff supervisors in supportive supervision, to enhance staff morale and effectiveness in undertaking their work.
- Support Office Director in other Human Resources (HR) matters including improvement strategies to enhance staff performance and build cohesive teams and sub teams.

Fiscal and Budget Management

- Work with the Mission Office of Financial Management (OFM) to lead two Divisions in preparation for Quarterly Financial Reviews, to analyze spending, pipelines and determine/reduce expiring funds.
- Mentor Division staff in managing and tracking budget, monitoring office pipeline and accruals, and de/re-obligating funds prior to expiring.
- Serve as PM approver in Global Acquisition and Assistance System (GLAAS) for two Divisions, and ensure relevant staff are trained and certified as GLAAS requesters, to expedite assistance and acquisition actions in a timely manner.
- Ensure coordination with Program Office and OFM in budgeting and planning for the overall health program, including tracking health earmarks.
- Work with Program Office and the Office of Acquisition and Assistance (OAA) Office to close out health projects from the four Divisions and deobligate/re-obligate funding before expiring.
- Coordinate with Contracting Officer to support Agreement Officer Representatives/Contract Officer Representatives (AORs/CORs) in designing and planning new procurements and ensuring availability of funds.
- Ensure that overall budgets are in compliance with USAID's fiscal policies and forward funding guidelines.
- Assist in completing other required agency financial reviews, drafting audit responses, Office of the Inspector General (OIG) inquiries, and/or other financial queries for the Health Office.

Administration & Operations

- Work with Office Director to streamline office systems, procedures, and approvals, such as travel, training, workshops, and procuring routine services.
- Assist in encouraging use of shared online Agency tools and applications to accelerate approvals and clearances.
- Assist in planning and executing (bi)annual staff retreats.
- Ensure logistics to support periodic Implementing Partner and Joint Program and Planning Meetings (JPPM)
- Support VIP visits including generating/finalizing background documents and briefers with relevant staff.
- Work with Program Office and the Development Outreach and Communication Specialist (DOC) to generate briefing books and other key materials for VIP visits.

- Ensure that USAID sites have Control Officers identified and prepared on roles and responsibilities for site visits by the USAID Mission Director, Ambassador/Deputy Chief of Mission (DCM), Congressional Staff or Member (Staffdel or CODEL) visit(s), and other visits as relevant.
- Provide any other support and leadership, as required to enhance smooth Health Office operations.
- Provide input into drafting of cables or follow-up products following key events/visits.
- Establish regular communications through the DOC to increase visibility with the Front Office, Embassy, and USAID/Washington on Health Office successes and results.
- Serve as an Agency Lead representative for USAID within the overall HPN Leadership Team for Zambia. Ensure deliverables due to the interagency team are met.
- Serve as acting Health Office Director as needed.

Technical and Management Leadership in Health Population, and Nutrition

- Mentor, support, and supervise the President's Malaria Initiative (PMI) and the Reproductive, Maternal, Newborn, Child Health and Nutrition (RMNCH+N); and the Infectious Disease/Global Health Security (ID/GHS) Divisions to provide analytical inputs into strategy development, project design elements and evaluations as per Agency guidance
- Guide the two units based on USAID guidelines and best practices, directly supervising a team lead for RMNCH+N/ID/GHS. and the USAID PMI Resident Advisor
- Support units in providing technical tools and supportive supervision of Division staff to introduce, design, implement, and document program activities, lessons learned and successes.
- Lead the two units to ensure activities are on track and producing expected results, or that activities are redirected based on use of data for decision making, as well as by program experiences and exigencies.
- Provide supervision and mentoring to the two units' staff, including AOR/CORs and Activity Managers, in accelerating implementation of robust activities across health programs.
- Set staff annual work objectives; conduct staff performance evaluations; review and revise position descriptions; manage staffing issues and determine staff assignments; approve requests for leave and travel; develop and manage staff training plans; and determine the need for TDY assistance.
- Collaborate on finalizing the USAID/Zambia [HPN] annual budget request. This includes ensuring that the budget tracking system for USAID/Zambia HPN activities is accurate, complete, and up-to-date. Oversee obligations and sub-obligations for all USAID/Zambia HPN activities. This includes ensuring that obligations tracking systems are accurate, effective, and utilized.
- Represent USAID in meetings and other events with USG and host country government officials at all levels, ensuring effective collaboration and representation to other donors and continuous engagement with GRZ/MOH counterparts.
- Oversee the USAID/Zambia HPN Office reporting processes.
- Contribute to as relevant and oversee, for USAID, the preparation of the semi-annual and annual Health Office reports; relevant portions of the USAID Zambia Performance Plan and Report (PPR) and Operational Plan (OP); and ad hoc technical reports as needs arise (i.e., report on funding gaps; analysis and interpretation of project data from USAID implementing partners; identification of program gaps, implementation problems; propose strategies, actions to address problems).
- Assist, coach and mentor USAID HPN program management staff and technical advisors in start-up and implementation requirements of newly awarded USAID grants/contracts, as well as on the budget, reporting and monitoring processes.
- Provide analysis, expert advice, and recommendations to Health Office Director and Senior management and staff regarding the formulation of Mission strategies for assistance in health and on the management and implementation of related activities in the Mission's portfolio; identify short and long-range achievable, sustainable strategies and participate, as required, in the development of Mission strategic plans, results analysis, resource requests, and other strategic planning and reporting documentation.
- Provide expert technical advice, leadership and strategic direction on HPN and other technical areas on behalf of USAID/Zambia in policy dialogue and planning undertaken in collaboration with Government of the Republic of Zambia (GRZ) authorities and partners, other USG agencies, and development partners.
- Carry out such other tasks related to Mission health activities as might be assigned.
- Engage with the Health Office Director and the Deputy Officer Director PEPFAR as a health office front office unit on both technical interface and office management and leadership activities that impact the entire 60+ person office.

Program Monitoring and Reporting

- Lead development/compilation of Health Office inputs into annual reports to Congress and periodic calls for data for taskers from USAID/Washington, from the two units and others as assigned.
- Conduct periodic office and site visits with units integrated teams (particularly with the SI Division Managed under the Deputy Office Director for PEPFAR) to assess Implementing Partners' data quality and performance based on expected results.
- Oversee the review and documentation of implementing partner performance through regular site visits, routine reports, assessments and evaluations, and participation in technical working groups and other forums to monitor activities and verify asset use; ensure that issues are identified in a timely manner and that recommend follow-up actions are carried out.
- Coordinate and analyze data for preparation of portfolio reviews, quarterly reporting, the PPR, and other reporting to USAID/Washington, as required.
- Coordinate Implementing Partner (IP) meetings with AORs/CORs to ensure that program results and lessons learned are widely disseminated in Zambia and back to USAID/Washington.
- Monitor program implementation progress, ensure that activities are progressing as scheduled or adjusted to meet changing conditions or priorities.
- Lead Health Office inputs for preparation of key reporting documents, cables or other materials as requested by the mission, Embassy and USAID/Washington, including writing and reviewing narratives for specific sections of the OP, PPR, semi-annual and annual reports, and other USAID documents. Prepare briefing papers, materials, speeches, and informational and/or analytical reports as required by the US Embassy, USAID/Washington or other stakeholders.
- Ensure the timely review and approval of IP annual work plans and budgets as well as compliance with approved work plans and budgets.
- Oversee the review and documentation of IP performance through regular site visits, routine reports, assessments and evaluations, and participation in technical working groups and other forums to monitor activities and verify asset use; ensures that issues are identified in a timely manner and that recommendations for follow-up actions are carried out.
- Collaborate closely with other USG entities, particularly Centers for Disease Control and Prevention (CDC), the Department of Defense (DOD), Peace Corps and the US Embassy on Global Health Security issues which are high priority for the US Embassy; other cooperating/development partners, implementing partners, and civil society, in the design and implementation of the USAID/Zambia programs. Must be conversant with and able to explain USAID guidelines to host country counterparts.

C. Supervisory Relationship

The incumbent will be supervised by the USAID/Zambia Supervisory Health Office Director. The supervisor will provide broad direction and outline objectives. The incumbent is expected to work both independently and as a part of a team, with little or no direction. The incumbent has the authority to prioritize own workload.

D. Supervisory Controls

The incumbent will directly supervise up to three (3) locally employed and USPSC staff and provide oversight to them in supervising ten (10) subordinates. In order to empower FSN staff, incumbent will be required to mentor and provide on-the-job training to the project management specialist FSN, and at times to budget, admin, and other operations staff across the office. The incumbent will conduct annual performance reviews of direct reports and will coach supervisors of the two in the completion of periodic performance reviews for their direct reports.

13. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** Master's degree in public health, epidemiology, statistics, research and evaluation, international development or related field is required.
2. **Prior Relevant Work Experience:** A minimum of ten (10) years of progressively responsible experience working on r public health programming, preferably with experience in Sub-Saharan African work environments; professional knowledge of a broad range of public health issues, including some combination of malaria, maternal

and child health, nutrition, family planning/reproductive health and global health security, health systems or HIV/AIDS; and knowledge of major health challenges and opportunities in the region are required. Of these, at least five years of experience managing teams, including three years of experience managing and coordinating programs and developing relationships at high-levels across interagency institutions, or across sectors (both public and non-governmental/private).

To advance to the evaluation stage, applicants must meet the minimum qualification above. Applicants who do not meet all the education and experience requirements are considered not qualified and will not receive further consideration.

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>.

Application Screening Process

After the closing date for receipt of applications, all applicants will be screened for eligibility of minimum qualifications required in [Section II, item 1 to 2](#). If the application submitted fails to demonstrate minimum qualifications and/or is incomplete, the application will not be scored and will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information that demonstrates their eligibility.

Evaluation Criteria/Factors

A technical evaluation committee will be convened to review and rank applications that meet the minimum qualifications in accordance with the evaluation criteria/factors. The evaluation criteria/factors are used to determine the competitive range of qualified applicants (shortlist). Applicants must demonstrate how they meet each evaluation criteria outlined below ([Section III, item 1 to 3](#)) within the application's cover letter. Each application is evaluated strictly based on the information provided. The rating factors are as follows:

1. Professional Experience (20 points)

During application review stage the TEC will evaluate relevant experience to the position using the factors below. The TEC will review applications package to evaluate the quality, breadth, and relevance of the applicant's experience.

A minimum of ten (10) years of progressively responsible experience working on r public health programming, preferably with experience in Sub-Saharan African work environments; professional knowledge of a broad range of public health issues, including some combination of malaria, maternal and child health, nutrition, family planning/reproductive health and global health security, health systems or HIV/AIDS; and knowledge of major health challenges and opportunities in the region are required. Of these, at least five years of experience managing teams, including three years of experience managing and coordinating programs and developing relationships at high-levels across interagency institutions, or across sectors (both public and non-governmental/private).

2. Technical Expertise and Job Knowledge (30 points):

Top ranking applications with the most relevant experience into position, will proceed to take the technical written test to evaluate their technical expertise and job knowledge based on the factors below. The results of the test will evaluate the applicant's critical thinking ability, logical reasoning, and written communication skills.

The position requires mastery of a range of international health technical knowledge, and international health programming and planning skills, including program management; strategic planning; policy, human resources; budget/finance; data/data systems/data analysis, and problem-solving skills; as well as the ability to work on multiple, complex projects in a highly sensitive environment. The incumbent should also possess in-depth

knowledge of the concepts, principles, techniques and practices of development operations and management (human resources, planning, budgeting, monitoring, and evaluation of large-scale public health programs). The incumbent must possess senior-level experience as an expert advisor and technical authority on a variety of complex health program management issue, both technical and administrative. The incumbent must make decisions and recommendations influencing important public policies or programs and be able to work with a variety of institutions across the public, private, and civil society sectors, including other USG, international, and host-country institutions—skills in consensus building across this spectrum are essential.

3. Competencies (Skills and Abilities) (50 points):

Applicants moving to the final stage will be interviewed. Applicants will then be evaluated on their interview performance, including oral communication ability.

Total Possible Points = 100

Selection Process

USAID reserves the right to conduct interviews only with top-ranked applicant(s) and make the interview a deciding factor in selection before making a recommendation to the Contracting Officer (CO). Interviews may be conducted in-person, by phone, or virtual means and will be evaluated separately. USAID also retains the right to amend or cancel the solicitation and associated actions at any stage of the recruitment process.

Top-ranked candidates in a competitive range may be given a recruitment test. Candidates with a passing score from the recruitment test will be invited for an interview. The recruitment test may be administered before (to serve as a qualifier to the interview) or after the interview (to serve as part of the interview determination). The recruitment test and the interview will be structured around the evaluation factors mentioned above. The successful candidate will be selected based on a review of his/her qualifications, work experience, knowledge, skills and abilities; a written test (if administered); an interview; and the results of reference checks. A security authorization and medical clearance are required prior to employment.

The technical evaluation committee may conduct references checks, including references from other independent sources not specifically identified/provided by the candidate(s), and may do so before or after a candidate is interviewed. If USAID should not contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence. Reference checks will be assessed as either pass/fail (No points assigned).

Only shortlisted and interviewed candidates will be notified of the selection outcome.

Multiple Awards: USAID anticipates the award of one (1) contract as a result of this solicitation. USAID reserves the right to award more or fewer awards than the anticipated number of contracts stated above. USAID also reserves the right to select additional candidate(s) if vacancies become available during future phases of the selection process.

IV. SUBMITTING AN OFFER/APPLICATION

Eligible Applicants are required to complete and submit:

- i. Cover letter that addresses each evaluation criteria outlined in Section III, items 1 to 3.
- ii. Current CV (without photo) with contact information (telephone numbers and email addresses) for at least three references with knowledge of the applicant's prior work experience, who are not family members or relatives.
- iii. Completed and signed application form AID 309-2 (Offeror Information for Personal Services Contracts with Individuals).
- iv. Education and Professional degrees/certificates
- v. Identification Documents: Passport/NRC

Please upload all your documents as one SINGLE PDF or zip file and rename the file with the SOLICITATION Number. Please ensure your application is complete with all the requirements above. Late and incomplete applications will NOT be considered.

Submit your application [HERE](#)

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

- a. Medical History and Examination Form (Department of State Forms)
- b. Security Clearance
- c. Fingerprint Card (FD-258)

Do NOT submit these forms together with the application. Timely completion and submission of the required documents are needed to obtain the necessary Security and Medical Clearances. Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract offer letter and begin negotiations with the next most qualified/highest ranked offeror. Selected offerors who are unable to obtain required Security and Medical Clearances in a reasonable timeframe are considered un-qualified for this position.

VI. BENEFITS /ALLOWANCES (if/as applicable)

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances in accordance with the AIDAR Appendix D.:

BENEFITS:

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

ALLOWANCES (if/as applicable)

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

- (a) Temporary Lodging Allowance (Section 120).
- (b) Living Quarters Allowance (Section 130).
- (c) Post Allowance (Section 220).
- (d) Supplemental Post Allowance (Section 230).
- (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)
- (j) Danger Pay. (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 PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/sites/default/files/documents/aidar.pdf>.
2. **Contract Cover Page form AID 309-I** 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: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	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: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	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: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	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: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with contractor_
4001	Option period 4: Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with contractor_

3. Acquisition & 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 5 CFR 2635.** 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. The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

6. FAR Clauses**52.204-27 Prohibition on a Bytedance covered application.****Equal Opportunity Employer**

USAID is committed to a diverse and inclusive workplace. We are an equal opportunity employer and value diversity at our mission. We consider all applicants on the basis of merit without regard to race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.

Please Note: USAID is aware of both individuals and organizations falsely claiming to recruit on behalf of USAID. We take recruitment fraud very seriously and provide this information to help you learn how to identify and report recruitment fraud. USAID does not solicit for money for any part of its recruitment processes including short-listing, interviews, background, and/or medical check-ups. Contact your local police to report such incidents or send us an email with subject "Recruitment Fraud" to exozambiahr@usaid.gov

--END OF SOLICITATION--