SOLICITATION NUMBER: 72065620R00015
ISSUANCE DATE: 04/16/2020
CLOSING DATE/TIME: 04/30/2020 – 5:30PM Maputo Time

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC) – Senior Health Commodities Advisor

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.

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,

Avani Baluci
Contracting Officer
ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72065620R00015

2. ISSUANCE DATE: 04/16/2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: 04/30/2020 - 5:30PM Maputo Time

4. POINT OF CONTACT: USAID HR, email at Mission-Maputo-HR@usaid.gov

5. POSITION TITLE: Senior Health Commodities Advisor

6. MARKET VALUE: $92,977.00 - $120,868.00 equivalent to GS-14
   Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: The base period will be 2 years, estimated to start o/a July 2020. Based on Agency need, the Contracting Officer may exercise additional option periods for the dates estimated as follows:

<table>
<thead>
<tr>
<th>Base Period:</th>
<th>7/1/2020-6/30/2022</th>
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<tbody>
<tr>
<td>Option Period 1:</td>
<td>7/1/2022-6/30/2023</td>
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<tr>
<td>Option Period 2:</td>
<td>7/1/2023-6/30/2024</td>
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<tr>
<td>Option Period 3:</td>
<td>7/1/2024-6/30/2025</td>
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</table>

8. PLACE OF PERFORMANCE: Maputo, Mozambique with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: U.S. Citizens or lawful permanent U.S. residents.

10. SECURITY LEVEL REQUIRED: USG Facility Access Clearance

11. STATEMENT OF DUTIES:

A. BACKGROUND

The USAID/Mozambique Integrated Health Office (IHO) provides leadership and technical assistance to the Government of the Republic of Mozambique’s (GRM) Ministry of Health (MOH) in the areas of Maternal and Child Health (MCH), Family Planning (FP), HIV/AIDS, Malaria, Tuberculosis (TB), and other Neglected Tropical Diseases, as well as significant support to strengthening host-country health systems. Supply chain management and pharmaceutical commodity security are key components of the IHO’s health systems strengthening (HSS) portfolio with significant contributions in commodity procurement and technical assistance to the MOH and in particular its Central Medical Stores - Central de Medicamentos e Artigos Médicos (CMAM) to improve warehouse, distribution, planning and supply chain management. Commodities procured and distributed include contraceptives,
condoms, Anti-Retrovirals (ARVs), HIV and malaria test kits, TB and anti-malaria drugs, laboratory reagents and supplies, vaccine supplies and equipment, and MCH and other commodities required for HIV/AIDS and health program implementation.

The MOH’s supply chain system has experienced a number of challenges, including shortages of qualified personnel, insufficient state and donor financing, and limited coordination between its departments and donors. This impacts availability of essential medicines and health products in sufficient quantities and condition to prevent, diagnose, and treat priority health problems. Supply chain challenges hamper the MOH’s efforts to achieve its health sector Millennium Development Goals and the success of United States Government (USG) health assistance to Mozambique through its interagency team comprised of USAID, the Centers for Disease Control and Prevention (CDC), the Department of State, the Department of Defense, and the Peace Corps.

The Pharmaceutical Logistics Strategic Plan (PELF) provides future directions for the health supply chain. The PELF specifies reforms that include greater CMAM financial and administrative autonomy, supply chain unification under CMAM authority, reduction in the number of supply chain levels, and workforce development.

The Senior Health Commodities Advisor’s primary objective is to ensure that Mozambique’s public health supply chain systems are sustainable, effective, and efficient, resulting in essential medicines and health products availability in sufficient quantities and good condition to prevent, diagnose, and treat priority health problems.

Position responsibilities include strategic planning and priority setting on supply chain and health commodity issues, USAID and partner project management and technical guidance, identifying and pursuing private sector engagement opportunities, and supporting health commodity needs of the overall USG Mission to Mozambique.

B. BASIC FUNCTION OF THE POSITION

Providing strategic and technical expertise relevant to USAID programs, the IHO Senior Health Commodities Advisor plays a key essential role, guides the USG’s overall supply chain strategy and approach, advises all USG agency heads on matters of commodity supply and distribution, and interfaces with MOH senior officials to resolve issues and ensure efficiencies in the national system, including opportunities to leverage private sector. This position requires specialized skills, knowledge, and experience in improving health commodities access, procurement and supply management (PSM), supply chain systems, as well as interagency coordination, strategic planning, and health systems strengthening.

Ensuring transparency and providing coordination for USG supply chain systems support, the Advisor is a key USG interlocutor with the Government of Mozambique on supply chain matters. The Advisor will work closely and collaboratively with CMAM and the Ministry of Health’s Department of Pharmacy, offering appropriate technical guidance as needed. Additionally, the Advisor will participate and possibly lead internal and external technical working groups and engage with key donor
partners in the health and supply chain sector, including UNICEF, World Bank, Clinton Foundation, and the Global Fund for HIV/AIDS, Malaria and TB (GFATM).

USAID and the USG have been providing significant investment and support to the pharmaceutical sector through its implementing partners, in particular CMAM to improve warehouse, distribution, planning and supply chain management and more recently to the Pharmacy Department. In line with USAID/Mozambique’s supply chain and pharmaceutical sector strategy and results framework, USAID will further strengthen and expand support to improve efficiencies at all levels. The Advisor may serve as the leader and coordinator of a commodities sub-cluster group and will coordinate across USG agencies to manage all activities to strengthen and support the pharmaceutical and other health commodities sector. Supervision may include a team of one USPSCs and three Foreign Service Nationals (FSNs). The Specialist will lead initiatives to achieve greater engagement with the private sector and greater use of private sector services as envisioned in the PELF and in USAID’s new Private Sector Engagement (PSE) strategy.

The position requires a positive and proactive attitude. Leadership and diplomacy skills are critical, as the job requires work with a variety of multi-sectorial and USG inter-agency teams. The Advisor will be expected to complete assigned duties with little direct supervision, exercising extensive independent judgment as he or she works extensively through diverse teams.

C. MAJOR DUTIES AND RESPONSIBILITIES

C1. TECHNICAL GUIDANCE, LEADERSHIP, AND ADVOCACY IN HEALTH COMMODITY AND SUPPLY CHAIN MANAGEMENT AND HEALTH SYSTEMS (40%)

Serving as the principal health commodity and supply chain logistics advisor to USAID and other in-country USG agencies, the position provides strategic leadership in identifying and applying innovative approaches and best practices to achieve supply chain strategy and deliver pharmaceutical services and broader health systems goals of the USG, the GRM, and the donor community. The purview is to support strengthening supply chain performance at all levels, including potential Private Sector engagement opportunities, as part of the USG’s overall health systems and supply chain strengthening strategies, to ensure the right health commodities arrive at the right places at the right times to get to patients who need them – from central and district, to facility and community. Specific duties include:

1. Serving as principal advisor in USAID/IHO on all issues related to drug policy, supply and distribution assistance. As such, s/he provides advice and counsel to the USAID Mission Director, PEPFAR Agency Heads, GHI Coordination Forum, and to other USG agencies – as well as other donor partners - in the health sector on drug supply and distribution policy, strategy, and technical issues.

2. Guiding the development and/or implementation of a coordinated USG strategy across USAID, CDC, the Department of State, and other agencies for an efficient supply chain, pharmaceutical and logistics systems in Mozambique; and as needed,
the development of coordinated strategies and plans among various health donors supporting pharmacy sector and supply chain-related activities.

3. Representing USAID/Mozambique – and as indicated, the USG in Mozambique - to the GRM and the Health Partners Group (HPG, the SWAp) on matters related to supply chain and logistics in the health sector. This includes representing USAID and/or USG in technical coordination forums with the GRM and with other donors and partners.

4. Providing technical guidance to USAID and other USG implementing partners as well as policy advice to various departments in the MOH, including the Central de Medicamentos and Artigos Medicos (CMAM), national program offices and directorates (e.g., the national malaria control program (NMCP), reproductive health and MCH unit; HIV/AIDS department, Department of Planning and Cooperation (DPC), relevant national Directorates for public health and medical assistance; the Pharmacy Department) and other national actors and stakeholders involved in supply chain and logistics activities, as appropriate.

5. Support the MOH commodity working groups for the coordination of forecasting, quantification, and procurement of HIV, TB, and Malaria commodities.

6. Providing technical and management contributions to USG program designs, budget allocations, strategic planning documents, and reporting mechanisms. Program design work includes technical review committees for new and/or follow-up supply chain and logistics activities, and other related projects. Seeking and pursuing private sector engagement opportunities, that could yield gains and efficiencies in health commodities and supply chain logistics. Budget allocations and strategic planning documents include Mission Strategies, strategic planning and budgeting under GHI, PEPFAR, and PMI, as well as coordinating planning documents among the GRM and development partners. Reporting mechanisms include US Congressional, GRM or donor group requests; technical briefings; trip reports; site visit briefing documents; speeches; portfolio reviews; semi-annual and annual reports; quarterly financial reports; quality assessments; and others in line with mission policy and needs.

7. Keeping informed of national and international initiatives and policies, and sharing information as appropriate with various counterparts.

C.2. PROGRAM MANAGEMENT (30%)

The Advisor manages a complex portfolio of supply chain and logistics projects, including serving as principal technical advisor and direct management of one or more activities. Drug supply and distribution are critical to the success of many USG funded health sector activities. Program management responsibilities include planning, implementation, results management and reporting, advocacy, and quality improvement of USAID’s supply chain and logistics activities. Activity implementation will require close and ongoing coordination with other USG agency, such as CDC, and donor partner managers. Specific duties include:

1. Decision making with appropriate counterparts, regarding USAID funded drug supply and distribution programs and projects, - particularly malaria, family planning,
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USPSC Senior Health Commodities Advisor, USAID/Mozambique

and HIV, and coordinating and advising on drug supply and distribution policy across USG health programs. Policies should be closely integrated as components of the USG’s health systems approach to development under GHI.

2. Serving as Agreement/Contracting Officer’s Representative (A/COR) or activity manager for at least one USAID project related to supply chain and logistics. This includes IHO’s technical assistance program in supply chain strengthening, pharmaceutical services and several other programs that manage health commodity procurement. S/he will also provide significant technical assistance and support for collaboration on commodity projects managed by other USG agencies, including those under PEPFAR and PMI. As COR/AOR or activity manager, the Advisor will: ensure suitable monitoring and reporting systems are in place, provide technical input in the development of Performance Monitoring Plans (PMPs); review, approve, and ensure compliance with Implementing Partner annual work plans and budgets; conduct regular site visits to monitor activities and verify asset use; guide implementing partners to adhere to USAID and USG policies and procedures; review all written reports submitted by implementing partners and furnish feedback; maintain program files, and other duties and responsibilities as outlined in USAID rules, regulations, policies and other forms of appropriate guidance.

3. Direct assistance agreement management, such as Government to Government activities with CMAM that will be delivered in conjunction with USAID procurement reforms and other implementing partner portfolios.

4. Guiding and overseeing USAID health supplies and commodities procurement and distribution annually. Commodities procured and distributed under these activities may include contraceptives, condoms, Anti-Retrovirals (ARV), HIV and malaria test kits, TB and anti-malaria drugs, MCH commodities, laboratory reagents and supplies, vaccine supplies and equipment, and other commodities required for the implementation of HIV/AIDS and health programs. This includes ensuring that all procurement activities are implemented in compliance with relevant USAID, USG, PEPFAR and PMI guidelines, policies, regulations and procedures.

5. Other duties as assigned. Examples may include organizing and participating in field visits by external parties that highlight USAID and USG supply chain strengthening activities, and making recommendations to the Mission on program directions and management.

C.3. MULTI-AGENCY COORDINATION AND STRATEGIC PARTNERSHIPS IN SUPPLY CHAIN AND HEALTH SYSTEMS STRENGTHENING (30%)

The Health Commodities Advisor is the USAID coordination focal point with various entities of the GRM, other donors, the private sector, and civil society on matters relating to supply chain and logistics. S/he works to ensure technical and programmatic synergy within USAID/Mozambique, USG interagency partners, and those of GRM and other development partners and stakeholders engaged in the Sector wide Approach (SWAp), and will serve as an active member and possibly lead the SWAp Medicines Working Group (Grupo de Trabalho de Medicamentos, GTM). S/he develops strategic partnerships with other donors and partners to forge coordinated
approaches to strengthen the national health system with respect to the supply chain for essential drugs. Specific duties include:

1. Representing USAID, and USG as indicated, on all matters of drug supply and distribution with senior level officials in the GRM, among senior donor community representatives, and with private sector and civil society partners. This includes MOH, CMAM, Pharmacy Department, DNAM, DNSP, various working groups of the Health Sector Wide Approach (SWAp) and the MOH, and other relevant bodies.

2. Coordinating and/or supporting commodity procurement, technical assistance for systems reform, strategy development and implementation, and other related support with other donor agencies through the SWAp. This requires close collaboration with high-level representatives of other donor agencies in order to manage technical, political, and diplomatic effects of a coordinated donor effort. S/he will also monitor the political environment and other donor activities to inform USAID/Mozambique’s funding and programmatic decisions.

3. Fostering significant collaboration and strategic partnerships among various donors supporting the sector, in particular UNICEF, Global Fund, and the World Bank, in order to ensure and improve commodity security for HIV, TB, malaria and MCH and other health programs.

4. Promoting commodity security strategic planning and implementation in key USG focus areas.

5. Leading coordination efforts between USAID and USG supply chain implementing partners.

6. Lead IHO’s PSE efforts, including coordinating with mission and IHO management and technical staff to identify project specific needs and/or opportunities where PSE could be leveraged to address development problems and support Mozambique’s Journey to Self-Reliance (J2SR).

D. POSITION ELEMENTS:

1. Supervision Received
Works under the general supervision of the USAID/IHO/Systems and Commodities Security Division Chief, and works collaboratively with other members of the IHO team as well as interagency teams and working groups (such as PEPFAR, PMI, GHI, and ad-hoc forums for coordination of supply chain). Assignments are primarily in terms of program objectives and desired results. Accomplishments are evaluated for conformance with policy and accomplishment of USAID/Mozambique and USG objectives, and individual work objectives through periodic and annual evaluations.

2. Supervision Exercised
The incumbent will supervise a team that may include one USPSC and three Foreign Service Nationals (FSNs). Additional supervisory requirements will be dependent on the need and availability of funds.

3. Available Guidelines
Available administrative guidelines establish a broad pattern of operation that requires frequent need to exercise judgment and interpretation, and provides an opportunity for initiative and innovation. Relevant guidelines include the USAID Automated Directives System (ADS), PMI, PEPFAR, Global Health, and other USAID and Mission guidelines, Country Operational Plans, the Mozambique Five-Year Strategic Plan, the PELF, USAID/Mozambique’s PSE strategy, Mission Orders, and other directives.

4. Post Entry Training
On-the-job training will be provided relating to USAID-specific procedures, regulations, and methods; and supply chain and logistics policies, procedures, and regulations, including the Automated Directives System (ADS), Mission Orders, and all planning and reporting databases. Formal C/AOR certification courses will be provided, and program/project management and other appropriate training courses will be offered, subject to course offerings and the availability of funds. The contractor shall annually complete OGE 450, Financial Disclosure Report. The contractor shall attend mandatory annual Ethics training conducted at USAID/Mozambique by the Regional Legal Advisor. Portuguese Language training may be provided on-site if necessary.

5. Authority to Make Commitments
Contractor shall not make any unauthorized commitments for the USG. However, the incumbent exercises the authority given to activity managers and C/AORs, and may make administrative arrangements consistent with ADS guidance and Mission policy. The incumbent takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the supervisor informed of activity and project status. Within the scope of the authority delegated, the incumbent may indicate to ranking counterpart and IP officials that they will make a recommendation to USAID on a specific activity issue or problem. The incumbent may negotiate ad referendum for the immediate supervisor.

12. PHYSICAL DEMANDS: The work is generally sedentary and does not pose undue physical demands. During occasional filed visits or program sites, there may be some additional physical exertion including long periods of standing, walking or driving over rough terrain.

13. SUPPORT ITEMS: The incumbent will be provided with office space, equipment and supplies.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

A. EDUCATION
A minimum of a Master’s Degree in a relevant field including, pharmacy or pharmacy-related field, operations, logistics and supply chain management, business administration, public health, industrial engineering, or related degree is required.

B. PRIOR WORK EXPERIENCE

Technical experience:
• Minimum 8-10 years of progressively responsible professional experience working in the health or international development field in Mozambique or a similar developing country setting;
  • Five years of this experience should be in direct management of activities for pharmaceutical and public health supply chain; including designing, implementing, monitoring & evaluating activities in the delivery of supply chain and pharmaceutical management programs;
• Relevant experience working or collaborating with other donors, host governments and international organizations is a must;
• Relevant strategic planning and design of programs to build national systems capacity experience is a must;
• Relevant project management experience;
• Procurement and supply management (PSM), or other relevant pharmacy sector experience;
• Priority health programs (HIV, TB or malaria), as well as supply chain and pharmaceutical management systems specific to HIV, TB and/or malaria experience;
• Experience engaging or working with Private sector stakeholders;
• Supervision and mentoring of US and foreign national staff experience.

C. KNOWLEDGE
• Technical and programmatic approaches in public health supply chain, PSM, and pharmaceutical management is required, including all aspects of supply chain and its role in health sector programming. Demonstrated knowledge of supply chain and PSM as it relates to and interacts with health systems strengthening approach is required. This includes demonstrated knowledge of quantification, forecasting, warehousing, distribution, information management, district capacity-building, and commodity procurement practice;
• Thorough knowledge of the concepts, principles, techniques, and practices of health policies and programs in sub-Saharan African countries.
• Knowledge of and experience with global commodity and procurement programs including the Global Fund for AIDS, TB and Malaria, the Global Drug Facility, and others;
• Priority health program areas technical knowledge, in particular HIV, TB and malaria. Knowledge of Mozambique’s economic, political, social, and cultural characteristics, and the history of development assistance, in particular as it relates to health programs in Mozambique, including current trends and directions.

D. SKILLS AND ABILITIES
• Must be able to work effectively with mid- and senior-level public and civil society officials from the GRM, other development partners, and the private sector;
• Demonstrated ability to work and provide leadership in a team environment, coordinate well with others, and provide leadership in the areas of his/her competencies;
• Must be able to develop effective and collaborative managerial relationships with USG technical colleagues and implementing partners;
• Excellent organizational in order to multi-task and stay organized in a complex, frequently changing environment;
• Demonstrated advanced analytical skills and problem solving, as well as the ability to effectively manage stress and conflict;
• Demonstrated ability in strategic thinking and decision-making as well as technical analysis, is required. Strong verbal and written communication skills, with a proven ability to communicate quickly, succinctly, and tactfully in both speech and writing; ability to facilitate meetings and to make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context, along with the ability to produce concise, clear reports skills.
• Strong computer skills, including high proficiency in the use of word processing, spreadsheet, and database programs (mainly Microsoft Office).

E. LANGUAGE PROFICIENCY
Fluency in English speaking, reading and writing is required. Spanish or Portuguese language working proficiency is also required.

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.

The following evaluation factors are established:

1. EDUCATION (10 points)
A minimum of a Master’s Degree in a relevant field including, pharmacy or pharmacy-related field, operations, logistics and supply chain management, business administration, public health, industrial engineering, or related degree is required.

2. PRIOR WORK EXPERIENCE (35 points)

Technical experience:
• Minimum 8-10 years of progressively responsible professional experience working in the health or international development field in Mozambique or a similar developing country setting;
  • Five years of this experience should be in direct management of activities for pharmaceutical and public health supply chain; including designing, implementing, monitoring & evaluating activities in the delivery of supply chain and pharmaceutical management programs;
• Relevant experience working or collaborating with other donors, host
governments and international organizations is a must;
• Relevant strategic planning and design of programs to build national systems
capacity experience is a must;
• Relevant project management experience;
• Procurement and supply management (PSM), or other relevant pharmacy
sector experience;
• Priority health programs (HIV, TB or malaria), as well as supply chain and
pharmaceutical management systems specific to HIV, TB and/or malaria
experience;
• Experience engaging or working with Private sector stakeholders;
• Supervision and mentoring of US and foreign national staff experience.

3. KNOWLEDGE (15 points)
• Technical and programmatic approaches in public health supply chain, PSM,
and pharmaceutical management is required, including all aspects of supply
chain and its role in health sector programming. Demonstrated knowledge of
supply chain and PSM as it relates to and interacts with health systems
strengthening approach is required. This includes demonstrated knowledge of
quantification, forecasting, warehousing, distribution, information
management, district capacity-building, and commodity procurement
practice;
• Thorough knowledge of the concepts, principles, techniques, and practices of
health policies and programs in sub-Saharan African countries.
• Knowledge of and experience with global commodity and procurement
programs including the Global Fund for AIDS, TB and Malaria, the Global
Drug Facility, and others;
• Priority health program areas technical knowledge, in particular HIV, TB and
malaria. Knowledge of Mozambique’s economic, political, social, and cultural
characteristics, and the history of development assistance, in particular as it
relates to health programs in Mozambique, including current trends and
directions.

4. SKILLS AND ABILITIES (30 points)
• Must be able to work effectively with mid- and senior-level public and civil
society officials from the GRM, other development partners, and the private
sector;
• Demonstrated ability to work and provide leadership in a team environment,
coordinate well with others, and provide leadership in the areas of his/her
competencies;
• Must be able to develop effective and collaborative managerial relationships
with USG technical colleagues and implementing partners;
• Excellent organizational in order to multi-task and stay organized in a
complex, frequently changing environment;
• Demonstrated advanced analytical skills and problem solving, as well as the
ability to effectively manage stress and conflict;
• Demonstrated ability in strategic thinking and decision-making as well as
technical analysis, is required. Strong verbal and written communication
skills, with a proven ability to communicate quickly, succinctly, and tactfully
in both speech and writing; ability to facilitate meetings and to make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context, along with the ability to produce concise, clear reports skills.

- Strong computer skills, including high proficiency in the use of word processing, spreadsheet, and database programs (mainly Microsoft Office).

5. LANGUAGE PROFICIENCY (10 points)
Fluency in English speaking, reading and writing is required. Spanish or Portuguese language working proficiency is also required.

Maximum Points: 100 Points

Per this scoring, Prior Work Experience is the most important factor, followed by Skills and Abilities, Job Knowledge, Education and Language Proficiency.

Applications will initially be screened for conformity with minimum requirements and a short list of applicants will be developed for further consideration.

USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

After the closing date for receipt of applications, a selection committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

Professional references will be conducted for the top ranked candidate and will be utilized to supplement the TEC’s recommendation to the Contracting Officer to offer the position to the top ranked candidate.

Offerors are encouraged to provide a narrative for each selection criteria listed in this section. This information will be used for evaluating and scoring each criterion. The TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on professional references, academic credentials and interview performance.

IV. SUBMITTING AN OFFER


2. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to mzrecruiter1@usaid.gov. Please note that attachments to e-mail applications in zip format cannot be received to this mailbox. Please make sure that you do not send any attachments in zip format.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

4. Offerors are required to submit a signed and dated Cover letter with current résumé/curriculum vitae (CV), specifically addressing the selection criteria stated above.

5. Offerors must provide a minimum of three (3) references who are not family members or relatives. References should be from direct supervisors who can provide information regarding the offeror’s job knowledge and professional work experience. Offerors must provide e-mail addresses and/or working telephone numbers for all references.

USAID will not pay for any expenses associated with the interviews.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following and any other required forms:

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. 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) Annual and Sick Leave

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

(If Applicable): As a matter of policy, and as appropriate, an offshore USPSC is normally authorized the following allowances:

a. Post Differential (Section 500)
b. Post Allowance (COLA) (Section 220)
c. Payments During Evacuation (Section 600)
d. Education Allowance (Section 270)
e. Separate Maintenance Allowance (Section 260)
f. Educational Travel (Section 280)

3. Other Benefits: Additional benefits are available for individuals hired from outside Maputo in accordance with the AIDAR, Federal Travel Regulations and Standardized Regulations, e.g., international airfare from place of residence, international shipment of personal effects, unaccompanied baggage allowance, POV Shipment, Repatriation Travel, furnished housing and educational allowances for dependent children.

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:


Pricing by line item is to be determined upon contract award as described below:

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<th>ITEM NO (A)</th>
<th>SUPPLIES/SERVICES (DESCRIPTION) (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
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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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations).

[END OF SOLICITATION]