



SOLICITATION NUMBERS: 72038622R00003, 72038622R00004, 72038622R00005

ISSUANCE DATE: May 25, 2022

CLOSING DATE/TIME: June 15, 2022/ 23:59 hours Indian Standard Time (IST)

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC) – Resident Hire USPSC, Development Outreach and Communications Specialist (Three positions)

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,

R. Christopher Gomes
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72038622R00003 [Health Office(HO)], 72038622R00004 [Office of Program Support (PS)], 72038622R00005 [Indo-Pacific Office (IPO)]
2. **ISSUANCE DATE:** May 25, 2022
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** June 15, 2022/ 23:59 hours Indian Standard Time (IST)
4. **POINT OF CONTACT:** Ms. Vandana Sharma, Human Resources Specialist, e-mail at indiaper@usaid.gov.
5. **POSITION TITLE:** Development Outreach and Communications Specialist, Resident Hire USPSC (Three positions – one each in the Office of Program Support, Health Office, and Indo-Pacific Office).

An applicant may apply for any of the solicitation numbers mentioned above or all three of them. Applicants must – 1) submit only one application package irrespective of the number of solicitations they are applying for, and 2) include the solicitation number (s) for which they are applying in their application package (these can be referred in the body of the email).

Kindly note that the solicitation for the Health Office is in anticipation of position becoming vacant.

6. **MARKET VALUE:** \$81,216 - \$105,579 equivalent to **GS-13**
Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The period of performance for each position contract will be one year with the option of one year extension subject to the Mission's needs and funds availability.

These are full-time positions with 40 hours per week schedule (Monday to Friday, 8:30 a.m. to 5:00 p.m.).

8. **PLACE OF PERFORMANCE:** USAID/India, U.S. Embassy, New Delhi, India (with possible travel as stated in the Statement of Duties).
9. **ELIGIBLE OFFERORS:** All U.S. Citizens or U.S. Resident Aliens* including all Agency U.S. Eligible Family Members (USEFMs) and Members of Household (MOH).

All applicants must have the required work and residency permits at the time of application submission to be eligible for consideration.

*U.S. Resident Alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States.

10. SECURITY LEVEL REQUIRED: Facility Access.

11. STATEMENT OF DUTIES:

Office of Program Support (PS)

General Statement of Purpose of the Contract:

The USAID/India Development Program Specialist (Communications) supports strategic planning, project implementation and far-reaching knowledge of program impact by developing and executing a Mission-wide communications and outreach strategy in collaboration with Technical Offices, Cooperating Country National (CCN) staff, and members of the U.S. government Interagency Team. S/he engages a diverse community of development practitioners, beneficiaries, government and non-government officials to elevate public knowledge of U.S.-India development collaboration. S/he participates actively in Agency-wide and broader U.S. government's public diplomacy efforts. S/he offers communications advice and provides guidance to USAID staff, formulates and executes communications strategic plans, and coordinates a range of communications activities to inform Indian, American, and global audiences of USAID/India development activities and achievements. S/he also advances the USAID/India communications strategy to enable the Mission to more effectively manage for results.

The position is located in USAID/India's Office of Program Support (PS). The incumbent reports to the Senior Development Outreach and Communication (DOC) Specialist, GS-14 (an Offshore USPSC). The incumbent coordinates closely with the Embassy's Public Affairs Section (PAS) in close collaboration with Indian and American colleagues. USAID's public engagement activities with the U.S. Embassy Public Affairs Section involve the Embassy Information Officer (IO) and the PAS Minister Counselor. Together, the PS Office and PAS execute public outreach to Indian and American audiences.

The position involves extensive writing, editing, and use of social media. The incumbent drafts, edits, and/or clears internal USAID communications for submission to the USAID Mission Director, Deputy Mission Director, U.S. Ambassador, the Deputy Chief of Mission, and other senior Embassy officials.

The incumbent provides assistance to the Mission's Development Objective teams which work primarily in the following sectors: health, clean water and sanitation, new and sustainable energy, forestry, food security, partnership and innovation, triangular cooperation, and gender equality. S/he guides and collaborates with USAID/India staff to ensure new or amended projects and activities follow USAID and Mission-specific processes and requirements for branding and marking.

The PS Office Communications Division also ensures that Embassy personnel, including senior staff, are apprised of USAID activities and achievements that will advance the USG's foreign policy objectives. S/he facilitates USAID/India communications with the Bureau of Legislative and Public Affairs (LPA) and other outreach and communication staff in the Asia Bureau.

Statement of Duties to be Performed

Key duties and responsibilities of this position are as follows:

1) Writing and Results Reporting 40%

The incumbent writes, edits, and works as part of a fast-paced team to develop and disseminate internal and external communication products and reports about USAID/India's development efforts. These products and reports include, but are not limited to: Communications products to advance the health, education, Water, Sanitation and Hygiene (WASH), new and sustainable energy, forestry, triangular assistance and gender equality programs; and other program reports. S/he works with all offices to help define and describe measurable impact and tell a human story through products that provide an accurate and compelling picture of USAID/India's strategy, portfolio, and achievements. This involves ensuring that these products and reports are submitted within their deadlines and contain the required detail, data, and well-written narratives that are congruent with one another, using correct grammar and formatting. S/he contributes to public diplomacy beyond USAID/India by collaborating with USAID/Washington and coordinating closely and frequently with senior U.S. Embassy public affairs personnel to provide information on USAID's role in addressing, broader U.S. foreign policy objectives.

2) Communications, Strategic Planning and Project Management 35%

- a) Proactively supports the PS Office Communications Division Team Lead to design and disseminate public information products, write, coach technical colleagues on effective narrative/documents, provide edits, filter written work for appropriate messages, and ensure that USAID communication products meet the highest quality standards.
- b) Ensures content and quality control on all print and electronic public information materials – including social media platforms, the external website, videos, organizational brochures and information packets, briefing books, etc.
- c) In close collaboration with the communications specialists, PAS staff, LPA, and USAID/Washington outreach and communications staff, the incumbent prepares and/or updates the communications strategy, identifying objectives, messages, audiences, and products.
- d) Under the leadership of the Communications Team Lead, s/he prepares the annual communications work plan and related budget prior to or at the start of every fiscal year. S/he will draft scopes of work (SOWs) and other procurement related documents that support outreach events and production of outreach material.

- e) Advises USAID/India senior management on messaging and program image development.
- f) The incumbent translates complex messages and technical information into understandable, meaningful terms for a variety of audiences, both American and Indian government, private sector businesses, civil society and base of pyramid communities. S/he is the editorial director of all published and electronic materials – including information brochures, special publications, social media platforms, the USAID/India website, etc. in close collaboration with the PS Office Communications Team Lead. The incumbent may oversee the work of graphic designers, writers, photographers and other professionals to carry out assigned tasks. S/he ensures that vendor tasks are completed in a cost effective, high quality and timely manner.

S/he liaisons with PAS, working closely with PAS staff to generate media coverage of India-U.S. development collaboration and USAID/India activities. This may include drafting press releases and preparing for interactions with Indian and American journalists.

3) Public Events and Visitors

25%

The incumbent supports activities to present USAID/India programs to the public or VIP visitors. This may include a range of communications tools and distribution to a variety of audiences. The incumbent oversees the production of briefing materials and trouble-shooting during VIP visits. S/he ensures that all event information (scheduling memos, briefing memos, scene setters, talking points, speeches, etc.) have been prepared, meeting quality standards and time requirements, for project site visits or events that involve the Ambassador, Deputy Chief of Mission, USAID Mission Director, USAID Deputy Mission Director, USAID/Washington visitors, CODELs, STAFFDELS and other VVIP visitors. S/he coordinates and consults with technical offices and the USAID/India Mission Director or Deputy Mission Director on project signing ceremonies or other milestone events – including finalizing press releases, ensuring logistics are handled, etc. S/he organizes special outreach events such as Open House, Partners' Meetings etc.

Health Office (HO)

General Statement of Purpose of the Contract:

Based in USAID's Health Office, the Communication Advisor is a critical member of the team providing program communications support. The Advisor is responsible for a broad range of consultative and information gathering functions. The Advisor is responsible for completing analyses, maintaining relationships, communicating with other development partners, GOI entities, other USG agencies, and USAID senior management, overseeing diverse USAID/W activities, and representing the HO on program related communication issues. S/he will develop communication-related products that meet the internal and external information needs of Mission management and supports strategic outreach approaches and plans. The Advisor will advance communication learning and enable the Health Office to effectively manage for results, and provide project and activity design expertise to USAID/India staff.

Statement of Duties to be Performed:

1) Supporting and Coordinating (30%)

- Support the Health Office team to ensure overall quality, timeliness, and coherence of the team's communications and outreach products and initiatives.
- Coordinate with Mission staff, Embassy Staff, Washington and implementing partners, to expand and elevate Health Office achievements.
- Coordinate Mission, and Embassy clearance process for all communications related materials from the Health Office, ensuring accuracy and consistency of Health Office messaging
- Collaborate with the Mission, Embassy, Implementing Partners and others to enhance communication channels and expand the reach of health portfolio achievements.
- Maintain up-to-date knowledge of all USAID/India projects and activities and DOC processes, as well as a keen awareness of political, economic, and policy issues.
- Oversee the quality and publication of materials, including developing success stories, directing photography, and coordinating graphic design; direct USAID digital communications work, including social media outreach, and digital photos and videography.
- Serve as Health Office expert on USAID branding and style guidelines, ensuring staff and partners use and apply guidance as outlined in ADS 320 and the Agency's Graphic Standards Manual, recommending revisions as appropriate. Advise USAID staff and implementing partners regarding branding, collaboration, potential synergies in external communications.
- Provide the Health Office support in review and edit all HO articles for publications including editorial, clearance and promotional support.

2) Writing and Editing (30%)

Write, edit, and work as part of a fast-paced team to develop and disseminate internal and external communication products and reports about USAID/India's Health portfolio achievements in areas like Maternal Child Health, Family Planning, Infectious Diseases such as TB, HIV and COVID-19, Global Health Security Agenda, and Health Systems Strengthening.

- Work with all technical teams to help tell human stories through products that provide an accurate and compelling picture of USAID/India's Health Office achievements.
- Craft and send out various types of outreach messages for the health office. This involves ensuring that these products and reports are submitted within their deadlines and contain the required detail, data, and well-written narratives that are congruent with one another, using U.S. Government style guide.
- Prepare speeches, briefs, factsheets and other materials for Embassy, Mission, and Health Office leadership and other technical team members for important events that showcase Health Office successes and learnings

3) Supporting Public Events, Visitors, and Media Engagement (30%)

- As needed, support technical colleagues when they are engaged in public speaking engagements, conferences, public affairs activities and site visits by providing inputs to talking points and assistance at the event
- Prepare briefing materials for USAID Health Office events in which the Embassy Front Office, Mission Director or Health Office Director participates. Ensure that scene setters, backgrounders, schedules, talking points, and speeches are prepared in a timely fashion and meet quality standards.
- Facilitate the posting of all event information and materials through Mission, Embassy and Implementing Partner resources.
- Ensures that all event information (scheduling memos, briefing memos, scene setters, talking points, speeches, etc.) have been prepared, meeting quality standards and time requirements, for Health Office project site visits or events that involve the Ambassador, Deputy Chief of Mission, USAID/India Mission Director, USAID/India Deputy Mission Director, USAID/Washington visitors, CODELs, STAFFDELS and other VVIP visitors.

4) Building Capacity in Communications (10%)

- Lead communications training sessions that provide regular updates for staff and IPs on Washington messaging guidance or other communications topics (branding, storytelling, etc.) as needed
- Keep the Health Office informed of changes to communications policy, e.g., changes in branding, messaging, clearances, etc.

Indo-Pacific Office (IPO)

General Statement of Purpose of the Contract:

The Indo-Pacific region, spanning from the West Coast of the United States to the West Coast of India, is home to over half of the world's population, a number of major trade routes, and some of the world's largest and fastest-growing economies. USAID is facilitating America's vision for the Indo-Pacific by supporting bilateral and regional efforts focused on five objectives under the 2022 Indo-Pacific Strategy: (1) advancing a free and open Indo-Pacific, (2) forging stronger connections within and beyond the region, (3) promoting broad-based prosperity, (4) building resilience, and (5) bolstering Indo-Pacific security.

USAID/India's Indo-Pacific Office (IPO) is continuing to work with India towards reaching these objectives. At the same time, USAID is fortifying India's role as a leader in the region through supporting the India-U.S. Triangular Development Partnership. This partnership with India's Ministry of External Affairs Development Partnership Administration (MEA-DPA II) is strengthening the Government of India's (GOI's) ability to deliver development assistance to countries in the region and globally, with initial efforts focusing on disaster-risk reduction, clean energy, and climate-smart agriculture. In addition, USAID supports India's leadership in the Coalition for Disaster Resilient Infrastructure (CDRI). USAID Administrator Samantha Power

took over the CDRI Governing Council co-chair role in March 2022. The Mission also supports the Clean Asia Enhancing Development and Growth through Energy (Clean Asia EDGE), the Digital Connectivity and Cybersecurity Partnership (DCCP), and the Infrastructure Transaction and Assistance Network (ITAN) initiatives. Finally, the Mission seeks to expand development assistance delivered to Bhutan.

Based in USAID's IPO, the Outreach and Communications Specialist is a critical member of the team, developing strategic outreach and communications plans and implementing those plans, assisting with knowledge management and filing systems, and supporting activities in coordination with diverse stakeholders. The Specialist is responsible for a broad range of consultative, advisory, activity management, monitoring, and information gathering functions. The Specialist is responsible for completing analyses, maintaining relationships, and communicating with other development partners, GOI entities, other USAID technical offices, U.S. Government (USG) agencies, and USAID senior management. S/he represents the IPO on communications, monitoring and evaluation, and programmatic issues related to outreach and communications. S/he will develop communication-related products that meet the internal and external information needs of Mission management and support strategic outreach approaches and plans. The Specialist will advance learning and adaptation to enable the IPO to effectively manage for results and provide project and activity design expertise to USAID/India staff. S/he may occasionally travel within India and the region.

Statement of Duties to be Performed

Key duties and responsibilities of this position are as follows:

a) Outreach and Communications: 60%

- Support IPO staff in development, maintenance, and refinement of key communications products, including, but not limited to, creating an IPO-communication strategy, preparing briefers, and documenting quarterly success stories.
- Serve as primary liaison with Program Support (PS) Office communications staff, Embassy public affairs staff, the USAID/Regional Development Mission for Asia Indo-Pacific communications team, and Asia Bureau communications team to ensure accuracy and consistency of IPO information and messaging, and respond to information requests.
- Coordinate with USAID/India technical offices, which manage programs that contribute to implementing the Indo-Pacific Strategy.
- Coordinate and assist in the preparation of strategic briefing materials, strategic documents, and external requests for information related to USAID/India's Indo-Pacific programming.
- Organize periodic implementing partner meetings to ensure efficient communication and coordination across IPO teams.
- Keep programmatic briefers up-to-date and accessible.
- Possess the ability to pull material from past briefers to enhance operational efficiency.
- Maintain and update filing systems for all communications materials.

b) Strategic Planning and Management: 20%

- Meet regularly with implementing partners to strengthen program communications as well as identify success stories.
- Assist in planning and preparing for program portfolio reviews, including analyzing submissions by program managers for accuracy and consistency with planned results, benchmarks, and funding levels; meeting planned earmarks, and addressing cross-cutting themes.
- In collaboration with the Mission's Gender Team and IPO's Gender Advisor, ensure that gender equity and women's empowerment are highlighted within Indo-Pacific Programming.

c) Monitoring, Evaluation and Learning (MEL): 20%

- Provide strategic guidance and support for disseminating results and lessons learned, and coordinate with the MEL specialist(s) to incorporate learning and adaptation into Indo-Pacific programming, outreach, and communications.
- Advance USAID knowledge management and learning opportunities to ensure the effective sharing and application of learning across the portfolio.

2 USAID Consultation or Orientation (if applicable): Consultation/Orientation will be provided as/if applicable.

3 Supervisory Relationship:

The incumbent placed in the Office of Program Support reports to the Senior Development Outreach and Communication (DOC) Specialist, GS-14 (an Offshore USPSC) or his/her designee.

The incumbent placed in the Health Office reports to the Health Office Director or his/her designee.

The incumbent placed in the Indo-Pacific Office reports to the Indo-Pacific Office Director or his/her designee.

4 Supervisory Controls: The incumbent acts independently with little daily supervision by the supervisor. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, and the majority may be self-generated, but the incumbent is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The incumbent keeps the supervisor updated through periodic status reports and briefings. Completed work is reviewed from the overall standpoint of results achieved, milestones reached and other measurable outcomes.

The incumbent in the PS has substantial contact with the Deputy Mission Director and the Mission Director. S/he facilitates USAID/India communications with the Bureau of Legislative (LPA) and the communication and other outreach and communication staff in USAID/Washington. S/he liaisons with the Public Affairs Section (PAS), working closely with PAS staff to generate media coverage of USAID/India activities.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** Bachelor's degree in communications, public relations, international development, public health, public administration, journalism, political science, demography, sociology, organizational development, English, teaching, psychology, development assistance or a relevant field is required.

2. **Work Experience:** Five years of progressively responsible experience involving areas such as international development, writing, outreach, journalism, communications, public administration, public relations or a related field is required.

3. **Job Knowledge:** The incumbent must speak and write English fluently, have excellent knowledge of English grammar and American word usage and spelling. The incumbent must demonstrate writing and editorial experience. The incumbent must have an understanding of how various social media platforms, including Facebook and websites function. The incumbent must possess an understanding of and experience with international development issues. S/he must have mastery of, or ability to use, diverse computer software to produce on-line and print communications materials, including MS Word, MS PowerPoint, MS Excel, and a photo editor and graphic illustrator along with some understanding of a web content management application.

4. **Skills and Abilities:** The incumbent must be conversant with the important terminology, concepts and organizations associated with international development work. S/he must be a superb writer, skilled at editing, and possess solid research skills. The incumbent must be able to manage multiple tasks, be highly organized, and meet deadlines, have strong interpersonal skills, and be capable of working with multidisciplinary teams in a fast-paced environment. S/he should be a self-starter, detail-oriented, and a creative problem solver. S/he must possess a strong ability to function in a diverse environment, requiring tact and sound judgment, and be sensitive to cultural norms. S/he must be able to work as an integral member of a fast-paced team, with a minimum of supervision and a keen ability to handle interactions with colleagues, media representatives (in coordination with PAS), high-level visitors, and senior officials with maturity and confidence.

5. **Language Proficiency:** Fluency (Level IV) in written and oral English communication skills are 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>.

EVALUATION FACTORS: To be considered for these positions, applicants must meet the minimum qualifications noted above. For those who do, further consideration and selection will be based on panel assessment of the Selection Criteria listed below. Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points.

SELECTION PROCESS:

Phase-I: Offerors who meet the Education / Experience minimum qualifications will further advance to evaluation phase-II. Offerors who do not meet the Education / Experience minimum qualifications will be eliminated from further evaluation process.

Phase-II: The Applications of those Offerors who meet the Education / Experience minimum requirements will be further evaluated based on the evaluation factors below. The most highly rated Applications will further move to phase-III.

Phase-III: The Offerors determined to be most highly rated will be interviewed and asked to complete a written exercise. The interview and written exercise performance will be evaluated based on the evaluation factors given below to determine the most highly rated Offerors.

- a) Demonstrated high level writing and verbal communication skills, as well as computer skills - **25 points**
- b) Demonstrated high level analytical, organizational, and creative thinking skills - **25 points**
- c) Depth and relevance of prior experience mentioned above under “Minimum Qualifications” -
 - a. **For the experience between 5 years and less than 10 years: 20 points**
 - b. **For the experience of 10 years and above: 25 points**
- d) Interpersonal skills and ability to work with staff and manage work flows, work as a team member with diverse colleagues, and provide leadership in areas of competency - **25 points**

Total = 100 points

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 https://www.usaid.gov/sites/default/files/documents/Cover_Form_and_AID_309-2_Offeror_Information_For_Personal_Services_Contracts_With_Individuals.pdf

2. Offerors may attach a covering letter and/or resume/curriculum vitae to support their application.
3. 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**.
4. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
5. 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.
6. Submit **electronic copies** of applications to: indiaper@usaid.gov.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

1. Instructions and forms related to mandatory security clearance.
2. Instructions and forms related to mandatory pre-employment medical examination and clearance, as applicable.

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

Resident-Hire UPSCs are not eligible for any fringe benefits, differentials or allowances.

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 USFSC 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/aidar.pdf>

2. **ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)**

(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.

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:

ITEM NO (A)	SUPPLIES/SERVICE (DESCRIPTION) (B)	QUAN-TITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period – Compensation - Award Type: Firm-Fixed-Price - Product Service Code: R497 - Accounting Info: TBD	1	LOT	-	\$TBD at Award after negotiations with Contractor

0002	Base Period -Benefits - Award Type: Firm-Fixed-Price - Product Service Code: R497 - Accounting Info: TBD	1	LOT	-	\$ TBD at Award after negotiations with Contractor
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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/work-usaid/personal-service-contracts-ombudsman>

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

The U.S. Mission in New Delhi 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. The Department of State also strives to achieve Equal Employment Opportunity (EEO) 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.

END OF SOLICITATION