



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER:72062422R00007

ISSUANCE DATE: January 25, 2022

CLOSING DATE/TIME: February 22, 2022/23:59 GMT

SUBJECT: Solicitation for U.S. Personal Services Contractor (USPSC) HIV/AIDS Team Lead, USAID/Côte d'Ivoire

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, Sections I through V** 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 any offer.

All offers must be submitted to the Point of Contact via email: accrapsc@usaid.gov

Only shortlisted offerors will be contacted.

Any questions must be directed in writing to Patience Charway at pcharway@usaid.gov or Yusif Ibrahim at yibrahim@usaid.gov with a copy to James Berscheit at jberscheit@usaid.gov.

Sincerely,

James Berscheit

James Berscheit
Contracting Officer
Regional Executive Office
USAID/West Africa

I. GENERAL INFORMATION

1. SOLICITATION NO.: **72062422R00007**
2. ISSUANCE DATE: **January 25, 2021**
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **February 22, 2022, 23:59GMT**
4. POINT OF CONTACT: **USAID/West Africa, Accra**; e-mail at accrapsc@usaid.gov
5. POSITION TITLE: **HIV/AIDS Team Lead**
6. MARKET VALUE: **\$112,890 - \$146,757** equivalent to **GS-15**
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: **Two (2) years**, estimated to start o/a June 2022 with an option of two (2) one-year extensions for a maximum of four (4) years. Exercise of options will depend on continuing need of services, availability of funds, successful performance, and requisite approvals.

Based on Agency need, the Contracting Officer may exercise the additional **option periods** for up to two (2) years for the dates estimated as follows:

Base Period:	o/a 06/2022 to 06/2024
Option Period 1:	o/a 06/2024 to 06/2025
Option Period 2:	o/a 06/2025 to 06/2026

8. PLACE OF PERFORMANCE: **USAID/Côte d'Ivoire, Abidjan, Côte d'Ivoire**
9. ELIGIBLE OFFERORS: **Open to U.S. Citizens (including lawful Permanent legal residents)**
10. SECURITY AND MEDICAL CLEARANCES REQUIRED: **Selected applicant must obtain Secret level clearance** and medical clearance 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.
11. STATEMENT OF DUTIES
 1. **Introduction and Background**

The HIV prevalence in Côte d'Ivoire is 2.1 percent in adults ages 15-49 (UNAIDS 2020). The 2020 Spectrum model estimates approximately 380,000 persons living with HIV in Côte d'Ivoire. Of persons newly diagnosed with HIV, approximately 34.2 percent of men and 65.7% percent of women have an AIDS defining condition (UNAIDS). Within Côte d'Ivoire, progress towards HIV/AIDS epidemic control has been challenging but is slowly improving. There has been a significant reduction in the number of AIDS-related deaths since 2010, with a 70% decrease, from 31,000 deaths in 2010 to 9,400 deaths in 2020, across all ages. Performance against the UNAIDS 95-95-95 targets in the country has also improved. As of 2020, Côte d'Ivoire's progress towards the 95-95-95 goal is: 77 percent of people living with HIV who know their status, 74 percent of people living with HIV who are on ART and 61 percent of people living with HIV have suppressed viral loads. Stigma, discrimination, and gender-based violence (GBV) marginalize those affected and create barriers to their ability to access needed HIV prevention, care and treatment services.

The epidemic disproportionately affects specific “key populations” (female sex workers (FSW), men who have sex with men, (MSM) and the transgender population). HIV also is more concentrated in certain geographic areas that are home to larger populations of these groups.

Through the interagency President's Emergency Plan for AIDS Relief (PEPFAR), USAID/Côte d'Ivoire supports HIV prevention and mitigation across the HIV continuum including: HIV prevention for priority populations, especially key populations adolescent girls and young women through DREAMS (Determined, Resilient, AIDS-Free, Mentored, and Safe); care and support services for orphans and vulnerable children (OVC) and their families, including economic strengthening activities to increase their resiliency and self-sufficiency; voluntary counseling and HIV testing with linkages to treatment and direct provision of support services for children and adults living with HIV/AIDS; and strengthening the health supply chain systems at large.

Since the beginning of the HIV epidemic, USAID has supported the Government of the Côte d'Ivoire and local organizations to strengthen the HIV response. The government is yet to take on financing essential HIV medications and HIV clinics. Community-based organizations remain vital to reaching these often stigmatized and marginalized populations with prevention services. USAID is steadfast in its commitment to strengthening and leveraging emerging local capacity to ensure that its efforts are appropriately tailored to the Ivorian context and to increase the likelihood of long-term sustainability.

2. Position Overview

The HIV/AIDS Team Lead will be mainly responsible for HIV/AIDS issues for the Mission and will report to and support the USAID Health Office Director, a U.S. direct hire who will provide general supervision and oversight to the Health team. The USAID HIV/AIDS Team Lead will be based in Abidjan, Côte d'Ivoire and will fill a key management and technical role. The incumbent will serve as the principal manager and technical officer for the USAID PEPFAR program in Côte d'Ivoire (CDI) and provides strategic oversight over the entire USAID PEPFAR portfolio. The incumbent is responsible for the day-to-day management of 15 staff whose daily work is PEPFAR and contributes to oversight of another 6 cross-cutting administrative, program and procurement staff. The incumbent will supervise HIV/AIDS team leads (3).

S/he represents USAID to the Embassy and other USG Agencies, to the Government of Côte d'Ivoire (GOCI) counterparts, and to USG implementing partners. S/he leads the development, management, and implementation of the USAID portion of the PEPFAR program and has direct responsibility for day-to-day coordination, administrative management and technical oversight of the USAID PEPFAR portfolio in Côte d'Ivoire. The HIV/AIDS Team Lead will contribute to the establishment of overall program priorities and work assignments, development of strategies, program and project designs, and scopes of work, as

well as provide technical guidance and support to CORs and AORs in project implementation. S/he will have wide latitude for the exercise of independent judgment and will have formal decision-making authority in broad program areas consistent with USAID policies, goals, and strategies. S/he will interact with the highest level of the Ivorian government and represent USAID and the US Government in official settings. S/he will serve as a key member of the interagency PEPFAR team. S/he must be able to think and operate strategically and programmatically, analyzing complex situations to assist in the development of USAID strategic plans and programs, and assess the impact of host country policies and practices on USAID programs. The incumbent will advise, collaborate, and work with Health Office colleagues in the planning, formulating, implementing, and monitoring and evaluating of health activities and strategies.

3. Major Duties and Responsibilities:

The HIV/AIDS Team Lead will have the following major duties and responsibilities:

A. Program Management (40%)

The USAID HIV/AIDS Team Lead in Côte d'Ivoire is fully responsible for the entire USAID program under the Côte d'Ivoire PEPFAR program. S/he is responsible for USAID's contributions to the development and implementation of annual Country Operational Plans (COPs), ensuring plans are designed according to USAID's strategic advantage and sufficient funds are allocated to reach goals. S/he initiates new programs in accordance with the Ministry of Health policies, guidelines and protocols and PEPFAR public health program goals, objectives, and policies. This includes playing a lead role in strategic planning and program development through the provision of direct technical assistance, and well executed program planning with partners. The HIV/AIDS Team Lead is fully responsible for project development and works to develop all procurements, for both new awards and for revising current awards, aligning them with new strategies and approaches. In accordance with the Office of the Global AIDS Coordinator (OGAC) and USAID Office of HIV/AIDS (OHA), s/he works closely with the OGAC and OHA Technical Working Groups to ensure new approaches and trends in health conditions, status of key policies, and legal and regulatory changes that could affect the implementation of the Côte d'Ivoire program are considered in project implementation and development.

The incumbent develops and maintains collaborative working relationships with senior-level host government officials, technical level health professionals, the Embassy in Abidjan and other USG Agencies, as well as HIV/AIDS program counterparts in non-governmental organizations, private sector, and international organizations. Through these contacts, the HIV/AIDS Team Lead stays informed and up-to-date on HIV/AIDS issues in Côte d'Ivoire. The job holder condenses the information gathered, analyzes needs and opportunities against PEPFAR program strategic objectives and advises on how USAID can best deliver programs that reflect international standards, host country policies, PEPFAR guidelines, and USG regulations. Recommendations are made to the PEPFAR interagency team, Embassy management, USAID regional and headquarters management and are codified in annual COP and the 5-year PEPFAR Côte d'Ivoire Strategic Framework 2020 - 2025 and other strategies and plans.

The incumbent offers strategic and technical leadership of HIV/AIDS programs for the USAID Health Office and serves as a senior technical advisor to the PEPFAR CDI team as well as to the Government of Côte d'Ivoire. The HIV/AIDS Team Lead will provide analysis, expert advice, and recommendations to Health Office Director and staff regarding the formulation of PEPFAR strategy for assistance and on the management and implementation of related activities in the Mission's portfolio; identifies 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. S/he coordinates with the Health Office Director to determine the additional analyses, assessments, or reviews

required for sound strategies and activities; designs and oversees the implementation of such analyses or assessments; and follows up as designated. S/he oversees the review and documentation of PEPFAR 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; ensures that issues are identified in a timely manner and recommends follow-up actions are carried out.

A key activity of the USAID Team in Côte d'Ivoire is to develop, implement, monitor, and evaluate PEPFAR-funded HIV/AIDS programs that are carried out by cooperating/implementing partners. This requires close cooperation with other donor agencies, implementing and/or cooperative agreement partners, facilitation during implementation, frequent monitoring and, in liaison with the Strategic Information Advisor, evaluating partner performance against desired results that are in accordance with USAID and PEPFAR guidelines and protocols. The incumbent ensures that program requirements of USAID grants, contracts and/or cooperative agreements are correctly followed and according to PEPFAR and international HIV/AIDS program standards. Independently, or in coordination with other experts, the job holder prepares and presents comprehensive program reviews to include accomplishments, challenges and recommendations on curtailing or expanding programs.

The HIV/AIDS Team Lead oversees the Agreement or Contracting Officer's Representative(s) (A/COR) or Activity Manager(s) for specific awards and contracts and is the lead on all USAID/CI PEPFAR Office reporting processes. S/he drafts technical requirements for program announcements for grants, contracts and/or cooperative agreements, and leads technical reviews on applications for financial assistance from PEPFAR. Once agreements or contracts are in place, s/he coaches implementing partners in work plan development and approves annual implementation activities. S/he provides regular direction to partners and technical advice to counterparts, reviews progress, and identifies and corrects potential issues before they become problems. The job holder reviews contractual requirements of the grant, contract or cooperative agreement including periodic program reports, financial reports, audits, expenditure and voucher reviews, concurrence requests and contract modifications.

B. Interagency Coordination and Representation (30%)

The HIV/AIDS Team Lead represents USAID at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. The incumbent will represent USAID/CDI PEPFAR in meetings with the US Ambassador, senior officials in the Government of Côte d'Ivoire, and senior officials at the State Office of the Global AIDS Coordinator (S/GAC) -- including the US Ambassador at S/GAC. S/he offers strategic leadership at multiple levels: within the USAID Health team; between the USAID/CDI and HQ offices (including USAID and S/GAC). The job holder represents USAID in meetings with USG and host country government officials at all levels. S/he is a key member of the PEPFAR Côte d'Ivoire Executive team, ensuring coordination of work plan development, implementation strategies, and evaluation plans for all USG agency activities in Côte d'Ivoire. In coordination with the PEPFAR Senior Management team, s/he keeps the Ambassador and Deputy Chief of Mission up to date on the status of the program through regular briefings and written communication. S/he contributes PEPFAR specific information to cables, speeches, editorials, and other written materials produced by the U.S. Embassy as needed. Given the nature of PEPFAR, where budgets and programs are replanned annually through extended and strenuous negotiations and programs are closely monitored throughout the year, the HIV Team Lead position requires a unique set of heightened technical and management skills.

The incumbent will be closely involved in planning, collaborating, and negotiating with the partner

PEPFAR agencies to manage the overall activities under this joint program as defined by the overall yearly Country Operational Plan (COP). S/He will collaborate closely with other USG entities, particularly CDC, DOD, HRSA, and other donors, PEPFAR implementing partners and civil society, in the design and implementation of the CDI PEPFAR program. The HIV/AIDS Team Lead must be conversant with and able to explain USAID and PEPFAR guidelines to host country counterparts.

The HIV/AIDS Team Lead will provide expert technical advice, leadership and strategic direction on HIV/AIDS on behalf of USAID/CDI in policy dialogue and planning undertaken in collaboration with Ivorian authorities and partners, other USG agencies, and development partners; represents USAID/CDI at meetings, seminars and conferences on health and HIV/AIDS. This will include writing and reviewing narratives for specific sections of the COP, PEPFAR semi-annual and annual reports, and other PEPFAR documents; and preparing briefing papers, materials, speeches, and informational and/or analytical reports as required by the US Embassy, USAID/Washington or other stakeholders.

C. Administrative Management (30%)

The HIV/AIDS Team Lead is responsible for the day-to-day management of the PEPFAR/USAID work in Côte d'Ivoire. This includes direct supervision of 15 USAID staff and coordination of additional technical assistance as needed to support USAID activities in Côte d'Ivoire. The incumbent orients new employees to the HIV/AIDS team and supports employees to develop annual training plans, provides coaching as needed, monitors progress, and formally evaluates the performance of PEPFAR/USAID employees. S/he manages staff workloads to meet peak demand in order to ensure that program goals and objectives are met. The incumbent prepares technical assistance requests, develops scopes of work and oversees the performance of external technical assistance service providers as required. S/he will also set staff annual work objectives; review and revise position descriptions; manage staffing issues and determine staff assignments; approve requests for leave and travel; and develop and manage staff training plans.

The HIV/AIDS Team Lead takes the lead role in formulating the USAID/CDI PEPFAR annual budget request. This includes ensuring that the budget tracking system for USAID/CDI PEPFAR activities is accurate, complete, and up to date; overseeing obligations and sub-obligations for all USAID/CDI PEPFAR activities and ensuring that obligations tracking systems are accurate, effective, and utilized. S/he ensures funds are allocated according to an approved COP, tracks obligations, outlays and pipelines across all implementing mechanisms, and prioritizes funding actions based on need. The incumbent coordinates annual and ad hoc reprogramming exercises. S/He works with technical specialists at the U.S. Embassy to oversee the development, implementation, controlled access, and ongoing maintenance of technical and administrative filing systems for the program.

This position coordinates high-level, collaborative long-term projects with other internal and/or external organizations to meet broad agency and PEPFAR goals. The incumbent provides recommendations to the Ambassador and DCM on broader development programs and objectives and liaises with non-PEPFAR offices within USAID as needed. The incumbent recommends and organizes site visits for high-level visitors such as U.S. Government executive and legislative branch officials, interested donors and business leaders to showcase both PEPFAR and non-PEPFAR USAID-supported development projects. The HIV/AIDS Team Lead liaises with other offices of the Mission, the U.S. Embassy, and with counterparts in order to ensure the greatest impact from such visits.

The job holder leads the USAID/CDI PEPFAR reporting processes. This includes ensuring the timely review and approval of PEPFAR implementation partner annual work plans and budgets as well as

compliance with approved work plans and budgets. Contribute to and oversee, for USAID, the preparation of the PEPFAR Country Operational Plan (COP) and semi-annual and annual PEPFAR CDI reports and PEPFAR 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).

REQUIRED MINIMUM QUALIFICATIONS FOR THE POSITION

EDUCATION: An advanced degree (minimum master's level) in public health, i.e., health management, health policy, health education, epidemiology, or development studies or another field with links to the health sector.

WORK EXPERIENCE: Minimum 12 years of progressively responsible experience as a program manager for complex HIV/AIDS and health development assistance programs, including direct experience managing PEPFAR activities with a minimum seven (7) years' experience in senior-level program management/leadership position based in a developing country.

LANGUAGE: Fluency in English and French. (Language proficiency will be tested.)

EVALUATION FACTORS

A. WORK EXPERIENCE (35%)

- Minimum 12 years of progressively responsible experience as a program manager for complex HIV/AIDS and health development assistance programs, including direct experience managing PEPFAR activities with a minimum seven (7) years' experience in senior-level program management/leadership position based in a developing country.
- Experience working in international health, including work in multi-year programs and projects (includes experience with project design and implementation; project trouble-shooting; data analysis and evaluation; report-writing; interacting with and advising a multitude of host country counterparts and implementing partners, etc.)
- Prior project management work within an international development organization, foreign assistance programs, or large implementing agencies (from private or nonprofit sector, or multilateral or other large donor agency).
- Prior experience leading a team/office of at least five (5) staff, overseeing their work, establishing work objectives, identifying training needs, conducting performance reviews, and addressing any performance challenges that arise..
- Demonstrated experience using facts, metrics, and data to guide strategic planning and rigorous program monitoring and evaluation.

B. TECHNICAL KNOWLEDGE (30%)

- Must have demonstrable advanced knowledge of public health and socio-economic development issues, and strong experience with the US PEPFAR program to demonstrate their PEPFAR

management skills, superior understanding of HIV/AIDS issues, and challenges in developing countries similar to Cote d'Ivoire, including in-depth knowledge of state-of-the-art strategies, activities and programs for addressing the HIV/AIDS epidemic.

- Superior familiarity with international development theory, programming policies and practices, including multi-sector linkages and synergies.
- Excellent project management skills are required.

C. SKILLS and ABILITIES (35%)

- Strong interpersonal, cross cultural, teamwork, facilitation, mentoring, and negotiation skills.
- Strong oral and written communication skills.
- Must be proficient in Microsoft Word, Excel, and PowerPoint.
- Ability to navigate and triangulate data for rigorous program monitoring and decision-making.
- Ability to work across agencies with competing interests to mediate conflicts and facilitate decisions on complex technical, programmatic, strategic, and financial issues.
- Ability to work effectively with high-level host country government officials and collaboratively with various stakeholders (multilateral and other donors).
- Strong capacity to multi-task, including managing, prioritizing and fulfilling competing demands in real time.
- Ability to lead a team of highly qualified staff, build consensus, set direction and empower team members to apply available resources and expertise to addressing the local epidemic.
- Ability to provide expert advice and guidance to staff on matters related to HIV/AIDS and coach them on how to address challenges and overcome obstacles.

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. A Cover Letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the position.
5. A current CV/resume. The CV/resume must contain sufficient relevant information to evaluate the Offers in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

Complete dates (month/year) are also required on CV.

6. Applicants also must address the above **Section III: Evaluation and Selection Factors**, in a Summary Statement to be included in the Offers. This Summary Statement, limited to two (2) pages, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The Summary Statement must include the name of the applicant and the announcement number at the top of each page.
7. Applicants must provide a minimum of three (3) and a maximum of five (5) references within the last five years from the applicant's professional life, namely individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
8. Copies of diplomas, certificates or relevant degrees may be included to corroborate the CV/resume.
9. Applicants must provide their full mailing address with telephone, facsimile numbers (if available) and email address and should retain for their records copies of all enclosures that accompany their submission.

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:

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Offeror Information for Personal Services Contracts with Individuals (AID 309-2);
2. Contractor Physical Examination (AID Form 1420-62); *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86); * or
4. Questionnaire for Non-Sensitive Positions (SF-85); *
5. Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

VI. BENEFITS

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits:

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

*Note: A US citizen's salary will be subject to employee's FICA and Medicare contribution.

2. ALLOWANCES:

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at http://aoprals.state.gov/content.asp?content_id=231&menu_id=92

- (a) Temporary Quarter Subsistence Allowance (Section 120)
- (b) Cost-of-Living Allowance (Chapter 210)
- (c) Post Differential (Chapter 500)

VII. TAXES

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

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES

USAID regulations and policies governing USPSC awards are available at these sources:

- a. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
- b. **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:
- c. **ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR22-01c)**
 - (a) Definition. As used in this clause -
United States or its outlying areas means—
 - (1) The fifty States;
 - (2) The District of Columbia;
 - (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
 - (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
 - (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.
 - (b) Authority. This clause implements Executive Order 14042, Ensuring Adequate
COVID Safety Protocols for Federal Contractors, dated September 9, 2021

(published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) Personal Services Contracts with individuals. As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

ITEM NO	SUPPLIES/SERVICES (DESCRIPTION)	QTY	UNIT	UNIT PRICE	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: R497 - Accounting Info: TBD	2	LOT	\$ TBD	\$TBD at Award after negotiations
1001	Option 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$TBD at Award after negotiations
2001	Option 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$TBD at Award after negotiations
3001	Option 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: R497 Accounting Info: TBD	1	LOT	\$ TBD	\$TBD at Award after negotiations

- d. 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>.
- e. **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> .
- f. PSC Ombudsman The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/workusaid/personal-service-contracts-ombudsman>

[END OF SOLICITATION]