SOLICITATION NUMBER:  72061222R00012  
ISSUANCE DATE: August 31, 2022  
QUESTIONS DEADLINE: September 10, 2022, at 08:00 hours Malawi Time  
CLOSING DATE AND TIME: September 16, 2022, at 17:00 hours Malawi Time  

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC RESIDENT HIRE)  
USAID Senior Economic Growth Integration 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 the instructions in Attachments 1 and 2 of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their own records.  

Any questions must be directed in writing to the lilongwehr@usaid.gov address with the subject line: “Questions Solicitation No. 72061222R00012 USPSC USAID Senior Economic Growth Integration Advisor.” not later than September 10, 2022, at 17:00 hours, Malawi time. We will post responses as soon as possible afterward.  

Offers must be sent to lilongwehr@usaid.gov with the subject line: “Solicitation No. 72061222R00012 USAID Senior Economic Growth Integration Advisor.” To ensure delivery by the due date, it is recommended that offers be sent as email attachments.  

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.  

Sincerely,  

Warren Gray  
Supervisory Executive Officer
ATTACHMENT 1 72061222R00012

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72061222R00012
2. ISSUANCED DATE: 08/31/2022

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: 09/16/2022, no later than 5:00 p.m., Malawi time (close of business).

4. POINT OF CONTACT: Warren Gray, Supervisory Contracting Officer at both (lilongweHR@usaid.gov) and (wgray@usaid.gov) as well as Fiskani Mbeya, HR Assistant (fmbeya@usaid.gov)

5. POSITION TITLE: USAID Senior Economic Growth Integration Advisor.

6. MARKET VALUE: $81,216 to $105,579 equivalent to GS-13. The final compensation will be negotiated within the listed market value based on the successful candidate’s salary history, work experience, and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated.

7. PERIOD OF PERFORMANCE: 1 year with two option years

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<tr>
<th>Base Period:</th>
<th>o/a November 1, 2022 – October 31, 2023</th>
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<tr>
<td>Option Period 1:</td>
<td>o/a November 1, 2023 – October 31, 2024</td>
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<td>Option Period 2:</td>
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The base period will be on or about November 2022 to 2023.

8. PLACE OF PERFORMANCE: Lilongwe, Malawi with possible travel as stated in the Statement of Work.

9. ELIGIBLE OFFERORS: This is a USPSC Resident Hire position. U.S. citizens and lawful permanent U.S. residents who are also residents of Malawi and/or have a work permits and/or permission to reside in Malawi (including eligible family members of Foreign Service Officers) are eligible to apply.

Resident Hire U.S. Personal Services Contractor means a U.S. citizen or resident alien who, at the time of contract award, –

(i) resides in the cooperating country for reasons other than U.S. government or non-U.S. government employment, or under any contract or other arrangement, that provides repatriation to the U.S.; or

(ii) is a spouse or dependent of a U.S. citizen or resident alien who resides, or will reside, in the cooperating country for the purpose of U.S. government or non-U.S. government
employment, or under any contract or other arrangement that provides repatriation to the U.S.

- Submit a complete application as outlined in the solicitation section titled **SUBMITTING AN OFFER**.
- Be willing to travel to work sites and other offices or locations as/when requested.

## 10. CLEARANCES

The selected candidate must be able to obtain a Security Clearance at the HSPD12 level or “Logical/Physical Access” within a reasonable period of time. If such clearance is not obtained within a reasonable time or negative suitability issues are involved, any offer may be rescinded.

## 11. STATEMENT OF DUTIES

### 1. General Statement of Purpose of the Contract

The USAID Senior Economic Growth (EG) Integration Advisor position is a one-year position, with option to extend for up-to three years, to align with the implementation of the Mission’s new Country Development Cooperation Strategy (CDCS, 2020-2025).

As a member of USAID/Malawi’s Sustainable Economic Growth (SEG) office, the Advisor will lead the office’s integration strategy, aligned with the CDCS, supporting agriculture, environment and energy and humanitarian assistance teams to be well-integrated and coordinated, reporting to the Deputy Office Director or Office Director, directly supporting the three teams within SEG. SEG oversees a $45 million/year portfolio, ensuring effective management of foreign assistance resources and programs, and is currently in the process of designing more than four major flagship activities across sectors in an integrated way, which requires additional senior level advisory support for the office. Working hand in hand with the SEG Directors and Team Leaders, the job holder must take on a full range of high-level program management functions. This will involve, inter alia, providing high level technical and strategic direction and leadership, program oversight, staff mentoring, and representation at donor coordination, USG interagency, private sector and other similar platforms, and high level engagement with several line ministries, and USAID front offices. S/he must work together with the SEG team members and leadership in a fluid, responsive manner, complementing each other and providing coverage when one or the other is out of the office.

The responsibilities herein require knowledge of USAID Development Assistance documentation procedures and requirements, USAID policies, economic growth sector and/or humanitarian assistance programs and activities in Malawi. The job holder is further responsible for providing technical advice around integrating a wide range of economic development topics geared towards supporting Malawi’s long-term development goals, including food security, nutrition and humanitarian assistance, agricultural diversification and commercialization, trade and investment, climate mitigation and adaptation, biodiversity and wildlife conservation, management and tourism, fisheries, forestry, energy, alternative livelihoods, and private sector partnerships. S/he must have the ability to work with diverse GOM ministries, departments, and district government bodies to achieve development impact in those areas. S/he will be responsible for understanding the
guidelines, policies and procedures that guide earmarked funding related to Feed the Future, Biodiversity, Power Africa, Climate Change-Sustainable Landscapes, Climate Change-Adaptation, Humanitarian Assistance, as well as links to the Development Finance Corporation (DFC), Prosper Africa and the Millennium Challenge Corporation (MCC). S/he must have the ability to apply this knowledge to the analysis and monitoring process.

2. Statement of Duties to be Performed:

STRATEGIC AND TECHNICAL INTEGRATION LEADERSHIP (35% time)

- Lead and/or support SEG office key technical design and procurement processes for new projects and activities (including program descriptions/scopes of work/concept papers, drafting RFA/Ps, convening TECs etc.), in particular for key integration flagship activities;

- Ensure alignment and robust integration of SEG activities with mission objectives and actively seek opportunities to leverage, integrate, and create synergies with USAID/Malawi programming in other sectors. Liaise with the USAID/Malawi’s cross-sectoral Development Objective Teams and other technical offices, to strengthen cross-sectoral coordination and identify opportunities for collaboration.

- Support the drafting and development of major strategies such as the Feed the Future Country Plan, analysis for an integrated Zone of Influence, integration between Mission’s Nutrition Strategy, Resilience approach, humanitarian assistance and Agricultural-led growth strategies, its Operational Plan, including economic growth sections of the Country Development Cooperation Strategy (CDCS), Congressional Budget Justification (CBJ), portfolio reviews, economic growth office program reviews.

- Provide technical advice to implementing partners and GOM on revisions or adjustments to programmatic support/interventions in order to increase program effectiveness.

- The job holder will have a central role in conceptualizing and operationalizing the SEG Office’s efforts to effectively advance Malawi in its Journey to Self-Reliance (J2SR). This will include playing a leading role in reorienting and making more sustainable SEG and BHA strategies, partnership models, and program practices to achieve greater and more durable development outcome.

- Identify short and long-range achievable, sustainable strategies and fully participates and leads, in the development of Mission strategic plans, results analysis, annual resource requests, and other strategic planning and reporting documentation.

- Strengthen SEG’s engagement with a lens of opportunities for integrated strategies, with the Government of Malawi (GOM), including ministries and departments of Agriculture, Trade, Forestry, Fisheries, Tourism, Energy, Humanitarian Assistance and other relevant GOM GOM bodies, their Parliamentary Committees, district officials. Coordinates with and provide senior-level technical assistance to GOM to develop and implement the Strategic Plans and work closely with the other donors and counterparts in this process.

- Strengthen the SEG Office’s efforts to develop integrated partnerships and programs with the private sector and other donors. Actively seek out opportunities for collaboration and lead the
coordination, planning, and management of activities related to SEG partnerships, with a focus on advancing partnerships effectively with and through the private sector.

- Serve as a key advisor for integrated programming, hand in hand, with office leadership, to the GOM and multiple donor groups and donors in coordination and other policy forums. Represent USAID with a wide range of stakeholders from the Government of Malawi at the national and regional levels, academia, research institutions, and development partners, as well as in a variety of settings with regional stakeholders.

- Advise USAID/Malawi Mission and US Embassy Leadership on integration aspects for economic growth-related issues and alignment of USG Foreign Policy Objectives with GOM economic growth objectives, with a focus on integrating humanitarian assistance and resilience programming across the portfolio and on local solutions and private sector led approaches.

- Represent the SEG Office Director and SEG Office to USAID stakeholders and external development partners in a wide variety of events, including technical working groups, donor group meetings and other relevant fora. Articulate the US Government economic growth and humanitarian assistance priorities and Malawi Economic Growth-related vision and strategies to Senior GOM Leadership and incorporate the same in the development of Government of Malawi Strategic Documents.

- As a technical resource and advisor, advise on and backstop foreign development assistance activities for USAID/Malawi, the interagency and GOM, in SEG cross-cutting portfolio areas including food security, nutrition and humanitarian assistance, agricultural diversification and commercialization, trade and investment, climate mitigation and adaptation, biodiversity and wildlife conservation, management and tourism, fisheries, forestry, energy, alternative livelihoods, and private sector partnerships;

- Support activities within the SEG sector by reviewing and analyzing data and providing assistance and advice on partnerships and programs, analytics, policy, and financing issues. Advise the SEG Office Director and SEG team leaders in formulating, coordinating, and managing strategy, policies, concepts, procedures, guidelines, and models for establishing programs in the sector. S/he analyzes constraints to development, both sector-wide and country-specific, and recommends courses of action.

ACTIVITY DESIGN AND MANAGEMENT (40% time)

- Lead the design of integrated activities

- Serve as activity manager and/or AOR/COR or alternate, providing direct financial management oversight and supervision of cross-cutting activities in close coordination with SEG’s Office and Team Leaders for Agriculture, Humanitarian Assistance, and Environment and Energy, to ensure integration and cohesion.

- Provide the Office and Deputy Director with cross-cutting support to oversee the SEG portfolio overall.

- Strengthen team communications across SEG.
Actively collaborate with the SEG Office Director, Technical Team Leads and other Office Directors to identify and leverage opportunities, respond to challenges, and solve problems.

Takes an active interest in the work of other technical offices to maximize resource use, make programmatic linkages, encourage staff to collaborate with other teams and offices to promote a Mission-wide team spirit and improve communication.

Provide oversight in managing financial matters related to program activities and other financial administrative activities as needed to ensure that fiscal needs of the recipient GOM and USG and local contractors/grantees are met in a timely manner.

Backstop all teams with portfolio management support.

Mentor new staff, foster staff development for all Office members, and participate in staff performance management.

Provide cross-cutting, additional oversight of SEG budgets o/a $45million/year, obtaining value for money, pipeline review and management.

Lead collaboration across numerous technical teams, SEG staff and other technical offices in line with CDCS, USG interagency colleagues and host country counterparts; and provide technical guidance and develop sustainability strengthening initiatives to be supported by USAID in Malawi;

PROGRAM/POLICY ANALYSIS, MONITORING, EVALUATION, LEARNING AND REPORTING ( 25% time)

Provide leadership in designing and implementing regular implementing partner meetings with a focus on coordination and integration; the design and implementation of regular SEG meetings and retreats, as well as office and partner pause and reflects.

Work hand in hand with the MEL specialist to ensure robust integration and clear learning agenda strategy across key research, policy, and MEL instruments, including Learn to Perform, Mwapata/MSU partnership, IFPRI, CRS/RFMS, among others.

Support office leadership with technical oversight on the development of the Operational Plans including budgeting, strategy, strategic information, and targets, as well as mechanisms.

Support the drafting of SEG sections of the Performance Plan Reports, and SEG components of portfolio reviews.

Coordinate with Team Leads in PAD/CDCS management, with particular attention to the increasing emphasis on integration across SEG and other sectors.
● Work with Office leadership, team leaders and MEL specialist to ensure that all activities are appropriately documented in required reports and through regular updates given to USAID stakeholders and external development partners, the burden of reporting is extraordinarily high as the majority of the SEG portfolio is Presidential Special Initiatives. This will include baselines and targeting reporting, annual reports and portfolio reviews, annual budget and quarterly pipeline analyses, briefs and talking points for Mission leadership and the Ambassador;

● Review annual work plans for flagship activities in collaboration with Team Leaders and AOR/CORs, to strengthen implementation and integration, as well as cross-partner coordination;

● Provide technical and organizational leadership on the design, implementation, monitoring and evaluation of USAID funded SEG activities.

● Provide input into SEG and Mission learning agenda.

Supervision/Oversight over Others
S/he will provide advice, guidance, and capacity-building services to USAID staff and implementing partners, and serve as Acting Team Leader, as needed for up to several months with expected gaps in the coming year. As such, s/he will provide supervision and oversight of up to three FSN team members.

Supervision Received

S/he will be supervised by USAID’s SEG Office Director or his/her designee. Work products and recommendations submitted by the incumbent are expected to be of a high technical quality, consistently aligned with mission and office strategies. The incumbent will be expected to work independently, taking initiative in determining, planning, and executing assignments. The position maintains wide latitude to exercise independent judgment.

11. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened by the Mission Human Resources Office to determine whether they have met the minimum qualifications listed below. All candidates who meet the minimum qualifications requirements will be referred to the Technical Evaluation Committee (TEC) for further consideration and screening.

EDUCATION: A Bachelor’s Degree in the field of Economics, Agriculture, Forestry, Environment, Business Administration, Policy, or other directly relevant degree or host country equivalent.
WORK EXPERIENCE:
At least seven (7) or more years of progressively responsible experience. In addition to this minimum qualification, preference will be given to candidates who have:

- Experience designing, implementing and managing teams and/or programs.
- Experience working with economic growth and/or humanitarian assistance or related development programs, including but not limited to agricultural diversification and commercialization, trade and investment, climate mitigation and adaptation, biodiversity and wildlife conservation, management and tourism, fisheries, forestry, energy, food security, humanitarian assistance, nutrition, alternative livelihoods, local solutions, capacity building, democracy and governance, and private sector partnerships;
- Experience managing teams and/or interpersonal conflict and coordinating across multiple departments or agencies with competing priorities;
- Experience with donor agencies and/or implementing partners in development programming;

KNOWLEDGE, SKILLS AND ABILITIES (KSAs): Minimum KSA qualifications include:

- Strong communication skills in English, including the ability to communicate technical information clearly and effectively to both technical and non-technical audiences in informal and formal settings and different written products.
- Ability to work effectively under pressure with fast-paced, results-driven teams.
- Ability to think strategically and creatively, and to design evidence-based strategies and plans, balancing innovation with evidence-based approaches.
- Ability to work collaboratively and achieve results within and outside his/her direct management.
- Ability to work effectively in a virtual environment and to manage others working virtually, including use of online collaboration tools.
- Ability to exercise tact and diplomacy to establish and develop sustainable working relationships.
- Excellent interpersonal and team building skills, necessary to build relationships across diverse actors with different objectives, including other USAID offices, the USG interagency, and other stakeholders.
- Strong computer, including Google-based tools and mail; Microsoft Word/Excel, PowerPoints, ability to work with remote tools, including google chat, teams, zoom, etc.
- Ability to work with minimal supervision, be self-motivated, and proactively achieve expected responsibilities and roles.
- Strong organizational skills.
- Strong technical and analytical skills, including the ability to obtain, analyze, and organize information.

In addition to this minimum qualification, preference will be given to candidates who have:

- Ability to use geographic information systems (GIS), Microsoft Project
- Project management skills
- Sound knowledge of the broad economic growth programs
- Good understanding of Malawi's social, cultural, and political characteristics
- Familiarity with USAID programs, policies and regulations
- Knowledge of Monitoring, Evaluation and Learning concepts and approaches.
- Knowledge of monitoring, evaluation, and learning, as well as adaptive management.
III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with candidates 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 candidates 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 candidates 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

EDUCATION (5 points): Points will be given for (1) education above the minimum level and/or (2) specialized education pertinent to the position. and/or (3) specialized training pertinent to the position.

WORK EXPERIENCE (35 points): Points will be given for (1) experience above the minimum levels required, (2) specialized experience pertinent to the position, (3) experience in pertinent development assistance activities, (4) experience in development organizations that are large and/or international.

KNOWLEDGE, SKILLS AND ABILITIES (60 points)

BASIS OF RATING: Candidates who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors.

Candidates should address these factors in the offer package, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to the factors. Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The highest-ranking applicants may be selected for an interview and writing test. Interviews may be conducted either in person or by telephone/video call at USAID’s discretion. Final rating and ranking for the candidates will be based on the initial evaluation of the applications, interview performance, and writing test. USAID/Malawi will not pay for any expenses associated with interviews.

Note: Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Reference checks will be conducted for the highest-ranking candidates. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the candidate’s cover letter, and USAID will not contact those references without contacting the candidate.
IV. SUBMITTING AN OFFER

For your application to be considered, the following documents must be submitted:

1. Fully completed and signed copy of an “Offeror Information for Personal Services Contracts with Individuals Form (AID 309-2), available at https://www.usaid.gov/documents/offeror-information-personal-services-contractsindividuals-aid-309-2. (Offerors should note that the salary history for the purposes of the AID 309-2 is the base salary paid, excluding benefits and allowances such as housing, travel, vehicle use, etc.)
2. Letter of Application
3. Current Resume or Curriculum Vitae
4. Written statement (not more than two pages) that responds to the requirements of the position (Evaluation Factors)
5. A minimum of three (3) and a maximum of five (5) references, including two references which must be from direct supervisors who can provide information regarding the offeror’s job knowledge.

Further Guidance:

Offers must be submitted to the Point of Contact identified in Section I, item 3, by the closing date and time specified in the same section.

To ensure consideration of offers for the intended position, offerors must prominently reference the Solicitation Number in the offer submission.

Application must be submitted ONLY via malawijobs@usaid.gov and the email subject must say 72061222R00006 – USAID Senior Economic Growth Integration Advisor. Be sure to include your name and the solicitation number at the top of each page.

Please do not submit more than one application: and

Late and incomplete applications will not be considered; the application must be submitted before or on the closing date at local Malawi time 5 p.m.
ATTACHMENT 2

1. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the CO informs the successful candidate about being selected for a contract award, the CO will provide the successful candidate instructions about how to complete and submit the following forms.

- Medical History and Examination Form (Department of State Forms)
- Fingerprint Card (FD-258), and either
- Questionnaire for Sensitive Positions for National Security (SF-86), or
- Questionnaire for Non-Sensitive Positions (SF-85), whichever is applicable

2. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances: (NOTE: An individual defined as a Resident Hire employee may only be eligible for those benefits listed under item A below.)

A. BENEFITS:

- Employer's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase (depending on satisfactory performance evaluation)
- Eligibility for Worker's Compensation
- Annual and Sick Leave
- Access to Embassy medical facilities, commissary, and pouch mail service

B. ALLOWANCES (if applicable):

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas)

- Temporary Quarter Subsistence Allowance (Section 120)
- Living Quarters Allowance (Section 130)
- Cost-of-Living Allowance (Chapter 210)
- Post Allowance (Section 220)
- Separate Maintenance Allowance (Section 260)
- Education Allowance (Section 270)
- Education Travel (Section 280)
- Post Differential (Chapter 500)
- Payments during Evacuation/Authorized Departure (Section 600), and
- Danger Pay Allowance (Section 650)
- Paid Parental Leave
- Relocation Expense
C. **TAXES**

USPSCs are required to pay federal income taxes, FICA, Medicare and applicable state income taxes.

D. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

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


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<th>ITEM NO (A)</th>
<th>SUPPLIES/SERVICES (DESCRIPTION)</th>
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<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
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d. **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 5CFR2635. See [https://www.oge.gov/web/oge.nsf/OGE%20Regulations](https://www.oge.gov/web/oge.nsf/OGE%20Regulations).

e. **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](https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman).

f. The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

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.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission in Malawi 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. USAID/Malawi also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**END OF SOLICITATION**

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