



# USAID | MOZAMBIQUE

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72065620R00007**

**ISSUANCE DATE: 02/27/2020**

**CLOSING DATE/TIME: 03/19/2020 – 5:30PM Maputo Time**

**SUBJECT:** Solicitation for U.S. Personal Service Contractor (USPSC) –  
HIV Prevention Advisor

Dear Prospective Offerors:

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

Offers must be in accordance with Attachment 1 of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1.

Sincerely,

Avani Baluci  
Contracting Officer

## ATTACHMENT 1

### I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72065620R00007
2. **ISSUANCE DATE:** 02/27/2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 03/19/2020 - 5:30PM  
Maputo Time
4. **POINT OF CONTACT:** USAID HR, email at [Mission-Maputo-HR@usaid.gov](mailto:Mission-Maputo-HR@usaid.gov)
5. **POSITION TITLE:** HIV Prevention Advisor
6. **MARKET VALUE:** \$92,977.00 - \$120,868.00 equivalent to GS-14  
Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The base period will be 1 year, estimated to start o/a June 2020. Based on Agency need, the Contracting Officer may exercise additional option periods for the dates estimated as follows:

Base Period:	6/1/2020-5/31/2021
Option Period 1:	6/1/2021-5/31/2022
Option Period 2:	6/1/2022-5/31/2023
Option Period 3:	6/1/2023-5/31/2024
Option Period 4:	6/1/2024-5/31/2025

8. **PLACE OF PERFORMANCE:** Maputo, Mozambique with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** U.S. Citizens or lawful permanent U.S. residents.
10. **SECURITY LEVEL REQUIRED:** USG Facility Access Clearance
11. **STATEMENT OF DUTIES:**

#### A. **OVERVIEW OF THE PROGRAM AND ROLE OF THE POSITION:**

The United States Agency for International Development (USAID) is a leading development partner in Mozambique. USAID manages a comprehensive humanitarian and development assistance program totaling over \$270 million in FY 2018 covering health, education, agriculture, economic growth, and democracy and governance sectors. Health is USAID's largest and most expansive portfolio (over \$245 million per year) which aims to improve health outcomes in country through support of the Government of Mozambique's (GRM) Health Sector Strategic Plan which seeks to improve access to and utilization of quality health services through a strengthened national health system. USAID is part of a unified and effective

interagency team—including the Centers for Disease Control and Prevention (CDC), the Departments of State (DOS) and Defense (DOD), and Peace Corps—which aims to fulfill two overarching health goals in Mozambique: to control the HIV/AIDS epidemic and prevent child and maternal deaths. To accomplish these goals, USAID’s Health Office plans, implements, and monitors activities that include: HIV/AIDS, malaria, tuberculosis, family planning, maternal and child health, nutrition, and water/sanitation/hygiene. The Health Office, with a total of 62 staff, is comprised of four divisions whose activities are oriented around: HIV/AIDS and infectious disease; preventing child and maternal deaths; strengthening health systems and commodities security; and providing efficient and effective operations within the office.

For HIV & AIDS, USAID is a leading implementer of the President’s Emergency Plan for AIDS Relief (PEPFAR) in harmony with CDC, DOD, Peace Corps, and the PEPFAR Coordination Office. The goal of the United States Government (USG) for PEPFAR in Mozambique is to control the HIV epidemic via rapid adoption and application of evidence-based policies and interventions to drive progress and save lives, implemented through a partnership between the USG and the GRM that best supports host country leadership, ownership, and sustainability. PEPFAR achieves this goal by working with the National HIV & AIDS Program, the National AIDS Council (Conselho Nacional de Combate ao HIV e SIDA, or CNCS), the Global Fund to fight AIDS, Tuberculosis and Malaria (GFATM), UNAIDS, civil society, and the private sector to target high impact interventions for populations at greatest risk in areas of greatest HIV prevalence.

PEPFAR support is focused on providing technical assistance, training, mentoring, and supportive supervision together with essential commodities and supply chain support to ensure the National HIV/AIDS Program can test, treat, and suppress viral load for Mozambicans living with HIV and prevent new infections to effectively achieve an AIDS-Free generation by 2030.

The Government of the Republic of Mozambique (GRM) has made a commitment to evidence based policies essential to achieving epidemic control, including nationwide implementation of Test and Start (T&S) in 2018, differentiated service delivery approaches, and routine viral load testing. Simultaneously, PEPFAR is committed to intensive management of implementing partners, with improved onsite monitoring, more frequent analysis of program data, and in-depth regular engagements with partners to discuss implementation progress and facilitate sharing of best practices.

To reach national targets for treatment, PEPFAR will support the national HIV & AIDS program to test for HIV using modalities that have been most successful at finding HIV-positive people. PEPFAR also prioritizes voluntary medical male circumcision as a critical prevention measure to be rapidly scaled. Adolescent girls and young women (AGYW) living in nine high burden districts in Mozambique will benefit from the concentrated support of the PEPFAR Determined, Resilient, Empowered, AIDS-free, Mentored and Safe (DREAMS) Initiative to help protect them and their male partners from acquiring or spreading HIV. PEPFAR will also continue to support orphans and vulnerable children (OVC) and to target services to vulnerable key and priority populations, recognizing that to support these populations means continuous advocacy for human rights and an end to gender-based violence

(GBV). Supply chain, human resources, and strategic information support are critical systems that PEPFAR continues to support, with laboratory support woven throughout.

## **B. DUTIES AND RESPONSIBILITIES:**

### **1. BASIC FUNCTION OF THE POSITION**

The HIV Prevention Advisor is the most senior public health advisor on all aspects of HIV prevention to the HIV & AIDS Division, the broader Health Office, and the Mission as a whole. The HIV Prevention Advisor will provide the Health Office and Prevention Team with expertise for HIV Prevention strategy development, management, leadership, and technical direction on the biomedical and behavioral components of HIV prevention in Mozambique. The Advisor will ensure that USG HIV prevention activities are implemented in accordance with WHO, Government of the Republic of Mozambique (GRM) and President's Emergency Plan for AIDS Relief (PEPFAR) guidelines. The Advisor will provide expert advice and technical capacity building to the HIV Prevention Team and USAID's implementing partners. The position serves as an alternate contract/agreement officer representative and/or activity manager and will work closely with the Division's Project Management Team which coordinates funding, reporting, and administration of the USAID funded Grants, Contracts and Cooperative Agreements to ensure projects are conducted according to both technical and regulatory guidelines and USG funds are utilized appropriately.

This position will provide oversight of key technical areas such as condom promotion and distribution, social and behavior change communication, pre-exposure prophylaxis (PrEP), community platforms for delivering HIV prevention services including HIV testing, and programs targeting priority populations such as young boys and men (including voluntary medical male circumcision (VMMC)), key populations (including female sex workers and men who have sex with men) and adolescent girls and young women (AGYW). These priority populations require special focus in order to bring Mozambique closer to epidemic control. The position will be a key advisor for the DREAMS (Determined, Resilient, Empowered, AIDS-free, Mentored and Safe) initiative, aimed at reducing new HIV infections among AGYW 10-24 years old through a combination of interventions that address biological, behavioral and socioeconomic determinants of HIV risk. This HIV Prevention Advisor position will need to be conversant and up to date on the latest best practices related to all HIV prevention interventions, with a particular focus on HIV testing.

The Advisor is expected to help lead agency technical preparations and in-depth analysis for the Mission to plan, implement, monitor, and coordinate the HIV & AIDS prevention activities for all sub-populations, and reporting while ensuring that monitoring and evaluation functions feed into continuous learning and application. The Advisor plays a prominent role, along with key national and expatriate staff, within the network of national, internal, and external partners related to the technical area of OVC and HIV & AIDS prevention activities for all sub-populations. As a USAID employee, the incumbent has the responsibility of understanding the incorporating the Agency's five core values in all aspects of his/her work.

USAID places heavy emphasis on interagency collaboration, strong linkages with the GRM, civil society, and other donor agencies, and with other technical offices within USAID/Mozambique. The advisor will also need to represent USAID in direct engagements with implementing partners including community partners and will need to possess skills to analyze and identify both areas for improvement as well as successes for scale up.

## **2. MAJOR DUTIES AND RESPONSIBILITIES**

### **Leadership and Coordination 20%**

1. Serve as a senior HIV prevention advisor to the USG interagency PEPFAR team and headquarters (HQ) team, the GRM and National HIV/AIDS program, and HIV & AIDS partners on HIV Testing, VMMC, behavior change communication, PrEP, Key Populations, OVC and AGYW prevention programming, with a particular focus on HIV testing. S/he keeps current on all new developments in clinical and community HIV prevention services with an emphasis on implementation of best practices that would be scalable within the Mozambique context. The incumbent will maximize management and programmatic opportunities (as strategic and cost-effective) as appropriate for Mozambique's current country context. S/he will liaise closely with the SI interagency team on HIV Prevention monitoring and evaluation in Mozambique.
2. Represent USAID/Mozambique and PEPFAR/Mozambique at meetings with government, USG agencies (Mozambique, HQ, regional), implementing partners, donors, and international and local partners related to HIV Testing, and support technical leads in such meetings regarding VMMC, behavior change communication, PrEP, Key Populations, OVC and AGYW prevention programming.
3. Leads the development of tools and builds the capacity of HIV Prevention Team members to conduct in-depth data analyses to identify the HIV prevention interventions that are under-performing relative to expectations for identification technical performance improvement plans.

### **Technical Leadership 60%**

1. Provide technical input and support for government-led initiatives to improve the quality of HIV Testing, VMMC, behavior change communication, PrEP, Key Populations, OVC and AGYW prevention programming in Mozambique, including the expansion of evidence based best practices.
2. Provide mentorship to the technical design, implementation and monitoring of all projects/activities in the portfolio as they relate to HIV Testing, prevention, OVC and AGYW prevention programming.
3. Ensure quality of prevention programs, including but not limited to: monitoring and reporting on HIV Testing, VMMC, behavior change communication, PrEP, Key Populations, OVC and AGYW prevention programming activities for USAID; completion of the PEPFAR Country Operational Plan, PEPFAR Annual/Semi-annual Program Reports; compliance with the Site Improvement

through Monitoring System (SIMS) requirements while ensuring that SIMS and AJUDA analysis is incorporated in program implementation; high quality portfolio reviews (POARTs) and other key requirements directed by the Office of the Global AIDS Coordinator (OGAC).

4. Serve as USAID's focal point for HTC activities on the USG PEPFAR interagency team and oversee the technical contributions from USAID in technical working groups formed within PEPFAR Mozambique, MISAU and the National HIV/AIDS Program, and the Health Partners Group (coordination body).
5. Serve as one of USAID/Mozambique's technical contact person for HIV Testing, VMMC, behavior change communication, PrEP, Key Populations, OVC and AGYW prevention programming together with HIV prevention team focal points for those areas. Liaise with USAID implementing partners on HIV prevention technical capacity, service delivery challenges including results reporting.
6. Provide technical leadership and assistance to the GRM on HIV Testing and other priorities as they emerge related to controlling the HIV epidemic in Mozambique.
7. Develop and maintain ongoing support for HIV epidemic control activities to key GRM counterparts, including non-Health ministries, to support multi-sectoral responses and inclusive country-led action plans.
8. Provide technical leadership and direction to institutions at national, provincial and district levels to ensure that all implementing partners are well coordinated and effective best practices that ensure patient confidentiality and consent, as well as high-quality HIV prevention interventions are successfully implemented in all districts. Maintain up to date knowledge on global and regional HIV behavioral and biomedical prevention implementation strategies and modalities.

#### **Program and Project Management 20%**

1. Lead the coordination of USAID/Mozambique programming related to HTC, including planning, technical direction and analysis, monitoring, reporting, and evaluation with stakeholders in Mozambique.
2. Under the direction of the Prevention Team Lead, actively support management and program integration opportunities in strategic and cost-effective ways.
3. Contribute to the development of activity budgets during annual planning processes in coordination with the Prevention Team Lead and Operations Division Chief.
4. Lead the preparation of analyses and documentation required under the USAID and PEPFAR annual reporting process.

#### **C. POSITION ELEMENTS:**

**Supervision Received:** The work will be performed under the general direction of the HIV Prevention Team Leader (CCN PSC). Substantial interaction and/or direction from the USAID/CDC Front Offices, the Health Office Chief, HIV & AIDS Division Chief and the

PEPFAR Coordinator's Office are anticipated. The HIV Prevention Advisor defines his/her own work plan to accomplish specific upon agreed objectives and is expected to work with a high degree of independence, professionalism, judgment, responsibility and resourcefulness. His/her conclusions and recommendations carry significant weight in the team.

**Supervision Exercised:** No supervisory role.

**Available Guidelines:** Available guidelines establish a broad pattern of operations that requires frequent need to exercise judgment and interpretation, and provides an opportunity for initiative and innovation. Relevant guidelines include the USAID Automated Directives System (ADS), PEPFAR guidelines, Country Operational Plans, Mission Orders, and other directives.

**Exercise of Judgment:** A high degree of judgment will be required to provide guidance and assistance to a wide variety of professionals in PEPFAR Mozambique and the USAID mission. As a highly qualified professional, substantial reliance will be placed on the incumbent to independently plan, prioritize and carry out specific activities to fulfill major duties and responsibilities. The incumbent will be expected to resolve problems that arise by determining the approaches to be taken and methodologies to be used; making independent judgments that can be defended, as necessary.

**Authority to Make Commitments:** As a personal services contractor, the incumbent cannot make financial commitments on behalf of the U.S. Government.

**Nature, Level and Purpose of Contacts:** The incumbent will maintain contacts and work with USAID staff in Mozambique, with considerable interaction with USAID/Washington Office of HIV & AIDS and Office of the Global AIDS Coordinator staff to provide policy and procedural guidance and to obtain information relative to programs and activities. The incumbent will also advise and collaborate with a wide range of senior-level management and technical counterparts within the GRM, implementing partners, and other development partners.

**Post Entry Training:** The incumbent will complete applicable USAID, PEPFAR, and/or other technical trainings as required to fulfill the duties of the position.

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

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

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**A. EDUCATION:** A Master's degree in Public Health, social sciences, health care development or other applicable related field.

**B. PRIOR WORK EXPERIENCE:**

1. 7 years of progressive professional experience in designing, implementing, managing and monitoring large scale public health programs, including programs related to HIV/AIDS behavioral and biomedical prevention programs. At least 2 of the 7 years of professional experience should be in HIV testing, specifically.
2. Direct work experience with an international organization and/or donor agency.
3. Extensive experience which provided the opportunity for high level strategic planning, project design, program planning, and/or implementation, in areas related to work that ideally involved capacity-building, public health programming (especially HIV & AIDS) or management of development programs.

**C. JOB KNOWLEDGE:** A thorough knowledge of the latest HIV/AIDS science and/or research related to HIV Prevention programming and strategies, as well as knowledge related to broader health systems issues.

**D. SKILLS AND ABILITIES:** The incumbent must possess strong technical skills, complemented by outstanding cross-cultural communication and interpersonal skills to be successful to work in a larger complex, multi-cultural, highly demanding, and frequently changing environment interagency PEPFAR team, however still function as part of a core technical team focused on HIV Prevention. Demonstrated ability to work with high level host country government officials is also required. The incumbent will represent USAID in the area of OVC and HIV Prevention. Participating in regular interagency and ministerial level meetings on HTC, VMMC, PrEP, Key Populations, OVC and AGYW prevention programming will be a key mode of representation and technical engagement for the incumbent. The incumbent will also need to work closely with other areas within the HIV technical and program management team to ensure proper coordination among activities and communication in the interagency space.

Proven ability to communicate quickly, clearly, and concisely in both speech and writing is also required. In addition, the incumbent must possess strong computer (to include the ability to produce concise, clear reports, and utilize word processing, spreadsheet and database programs), verbal (to include the ability to facilitate meetings and make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context), and writing skills.

The incumbent will also serve in a capacity building role within the HIV Prevention Team, particularly in the area of data analysis and use. S/he must demonstrate significant data analysis skills, including use of excel, as well as other data analysis/business intelligence software such as Tableau, Power BI, etc.

**E. LANGUAGE PROFICIENCY:** Must be fluent in English (S-4/R-4) and must have basic working proficiency in a romance language, preferably Portuguese.

**III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to



establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The following evaluation factors are established:

1. **EDUCATION (10 Points):** A Master's degree in Public Health, social sciences, health care development or other applicable related field.
2. **PRIOR WORK EXPERIENCE (25 Points):**
  - a. 7 years of progressive professional experience in designing, implementing, managing and monitoring large scale public health programs, including programs related to HIV/AIDS behavioral and biomedical prevention programs. At least 2 of the 7 years of professional experience should be in HIV testing, specifically.
  - b. Direct work experience with an international organization and/or donor agency.
  - c. Extensive experience which provided the opportunity for high level strategic planning, project design, program planning, and/or implementation, in areas related to work that ideally involved capacity-building, public health programming (especially HIV & AIDS) or management of development programs.
3. **JOB KNOWLEDGE (30 Points):** A thorough knowledge of the latest HIV/AIDS science and/or research related to HIV Prevention programming and strategies, as well as knowledge related to broader health systems issues.

4. **SKILLS AND ABILITIES (30 Points):**

The incumbent must possess strong technical skills, complemented by outstanding cross-cultural communication and interpersonal skills to be successful to work in a larger complex, multi-cultural, highly demanding, and frequently changing environment interagency PEPFAR team, however still function as part of a core technical team focused on HIV Prevention. Demonstrated ability to work with high level host country government officials is also required. The incumbent will represent USAID in the area of OVC and HIV Prevention. Participating in regular interagency and ministerial level meetings on HTC, VMMC, PrEP, Key Populations, OVC and AGYW prevention programming will be a key mode of representation and technical engagement for the incumbent. The incumbent will also need to work closely with other areas within the HIV technical and program management team to ensure proper coordination among activities and communication in the interagency space.

Proven ability to communicate quickly, clearly, respectfully, and concisely in both speech and writing is also required. In addition, the incumbent must possess strong computer (to include the ability to produce concise, clear reports, and utilize word processing, spreadsheet and database programs), verbal (to include the ability to facilitate meetings and make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context), and writing skills.

The incumbent will also serve in a capacity building role within the HIV Prevention Team, particularly in the area of data analysis and use. S/he must demonstrate significant data analysis skills, including use of excel, as well as other data analysis/business intelligence software such as Tableau, Power BI, etc.

**5. LANGUAGE PROFICIENCY (5 Points):** Must be fluent in English (S-4/R-4) and must have basic working proficiency in a romance language, preferably Portuguese.

**Maximum Points Available:** 100 Points

Per this scoring, Job Knowledge, Skills and Abilities and Prior Work Experience are the most important factors. Applications will initially be screened for conformity with minimum requirements. Only offerors who meet the minimum qualification requirements for the position will be considered. Offerors will be evaluated based on relevant education, prior work experience, knowledge, language proficiency, skills and abilities demonstrated in their application packages. A Technical Evaluation Committee (TEC) will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from offerors who do not meet the required selection criteria will not be scored. Only shortlisted offerors will be invited for an oral interview and may also be required to pass a written test. No responses will be sent to unsuccessful offerors.

Professional references will be conducted for the top ranked offeror and will be utilized to supplement the TEC's recommendation to the Contracting Officer to offer the position to the top ranked offeror. The Offeror's references must be able to provide substantive information about his/her past performance and abilities. USAID reserves the right to contact previous employers for relevant information concerning performance and may consider such information in its evaluation.

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

#### **IV. SUBMITTING AN OFFER**

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 [mzrecruiter1@usaid.gov](mailto:mzrecruiter1@usaid.gov). Please note that attachments to e-mail applications in zip format cannot be received to this mailbox. Please make sure that you do not send any attachments in zip format.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

4. Offerors are required to submit a signed and dated Cover letter with current résumé/curriculum vitae (CV), specifically addressing the selection criteria stated above.
5. Offerors must provide a minimum of three (3) references who are not family members or relatives. References should be from direct supervisors who can provide information regarding the offeror's job knowledge and professional work experience. Offerors must provide e-mail addresses and/or working telephone numbers for all references.

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

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

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

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

#### **VI. BENEFITS AND ALLOWANCES**

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

##### 1. BENEFITS:

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

##### 2. ALLOWANCES:

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

[https://aoprals.state.gov/content.asp?content\\_id=282&menu\\_id=101](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101)

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

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

3. OTHER BENEFITS: Additional benefits are available for individuals hired from outside Maputo in accordance with the AIDAR, Federal Travel Regulations and Standardized Regulations, e.g., international airfare from place of residence,

international shipment of personal effects, unaccompanied baggage allowance, POV Shipment, Repatriation Travel, furnished housing and educational allowances for dependent children.

**VII. TAXES**

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

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

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

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/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).
2. **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:

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC - Product Service Code: R497 - Accounting Info:	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC - Product Service Code: R497 - Accounting Info:	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_
2001	<b>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info:	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_

3001	<b>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC - Product Service Code: R497 - Accounting Info:	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_
4001	<b>Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC - Product Service Code: R497 - Accounting Info:	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor_

3. 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> .
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGES%20Regulations>.

[END OF SOLICITATION]