



USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: 72052024R10003
ISSUANCE DATE: 04/18/2024
CLOSING DATE/TIME: 05/19/2024 11:59 p.m., Guatemala time

SUBJECT: Solicitation for a Cooperating Country National or Third Country National Personal Service Contractor (CCNPSC-TCNPSC - *Local Compensation Plan*), USAID Project Management Specialist (HIV Team Lead), FSN-4005 Series, FSN-12 position

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.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Guadalupe E. Ramirez
Contracting Officer

I. GENERAL INFORMATION

1. SOLICITATION No.:
72052024R10003

2. ISSUANCE DATE:
04/18/2024

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:
05/19/2024 before and/or at 11:59 p.m. Guatemala time.

4. POINT OF CONTACT:
As approved by CO: Andrea Gramajo, e-mail at agramajo@usaid.gov

5. POSITION TITLE:
USAID Project Management Specialist (HIV Team Lead), FSN-4005 Series, Grade FSN-12.

6. MARKET VALUE:
Q.539,439.00– Q.836,120.00 equivalent to FSN-12. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID/Guatemala*. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE:
The period of performance is five (5) years, estimated to start o/a October 2024. *The services provided under this contract are expected to be of continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds. Candidate must be able to begin working within a reasonable period (on or around 04 weeks) after receipt of agency authorization and/or clearances/certifications or their offer may be rescinded.*

8. PLACE OF PERFORMANCE:
The United States Agency for International Development (USAID), Guatemala with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: CCN or TCN.
This position is open to Cooperating Country Nationals (CCN), Guatemala Citizen or other country citizens lawfully admitted for permanent Guatemalan residence is eligible to apply. Please note that USAID is not able to sponsor offerors for a Guatemalan residency permit.

10. SECURITY LEVEL REQUIRED:
The successful candidate shall be required to obtain a Security Certification for Employment from the Regional Security Office.

11. STATEMENT OF DUTIES

11.1. General Statement of Purpose of the Contract.

The Project Management Specialist HIV Team Leader provides high-level technical and program expertise to the complex portfolio of the Health and Education Office, Latin American Regional PEPFAR program and to the USAID/Guatemala Bilateral Mission. The Specialist serves as the principal Cooperating Country National (CCN) Advisor providing overall direction, vision, and prioritization of activities addressing the HIV epidemic in Latin America. The Incumbent provides high-level technical expertise and coordinates ongoing efforts for USAID/Guatemala investments estimated at US\$100 million over five years. S/he serves as the key technical specialist, in partnership with the governments of Colombia, El Salvador, Guatemala, Honduras, Nicaragua, and Panama on the HIV response in Latin America. S/he drives activities and works across the USAID/Guatemala Mission and U.S. government interagency to reach LGBTI, youth, and indigenous people and ensures that programs reach key populations as a critical part of PEPFAR's 95-95-95 goals. S/he maintains a central hub of evidence-based approaches to support the continuum of HIV prevention, care, treatment, and support services. S/he advises, advocates, and provides technical leadership on key populations issues and policies, and builds knowledge across the USAID, interagency PEPFAR team and the governments of Colombia, El Salvador, Guatemala, Honduras, Nicaragua, and Panama. Through formal and informal trainings, s/he contributes to the professional development of new Foreign Service Officers (FSOs) particularly on the Latin American context and stakeholders.

S/he identifies and develops strategic private sector partnerships that directly advance PEPFAR and USAID goals. Uses in-depth knowledge of government institutions, policy directions, objectives, and priorities relating to USAID activities in the sector. S/he provides strategic direction, technical advice, and leadership to the conceptualization, development, administration, and monitoring of HIV activities. S/he is expected to lead technical discussions, advance policy dialogues, and deliver presentations to senior-level governments of Colombia, El Salvador, Guatemala, Honduras, Nicaragua, and Panama and U.S. government officials, including at the Ambassadorial and Ministerial levels; and convey USAID's policy and program position on a wide range of HIV and development subjects.

The Team Leader is a member of the PEPFAR Latin America Executive Committee and has a significant role in the policy level discussions in the U.S. government interagency. S/he is responsible for cross-office coordination in the Mission, linking health programming to the USAID/Guatemala education, governance, and private sector programs. His/her expertise and technical leadership influences HIV policies and service delivery innovations throughout Latin America since USAID programs have long served as the testing ground for innovations, new approaches, and breakthrough solutions to implementing reforms at scale. S/he is a key member of the leadership team to achieve a whole-of-government approach to maximize efficiency and reduce duplication of USG investment in the health sector. S/he represents USAID in high-level U.S. government meetings related to programmatic and budget negotiations and also influencing and leveraging domestic and other development partner resources in the sector. In this capacity, s/he would engage with senior level counterpart government counterparts, as well as the USG PEPFAR Latin America Executive Committee to address and advance collaboration and cooperation. The Team Leader acts as a key advisor to the HEO Senior Management Team to transform USAID's relationship with the Latin American Governments from that of assistance to one of partnership. S/he leads efforts by USAID to advance the Journey to Self-Reliance including increased country ownership and domestic investment in the health sector.

11.2. Statement of Duties to be Performed.

The Team Leader provides substantial assistance to overall Mission planning and the preparation of new programs and activities within the health sector, with emphasis in the areas of HIV prevention, care, and treatment, health systems strengthening, and strategic information activities. S/he works closely with other staff members of USAID/Guatemala, the USG, international donors, multilaterals, the private sector, civil society organizations and structures, Latin American Governments, at national and departmental/provincial levels to advance HIV programs. S/he serves as a senior advisor to the Mission on strategic investment in HIV. S/he operates with a high degree of autonomy.

The Team Leader provides technical advice and leadership in the design, development, administration, and monitoring of all segments of the HIV portfolio. S/he represents the Mission in the highest-level interagency settings, and with the host country government counterparts at national and provincial levels, including at the ministerial level. The Team Leader is responsible for the following representative duties:

a. Technical Leadership and Policy Analysis in Priority Health Areas: 35%

- Provides technical direction and advice to HIV programs and undertakes analyses of HIV research. S/he designs or participates with considerable weight in designing new health interventions. S/he leads the process of strengthening USAID's strategic role in supporting and advocating for HIV services for key populations and PLHIV. Consults regularly with the USAID Health and Youth teams to ensure comprehensive programming for key populations and PLHIV.
- Undertakes health policy analysis and identifies gaps in policy and programming in HIV across multiple sectors. S/he represents the USAID to the high-level administrative and technical representatives in host country governments at national, provincial/departmental, and hospital levels, international donors, private sector and professional networks. S/he assesses existing research, analyses, and economic modeling conducted in the Latin American Region and globally, for possible use in constructing analytical foundations for USG health development strategies.
- Keeps the Health Office abreast of current HIV and other health-related research and significant events in Guatemala and the Latin America Region; advises senior Mission management and others of specific HIV development initiatives, activities and programs impacting USAID activities in the sector; conducts consultations with stakeholders, including the private sector; tracks legislative developments related to key HIV and health sector areas; and, collects, analyzes, and synthesizes information to inform and strategically guide USAID and USG program planning. Provides high level guidance to the Mission on planning priorities and interventions which are evidence-based and results oriented.
- Utilizes existing and new health policy analyses to define and identify policy reform interventions, especially those that leverage innovative interventions, incorporate technological solutions. Works to ensure internal coordination, particularly across other USAID offices that may offer opportunities to leverage investments. S/he consults in an ongoing basis with the USAID Health and Youth teams to ensure holistic provision of health services for key populations and PLHIV.

- Participates in technical and program reviews with host country government counterparts and the private sector, thereby exerting influence not only on USG investment, but also on significant host country government and private sector resources.

b. Strategic Planning, Design, and Management: 25%

- The work of the Team Leader includes a substantial conceptualization and planning component, resulting in project papers, gap analyses, and design documents. The Team Leader provides significant contributions to the development of overall Mission frameworks and formulates plans for their implementation. Prepares concept papers, requests for applications, requests for proposals, and other relevant documents. S/he analyzes and conducts field visits to validate programs and research efforts and to monitor programs. As appropriate or requested, s/he attends relevant meetings locally and internationally in order to develop contacts, gather information, and represent USAID and the USG; and, establishes and maintains contacts with high-level host country government officials and their offices.
- Identifies necessary policy and institutional reforms, in order to provide a timely response to meet urgent Latin America Regional and international concerns relating to HIV programming. Provides leadership to the HIV team to implement guidance from the Office of the U.S. Global AIDS Coordinator (OGAC) on programming for key populations and PLHIV.
- Influences host government officials, bilateral and multilateral agencies, and private sector actors to increase investments in key priority health areas targeting key populations and PLHIV, which help shape health sector policies at the national level to enhance sustainable health impact.
- Within the USAID/Guatemala HIV portfolio, the Team Leader has authority over USG investment of approximately \$20 million annually. This authority requires the Team Leader to significantly influence the prioritization of activities, budget allocations, budget negotiations with USG agencies and the host country governments. S/he has authority for supervision of a number of Program Management Specialists, designated as the Contracting or Agreement Officer's Representative (COR/AOR). Due to the critical role of the Team Leader in the development of USAID's strategy and multi-year plans, s/he needs to plan his/her work three to five years in advance.

c. External and Internal Coordination: 20%

- The Team Leader develops and sustains close collaborative working relationships with senior host country government officials at national, provincial/departmental, and hospital levels, senior USG officials, maintains key communication channels with research, medical, and business leaders in the Latin America Region, major donors, international organizations, professional associations, and civil society leaders relevant to advance HIV and health issues. Ensures effective coordination of USAID-funded activities with those of other donors working in the region, and medical associations.

- Promotes the expansion of effective strategies and approaches that may serve to expand the coverage and quality of HIV programs in general, but most specifically in programs in the priority health areas of USAID and the USG specifically those that target and focus on key populations and PLHIV. Represents the HIV Team, the Health and Education Office, USAID, and the USG to stakeholders and external development partners in a wide variety of fora sponsored by USAID and development partners, at conferences and workshops, donor sub-group meetings, and other relevant forums. External coordination responsibilities require the Team Leader to demonstrate highly developed professional judgment, and to provide exceptional technical direction, leadership in the field, and management oversight.
- Supports Latin American regional stakeholders working on HIV and with key populations to produce evidence to guide policy change and implementation.
- Serves on the USG PEPFAR Latin America interagency Executive Committee. S/he also leads routine bilateral meetings between PEPFAR, and host country government officials, represented by officials from the Ministries of Health, National AIDS Councils, and other Ministries. He/she also represents the USG on the Guatemala Country and Region Coordination Mechanisms of the GFATM. He/she also attends strategic development, progress, and implementation review meetings with key stakeholders.

d. Supervision and Monitoring: 20%

- The Team Leader serves as the senior Specialist/Team Leader on the HIV Team, with responsibility for direct supervision of four professional staff positions and one project management assistant.
- S/he shares supervision of additional three professional staff in the region. S/he is responsible for oversight and advising subordinate staff and mentoring those in training status.
- The assignment includes performance monitoring and participating with considerable weight in performance management.
- S/he is responsible for program monitoring and tracking achievement of results under the HIV portfolio, and reporting on portfolio challenges, successes, to USAID, USG and host country government counterparts as needed.
- As COR/AOR, the Team Leader has supervisory oversight of Chiefs of Party/Project Directors, and technical staff leading global projects in the Latin America Region.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

If a third country national (TCN) is selected for award, during the period of this contract, the TCN personal services contractor must provide at least fifteen (15) workdays of training to a cooperating country national (CCN) designated by USAID/Guatemala. The PSC Supervisor will establish a training plan with benchmarks to measure the TCNPSC's progress toward achieving this training deliverable.

11.3. **SUPERVISORY RELATIONSHIP.** The Team Leader acts independently with little daily supervision by the Health and Education Office Director and/or his/her designee. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, and the majority may be self-generated, but the Team Leader is required to determine those that must be coordinated with the supervisor.

11.4. **SUPERVISORY CONTROLS.** S/he directly supervises four professional staff (two HIV Specialists FSN-12 and two HIV Specialists FSN-11) and one project management assistant (FSN-8) performing full supervisory functions. In addition, s/he shares supervision of additional three professional staff in the region. In this role, the Team Leader provides oversight and advice to subordinate staff, monitors, or participates with considerable weight in monitoring performance, and participates with considerable weight in recommending recruitment or promotion action. As required, the Team Leader will be called upon to serve as Acting Deputy Director for the Health and Education Office.

12. PHYSICAL DEMANDS: The position does not require undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a) **Education:** The Team Leader position requires completion of a Master's degree and professional training in medicine, public health, public policy, development studies or a similar field.
- b) **Prior Work Experience:** A minimum of seven years of progressively responsible, professional-level experience in HIV and public policy development is required. Experience working in the areas of HIV prevention, care, and treatment, health systems strengthening, and strategic information activities as well as technical assistance to host country government, policy and program management. A significant portion of this work experience should have been in development work, or related fields, for donor agencies, host country government, civil society organizations or private-sector institutions.
- c) **Language:** Level IV (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required.
- d) **Job Knowledge:**
 - The Team Leader must have a substantial grasp of multi-sectoral health and HIV policies and programming.

- S/he must have demonstrated coordination and organizational skills for application in multi-cultural environments, ideally in an international development assistance setting; and the ability to manage multiple tasks and work effectively under pressure.
- The work requires application of exceptional conceptual, analytical, and reasoning skills, and the ability to analyze large amounts of disparate information.
- Performing at high levels with minimal supervision and daily direction is required.

e) **Skills and Abilities:**

- The Incumbent must have excellent verbal communication skills and diplomacy to establish and develop sustainable working relations and trust with the highest-level host country government officials, and with public and private organizations.
- Ability to undertake analysis and understand complex and multi-sectoral programs; the ability to work under pressure and quickly produce results; and the ability to be sensitive to USAID relationships with the host country governments, other donors, the Missions, or Embassies.
- Verbal communication skills are also required to explain and interpret host country government counterpart attitudes, priorities, and concerns to USAID officials, and to negotiate program/project plans and resolve program/project implementation issues with appropriate organizations, technical advisors, counterparts, and peers.
- Excellent writing skills are required to prepare regular and ad-hoc reports, documentation of program impacts, technical papers, and briefing papers.
- Excellent analytical ability is needed to interpret policy and scientific and programmatic research.
- Skill in USAID programming, policies, and plans, and in developing strategies for implementing recommendations, is required.
- The ability to work effectively in a collaborative team environment, and to achieve consensus on policy, program/project, and administrative matters, is necessary.
- The work requires computer skills in order to complete assigned activities.

III. EVALUATION AND SELECTION FACTORS AND CRITERIA

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 evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities, and level of language required. The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the TEC Chairperson's decision). The security clearance and medical clearance is required for the top-ranking candidate, after conducting and receiving the positive reference checks.

BASIS OF RATING:

- **Prior Work Experience** **40 Points**
- **Job Knowledge** **35 Points**
- **Skills and Abilities** **20 Points**
- **Education** **05 Points**

Total Possible Points: 100 points

USAID may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Reference checks will be conducted by Human Resources only for the successful candidate(s). If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter.

USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates who do not meet the required selection criteria will not be scored.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

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

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

IV. SUBMITTING AN OFFER

1. CCN-PSC eligible offerors are required to complete and submit the [Offer form DS-174](#) (Employment Application for Locally Employed Staff or Family Member), or; for TCN-PSC eligible offerors the [AID-309-2 form](#) (Offeror information for Personal Services Contract with individuals).
2. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents:
 - a. A signed cover letter of no more than two pages.
 - b. A Curriculum Vitae or Resume written in English which must contain sufficient and clearly identified information to make a valid determination that you fully meet the experience requirements as stated in this solicitation. Failure to provide information sufficient to determine your qualifications for the position will result in loss of full consideration.
 - i. Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year), locations for all field experience must also be detailed. Any experience that does not include dates (monthly/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.
 - ii. Specific duties performed that fully detail the level and complexity of the work.
 - iii. Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards, or accomplishments. Failure to identify an academic discipline will result in disqualification.
 - c. A supplemental document with written responses to the Evaluation Factors listed under Section III, that demonstrates how the Offeror's qualifications meet the work requirements.
3. Personal identification, relevant educational certificate (s), work permit or residency permit.
4. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
5. Offers must be submitted ONLY via email to Guatemalavacancies@usaid.gov and the email subject **must** read: **SOL72052024R10003-PMS (HIV Team Lead), FSN-12**. Be sure to include your name and the solicitation number at the top of each page. Please ensure documents are in Microsoft Word or Adobe Acrobat PDF formats, do not submit documents in zip files or web links.

By submitting application materials, you certify that all the information on and attached to the application is true. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position or being terminated after award.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

1. **Medical Clearances or Statements.** Prior to signing a contract award, the selected individual will be required to obtain a medical clearance.
2. **Security Eligibility/Facility access.** Prior to signing a contract award, the selected individual will be required to obtain a Security Certification. Temporary clearances may be requested while a personal background investigation is conducted.
3. Other required documents, in coordination with relevant M/Bureau offices regarding contractor workspace, use of government furnished equipment, and remote access as applicable.
4. Financial Disclosure, as appropriate.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:
 - a. Health benefit plan.
 - b. Life insurance program.
 - c. Variable Contribution Plan (VCP).
 - d. Annual and Sick leave.
 - e. Annual bonuses: Bonus 14 and Christmas Bonus
 - f. Annual performance bonus (MBC Reward, as applicable)
 - g. Local and American Holidays.

in accordance with Mission policy and local labor laws.

2. ALLOWANCES:
 - a. Miscellaneous benefit allowance, in accordance with Mission policy and local labor laws.

VII. TAXES

The U.S. Mission does not make deductions for income tax to local governments. The U.S. Mission expects its employees to fulfill their fiscal obligations required under their country's laws, including paying income taxes. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary, in accordance with Mission policy and local labor laws.

Payment of such taxes is a matter between the individual employee and the Guatemalan Government. Employees holding American citizenship or Permanent Resident Alien (Green Card holder) status must report to HR at first hire or when there is a change in nationality status. A copy of the Social Security or resident alien card must be submitted to HR together with completed W-4 Form to initiate U.S. Federal tax/FICA withholding.

The Mission emphasizes to its employees they are obliged to observe Guatemalan Laws, including those concerning income and related tax obligations.

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

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

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at 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)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC-CCN - Product Service Code: R497 - Accounting Info: 641-MOD-20-HT-00	1	LOT	\$TBD	<u>\$TBD at Award after negotiations with Contractor</u>

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
 - a. **AAPD No. 21-01:** Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J – March 26, 2021.

- b. **AAPD No. 20-08:** Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs – December 22, 2020
 - c. **AAPD No. 06-08:** AIDAR, Appendices D and J: Using the optional schedule to incrementally fund contracts – June 23, 2006.
 - d. **AAPD No. 03-11:** Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan – 12/02/03.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>
5. **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//basic-page/personal-service-contracts-ombudsman>. The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.
6. **FAR Provisions Incorporated by Reference**

52.204-27

PROHIBITION ON A BYTEDANCE COVERED APPLICATION

Jun 2023

EQUAL EMPLOYMENT OPPORTUNITY:

USAID/Guatemala provides equal opportunity in employment to all qualified candidates without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

*** END OF SOLICITATION ***