



USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: *72052025R10001*
ISSUANCE DATE: 10/09/2024
CLOSING DATE/TIME: 11/10/2024 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 Supervisory Financial Analyst FSN-0435 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.:**

72052025R10001

2. ISSUANCE DATE:

10/09/2024

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:

11/10/2024 before and/or at 11:59 p.m. Guatemala time.

4. POINT OF CONTACT:

As approved by CO: Sharon Imeri, e-mail at simeri@usaid.gov

5. POSITION TITLE:

USAID Supervisory Financial Analyst FSN-0435 Series, FSN-12 position.

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 January 2025. *The services provided under this contract are expected to be of continuing nature that will be executed by USAID through a 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(on or around 04 weeks) after receipt of agency authorization and/or clearances/certifications or their offer may be rescinded.*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 are 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

1. General Statement of Purpose of the Contract.

The Supervisory Financial Analyst (SFA) position is located in the Office of Financial Management (OFM), at USAID/Guatemala. The job holder works under the direct supervision of the Controller relying on high levels of professional judgment, technical ability and managerial skills. The Financial Analysis Division provides financial analysis and support services for all Guatemala programs including bilateral portfolios and a PEPFAR / HIV regional platform.

The job holder directly supervises two Financial Analysts (FAs). As SFA, the job holder directs, coordinates and supervises the performance of the full range of the financial analysis and program accounting services for a portfolio consisting of a bilateral and a regional program for four technical offices, four technical regional programs for PEPFAR activities, and implementing mechanisms managed directly by the Mission's Program Office. Under PEPFAR, the SFA is responsible for all Financial Analysis functions for a \$30 million annual program budget across six countries - Colombia, El Salvador, Guatemala, Honduras, Nicaragua and Panama, as well as five local partners and two international partners.

S/he also can serve, for limited periods of time, as Acting Controller, in the absence of the Controller from post. The SFA is responsible for overseeing the financial management functions and analytical services for all DO activities. The job holder is responsible for providing financial, administrative and managerial capacity building to implementing partners of the Government of Guatemala, as well as local, international and U.S. based organizations. As the SFA, the job holder serves as an Audit Management Officer (AMO) responsible for overseeing and monitoring full compliance of the annual audit plans established by USAID/Guatemala.

S/he is also responsible for the analysis of the Regional Office of the Inspector General (OIG) recommendations and direction of management decisions and closure actions related to audit recommendations. Similarly, the SFA directs actions among partner management and their independent auditors regarding measures required for correction of internal controls, special award conditions and accounting systems deficiencies as well as items of non-compliance, to resolve recommendations and ensure OIG's Regional Office concurrence with management decisions. The SFA also serves as the OFM's lead in pre-award survey, capacity building and financial review initiatives for the Mission's \$94 million localization portfolio under the Administrator's Centroamerica Local initiative. The SFA provides expert-level advisory services and consultation, related to all the above, to the Mission's Controller and other principal officers and senior mission leadership.

2. Statement of Duties to be Performed.

a. Financial Management, Program Review and Analysis, and Staff Management:

1. Leads and coordinates the division's financial management functions.
2. Ensures that the FAs participate actively in DO Team meetings and serves as the financial management expert providing technical guidance on USAID financial procedures, accounting and internal control requirements to the FAs, DO Team members, partners and host country institutions.
3. Provides expert advice on financial analysis, program/activity design, developing of cost estimates, financial plans, analyzing cash flows and preparing overall assessment of financial feasibility of design alternatives.
4. Monitors preparation for, analysis and presentation of financial reports to the senior staff related to pipeline, forward funding and financial progress towards activity and program implementation.
5. Supervises the design and implementation of checks and balances in the Mission portfolio with the objective of reducing USAID/Guatemala's vulnerability and promoting integrity of its programs.
6. The incumbent works to reduce the Mission's vulnerability to fraud, waste or abuse by directing a program of financial review; performing periodic site visits to project implementing organizations and assisting them in identifying and correcting potential administrative or financial problems before they become major audit findings.
7. The incumbent provides supervisory oversight to two CCN PSC Financial Analysts at Grade FSN-11. In this capacity, s/he carries out the following responsibilities:
 - Supervises and guides the Financial Analysts to ensure that staff fully understand and implement Agency financial management policies.
 - Manages, supervises, guides and monitors two FAs. Responsible for all aspects of performance management, including evaluation, training and career developments of FAs.
 - Establishes and implements career development and training plans, ensuring quality control and consistency of all staff performance.
 - Develops and monitors long term strategic planning and accomplishment of FAs objectives, which includes organizing and scheduling the work of the section on a monthly and annual basis.
 - Plans and implements TDYs to/from project/program sites to ensure proper coverage, on the job training, provision of guidance, evaluations and assessments and any recommendations for improvements.
 - Functions as the OFM first line reviewer for key strategic documents such as Country Development Cooperation Strategy (CDCS), Activity Approval Memos (AAM) and Project Appraisal Documents (PAD).

b. Financial Audit and Risk Management:

1. Directs the implementation of the Mission's Non-Federal audit program. Coordinates the Management Control Review committee (MCRC)'s bi-annual review of all audit related activities, including the preparation of the annual audit inventory, implementation of the annual audit plan and audit findings resolutions.
2. Provides liaison with implementing partners and independent auditors to ensure quality audit reports.
3. Analyzes internal control deficiencies in partner organizations and works with partners in resolving internal control deficiencies and obtaining refunds to questioned costs. Reviews Mission comments on Recipient Contracted Audits for the Contracting/Agreement Officer's determination allowability or unallowability of questioned costs.
4. Reviews and prepares written management decisions for Contracting/Agreement Officer's or Mission Director's review and signature.
5. Directs and supervises Mission's annual Federal Managers Financial Integrity Act (FMFIA) and the Mission Enterprise Risk Management (ERM) reviews.

c. Pre-Award Surveys, Training:

1. Directs the performance of pre-award surveys, financial reviews, and desk audits of implementing partners to assess institutional administrative and financial management capabilities of prospective beneficiary institutions, as part of an activity design or during implementation.
2. Monitors the financial and accounting performance of contractors and recipients by directing the performing of risk assessments, financial reviews and payment verifications.
3. Conducts institutional and capacity building training to grantees to enhance their understanding of USAID's financial management rules and regulations and to strengthen their capabilities to safeguard U.S. G. funds.
4. Participates as a resource person in regional seminars/workshops on financial management with emphasis of prevention of corruption – detection and prevention of fraud in public offices. The incumbent also liaises with the Office of Regional Inspector General on fraud detection and prevention matters.
5. The incumbent provides financial management training and expert financial advice to implementing partners and USAID staff on a recurring basis.

d. Host Country Government Financial Engagement:

1. For USAID/Guatemala and regional programs, coordinates and advises on tax exemption matters with the Ministry of Finance to ensure USAID funds are exempt from value added taxes (VAT).
2. When program funding is channeled through host country systems, the SFA advises and assists host country institutions such as the Court of Accounts to enhance capacity, resolve problem areas and streamline procedures to ensure adequate accountability for public resources.
3. When applicable, the SFA ensures required assessments are carried out and adequate systems exist within the Government of Guatemala to warrant disbursement of USAID funds under Government-to-Government mechanisms. Depending upon the results of the assessments, the SFA works with the host country institutions to establish the necessary internal controls to safeguard USAID funds.
4. The job holder will be required to perform work-related travel.

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.

3. **SUPERVISORY RELATIONSHIP.** Under the general supervision and guidance from the Controller. The Job Holder is responsible for independently formulating, planning, developing, and reviewing methods and procedures to conduct required or appropriate financial analysis. S/he must exercise a broad scope of decision-making skills in all matters under his or her cognizance. Work is evaluated primarily in terms of long-term accomplishments and conformance with policies or procedures.
4. **SUPERVISORY CONTROLS.** The Job Holder will supervise two CCNPSC Financial Analysts, FSN-11.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a) **Education:** A Bachelor's degree in Accounting, Finance or Business Administration is required.
- b) **Prior Work Experience:** A minimum of seven years of progressively responsible experience in professional financial analysis, budgeting, auditing and/or accounting. Must have experience in extensive use of automated accounting systems, computer software and systems and a strong audit background.
- c) **Language Proficiency:** Level IV (fluent) English and Spanish language proficiency in speaking, reading, and writing is required. The Supervisory Financial Analyst must be able to write and speak accurately,

clearly, concisely and thoughtfully about financial analysis of development programs and issues and must be able to present facts and recommendations in a clear, concise manner, both orally and in writing and using appropriate technology including software. Level IV English and Spanish ability (reading, writing, and speaking) is required.

- d) **Job Knowledge:** Knowledge of processes and analytical assessments / evaluations related to: (1) activity proposals to determine financial soundness and effectiveness and (2) financial and administrative management operations for programs and program budgets. A thorough knowledge of concepts and principles of Enterprise Risk Management (ERM) and professional accounting and auditing theories practices and terminologies {International Financial Reporting Standards, US Generally Accepted Accounting Principles (US GAAP), Generally Accepted Auditing Standards (GAAS) and Generally Accepted Government Auditing Standards (GAGAS), Generally Accepted Government Accounting Standards}, as well as the International Accounting Standard (IAS). In-depth knowledge of the host country's financial management and procurement policies and procedures, including legislation such as Value Added Tax (VAT).
- e) **Skills and Abilities:** A capable supervisor with the ability to direct long-term planning of work activities and be an effective organizer and negotiator. Must possess excellent interpersonal skills, an ability to inspire confidence with managers, supervised employees, other mission staff, and external partners that fosters the maintenance of effective and positive working relationships, to facilitate financial activities relating to local systems and programs/projects/activities. Must be able to present facts and recommendations in a clear and concise manner both orally and in writing at meetings and in formal and informal training. Must have the ability to detect the financial strengths and weaknesses of proposed and/or ongoing projects. The candidate is required to have excellent analytical skills to assess the reliability and value of data provided/obtained; ability to determine the financial strengths and weaknesses of implementing organization and to make independent judgments regarding the institutional capabilities and the adequacy of accounting systems and controls. The candidate is also required to have excellent interpersonal and oral and written communication skills to communicate clearly and effectively with external and internal clients at all management/financial levels. Must be able to develop and maintain contacts with high-level officials of USAID partners and awardees selected to implement projects. Must be able to collect and present facts and recommendations in a clear, concise manner, both orally and in writing. Must have the ability to conduct sound analytical, evaluative and complex financial reviews and evaluations of (1) activity project proposals in order to determine the soundness and effectiveness of financial arrangements; and (2) financial and management operations including market surveys, procurement practices, etc. Excellent computer skills and knowledge of software packages (i.e. Microsoft Office Suite) are required. Moreover, creativity to proactively develop solutions to issues and in a constantly changing working environment is a must.

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** **35 Points**
- **Job Knowledge** **35 Points**
- **Skills and Abilities** **25 Points**
- **Education** **5 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: **SOL72052025R10001- Supervisory Financial Analyst 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.

USAID'S ZERO TOLERANCE FOR SEXUAL MISCONDUCT

USAID has a zero-tolerance policy for sexual misconduct with the goal of fostering a respectful, safe, healthy and inclusive work environment. USAID maintains policies and procedures to establish a workplace free of sexual misconduct as described in Agency policy at [ADS Chapter 113, Preventing and Addressing Sexual Misconduct](#).

By acceptance of the contract award, the contractor acknowledges having read, and agrees to abide by, the Agency's ADS 113 policies and procedures.

SELF CERTIFICATION

Offerors must sign a [Sexual Misconduct Self-Certification form](#) related to sexual misconduct when submitting the offer. The signed form will be filed in the award file. If the offeror fails to submit a signed-certification, the offeror will be determined to be non-compliant to submission requirements and will not be considered for award.

- For the Apparently Successful Offeror:
 - If Self-Certification response is “Yes”: In consultation with the Resident Legal Advisor (RLO) or General Counsel Acquisition and Assistance (GC/AA), the CO will request further details from the offeror.
 - Event of False Certification: If the certification provided is found to be false, the offeror may be eliminated from consideration for the award. If the contract has been awarded, the false certification may be grounds for termination of the contract. The action may be punishable to the full extent of the law.

USE OF THE AGENCY'S MISCONDUCT PORTAL AND INQUIRIES MADE TO PREVIOUS COs FOR APPARENTLY SUCCESSFUL OFFEROR

The Office of Employee and Labor Relations (ELR) operates USAID's Misconduct Reporting Portal. Prior to award, the CO will email ELR at HCTM.ELR@usaid.gov to identify whether Agency records include any prior disciplinary action related to sexual misconduct taken against the apparently successful offeror.

If the apparently successful offeror has previously held a Personal Services Contract at USAID, the CO will attempt to contact the previous administrating CO to inquire about previous disciplinary actions related to sexual misconduct against the apparently successful offeror.

NEW ENTRANT ORIENTATION (NEO)

For PSCs onboarded in Washington, the contractor must complete the information session on USAID's zero tolerance policy for sexual misconduct as part of NEO. The CO will include documentation in the award file that the contractor has completed NEO and has been made aware of USAID's zero tolerance policy for sexual misconduct.

For PSCs onboarded overseas, including CCNPSCs and TCNPSCs, the PSC must complete an online module related to USAID's zero tolerance policy for sexual misconduct as administered by their cognizant CO as part of their onboarding process. The CO will include documentation in the award file that the PSC has completed the online module and has been made aware of USAID's zero tolerance policy for sexual misconduct.

6. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
7. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

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: <i>R497</i> - Accounting Info: <i>641-MOD-20-HT-00</i>	1	LOT	<u>\$TBD</u>	<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 ***