



# USAID | GHANA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72064125R00001**

**ISSUANCE DATE:** October 24, 2024

**CLOSING DATE/TIME:** November 6, 2024/23:00 GMT

**SUBJECT: Solicitation for U.S. Personal Services Contractor (USPSC) as Senior Program Cycle Advisor, USAID/Ghana**

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 this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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

**All offers must be submitted to the Point of Contact via email: [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov)**

**Only shortlisted offerors will be contacted.**

Any questions must be directed in writing to [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov)

Sincerely,

Michael Fritz  
Contracting Officer  
USAID/West Africa

**I. GENERAL INFORMATION**

1. SOLICITATION NO.: **72064125R00001**
2. ISSUANCE DATE: **October 24, 2024**
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **November 6, 2024, 23:00 GMT**
4. POINT OF CONTACT: **USAID/Ghana, Accra**; e-mail at [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov)
5. POSITION TITLE: **Senior Program Cycle Advisor, USAID/Ghana.**
6. MARKET VALUE: **\$104,604 - \$135,987** equivalent to **GS-14**  
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: **Two (2) years**, estimated to start o/a 12/2024 with an option of three (3) one-year extensions for a maximum of five (5) years. Exercise of options will depend on continuing need of services, availability of funds, successful performance, and requisite approvals.

Based on Agency need, the Contracting Officer may exercise the additional **option periods** for up to three (3) years for the dates estimated as follows:

<b>Base Period:</b>	o/a 12/2024 to 12/2026
<b>Option Period 1:</b>	o/a 12/2026 to 12/2027
<b>Option Period 2:</b>	o/a 12/2027 to 12/2028
<b>Option Period 3:</b>	o/a 12/2028 to 12/2029

8. PLACE OF PERFORMANCE: **USAID/Ghana, Accra**

*Overseas USPSCs and TCNPSCs not subject to the local compensation plan, may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract*

9. ELIGIBLE OFFERORS: U.S. Citizens. Citizenship, if dual, must be clearly stated.
10. SECURITY LEVEL REQUIRED: Secret

## 11. STATEMENT OF DUTIES

### 1. BACKGROUND:

The United States Agency for International Development Mission to Ghana (USAID/Ghana) requires an experienced **Senior Program Cycle Advisor** to provide senior-level technical expertise to support USAID/Ghana through strategic and programmatic design and implementation, and to ensure optimal program effectiveness to achieve USAID's foreign assistance objectives in Ghana.

With an annual budget of approximately \$150 million, USAID/Ghana supports Ghana's commitment to a more inclusive and resilient Ghana that advances the socio-economic wellbeing of its people. The Mission is committed to working with local actors, U.S. Government (USG) colleagues and other development partners to improve the enabling environment for sustained and equitable development, prioritizing programs that create stability; strengthen in-country capacity; and mobilize domestic resources. Ghana is a focus country for a number of USG initiatives and priorities, including the Global Food Security Strategy, the President's Emergency Plan for AIDS Relief (PEPFAR), the President's Malaria Initiative (PMI), Power Africa, the Security Governance Initiative, and Prosper Africa.

USAID/Ghana's current five-year integrated Country Development Cooperation Strategy (CDCS) (2020-2025) supports Ghana's efforts to become a more self-reliant nation that offers a productive life to all of its citizen through continued support to address food security and trade, quality education and health services, and citizen responsive governance in the northern regions. The CDCS focuses on promoting inclusive development, systems strengthening, and greater accountability across the government. The Mission manages the strategy through three development objectives (DO): 1) Broad-based Economic Growth Accelerated and Sustained; 2) Quality Services Delivered with Increased Accountability; and 3) Sustainable Development Accelerated in Northern Ghana.

The Senior Program Cycle Advisor will serve as the lead advisor to Mission staff on strategy and programmatic design, implementation and collaboration, and learning and adaptation (CLA) as detailed in USAID's Operational Policy for the Program Cycle (ADS 201). The Senior Advisor will play a key role in the formulation, implementation, management, and performance reporting of the overall US development assistance program in Ghana, and perform a full range of consultative, advisory, monitoring, analytical, operational, and informational services in connection with the overall USAID program in Ghana. S/he will guide and support the Mission's efforts to manage for results to ensure appropriate and strategic CLA across the Mission, ultimately maximizing investments and accelerating progress toward the strategic goal and development objectives.

The Senior Advisor will facilitate the roll-out of the new five-year CDCS and support the creation and implementation of cross-sectoral development objective teams, as well as identify ways to institutionalize the key priorities and strategic approaches identified in the new CDCS to ensure they are embedded in comprehensive and mission-specific program cycle processes. The Senior Advisor will provide oversight of the activity design process, provide Mission-specific guidance, ensure activities support the CDCS, and advise on CLA approaches. The incumbent will work in collaboration with technical offices and support their leadership role in designing activities and partnering with government actors to ensure alignment with local priorities. The Senior Advisor will coordinate and guide the Mission portfolio review process and ensure that CLA efforts are intentional, systematic, and resourced. Finally, s/he will play a key role in connecting staff and offices across the Mission.

The Senior Advisor will report directly to the Supervisory Program Officer (or their designee) and provide work guidance to other Program Office and Mission staff. The Senior Advisor is highly knowledgeable of Ghana's development assistance programs, direct assistance programs, Agency policy and directives for implementing foreign assistance, USAID budgets and the formation of same and overall policies of the Agency. USAID/Ghana has a main office in Accra, with 64 staff (19 USDHs, 5 U.S. and TCN Personal Service Contractors, and 45 Locally Engaged Staff [LES]) and a satellite office in Tamale, with 11 LES who are focused on northern Ghana programming.

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

### **ACTIVITY AND PROJECT DESIGN (40%)**

- Advise senior managers and technical offices on the full range of project design principles and procedures, ensuring adherence to the Agency's design guidance and the Mission Order on design.
- Serve as resident expert on USAID and Mission-specific processes and requirements for design and formal approval of all new and amended projects and activities.
- Serve as core member of design teams and lead design teams that are multi-disciplinary or crosscutting, involving multiple teams and offices.
- Guide design teams in the preparation of project and activity approval documents ensuring that they strategically focus, integrate, and measure activities.
- With the Regional Acquisition and Assistance Office and the Program Office, guide and advise technical offices through the co-creation approach and serve as a co-facilitator as needed.
- Assist design teams in drafting waivers, activity checklists, pre-obligation checklists, and other required pre-obligation documents.
- Identify and compile data or analyses needed for the design effort.
- Organize and facilitate project and activity reviews and develop issues papers for review meetings.
- Review activity approval documents and amendments to ensure compliance and alignment with Mission strategy.
- Coordinate responses to U.S. Embassy and USAID/Washington requests for portfolio information.
- Review or coordinate reviews of proposals for new projects or activities, including unsolicited proposals and applications.
- Convene and lead meetings as needed to address project or activity issues.
- Work closely with Program Office colleagues and technical offices to articulate development hypotheses and develop plans for testing those hypotheses.
- Guide the Program Office and technical offices on research design and methodologies, applied research studies, impact assessments, knowledge capture and sharing, and the application of learning to program and project design and management.

## **MANAGING FOR RESULTS (30%)**

- Assist in development of USAID/Ghana's managing for results agenda, including monitoring, evaluation, reporting, and learning.
- Ensure compliance with Agency and Mission policies and procedures related to M&E.
- Assist with the development and implementation of the Mission performance management plan for the CDCS.
- Collaborate with the Mission M&E Specialist to advise technical offices on interpreting and incorporating program M&E findings from data quality assessments, project and activity monitoring and oversight, site visits, and evaluation findings into on-going and future activities.
- Contribute to Mission portfolio reviews.
- Assist with the preparation of the annual Performance Plan and Report in cooperation with other USG entities at post.
- In collaboration with the M&E Specialist and other Program Office staff, lead USAID/Ghana's evaluation efforts, defining areas of study and considering evaluation approaches, managing evaluation plans, reviewing approaches, and co-evaluating study results with others for determining conclusions and organizational implications.
- Advance USAID knowledge management and learning opportunities to ensure rapid, effective sharing and application of learning in areas of keen interest across the portfolio (e.g., local capacity development, Government-to-Government assistance).
- Assist Mission in conceiving and managing project monitoring, tracking, and evaluation systems designed to assist Mission management in assessing overall program impact on development in Ghana.

## **STRATEGY DEVELOPMENT/PLANNING/ANALYSIS (30%)**

- Based on knowledge of the host country, assists Mission management in the identification of options/strategies to promote broad-based, sustainable development.
- Ensures the cross-sectoral consistency of strategies in assigned areas by coordinating input from relevant offices and consulting with Mission management/counterparts.
- As a senior member of the Program Office, provides input into the development of policy agenda, evaluation plans, and performance management systems.
- Advises Office Chief(s) in assigned sector(s) on programming of USAID resources and budget analysis of project activities within the sector(s).
- Based on implementation results, new learning, and stakeholder feedback, guide Program Office and technical offices to collaborate, learn, and adapt programs, ensuring the evolving alignment of the portfolio with the CDCS or emerging policy imperatives.
- Analyzes and prepares precise, accurate, factual, and analytical reports and indicators dealing with major developmental issues which affect the Mission's strategy and objectives. Prepares or supervises the preparation of these into presentations of political and social-economic developments in Ghana.

### 3. OTHER SIGNIFICANT FACTS:

**Supervisory Controls:** The incumbent is expected to demonstrate a high level of leadership, independence, professionalism, judgment, and responsibility. S/he will report directly to the Supervisory Program Officer (or designee), who will be responsible for managing performance.

**Authority to Make Commitments:** The incumbent will not make commitments to third parties for the Mission as a whole that involve financing or other programming matters. However, internally s/he will play a key role in shaping the Mission's decisions regarding strategic planning, monitoring and evaluation, project design and other key programming functions.

**Nature, level, and purpose of contacts:** The incumbent will meet regularly with Mission staff to provide advice on key Mission-wide programming and design matters based on his/her experience and understanding of 1) current USAID policies and directives; 2) relevant U.S. law and regulations; and 3) current U.S. policy as it affects the region.

The incumbent will meet and work with a wide range of senior USAID staff – based both at post and in Washington, international organizations, USG counterpart personnel, and USAID implementing partners to solicit input and views on a wide range of programming issues. Because stakeholders' views are often diverse, the incumbent is expected to be able to communicate and achieve a shared understanding and acceptable solutions that address, to the extent possible, the multiple perspectives concerned.

**Exercise of Judgment:** Independent judgment must be exercised on a broad range of program planning and project management issues. The incumbent must be able to analyze complex situations and identify the requirements needed to resolve problems in a politically expedient manner. The incumbent must be able to recognize requests for decisions or positions that require prior USAID review and approval.

**Supervision Exercised:** This is a senior advisory position. The incumbent may be called upon to provide coaching and mentoring expertise to Mission colleagues.

**Time Required to Perform Full Range of Duties:** The incumbent is expected to perform the full range of duties within the first month.

**Available Guidelines:** The primary guidelines for this position are USAID's Automated Directives System (ADS), particularly Section 200; Mission Orders; and USAID policies that relate to Agency programming and project development. Other guidelines include established USAID/Ghana administrative procedures and regulations and standard accounting, auditing and financial management operating procedures and systems requirements. However, the incumbent will frequently be required to exercise independent judgment under circumstances where guidelines may be insufficient to resolve the programming issue at hand.

#### **Skills and Abilities**

This is a senior advisory position within the USAID/Ghana Mission. A broad combination of analytical, policy formulation and programmatic abilities are required, combined with excellent interpersonal, communications, and writing skills.

The Mission seeks an individual with high-level experience with USAID as a senior leader with wide-ranging knowledge of the program environment including strategic planning, internal and external reporting, and project design. That experience must cover knowledge of how to apply Agency-wide guidance and policy to meet the circumstances at the Mission level; knowledge of how to gain consensus from senior USAID and other USG officials for a particular course of programmatic action; and the ability to advise Mission staff on the planning and preparation needed to move Mission programmatic objectives forward.

The varied duties and responsibilities of the position also call for broad professional education, training, and knowledge, related to both the technical and administrative aspects of USAID's programming work. Previous experience in the African region and a thorough understanding of US foreign policy goals and objectives for the African region is highly useful.

The ability to write clearly and concisely using approved Agency software, excellent oral communication skills, and strong interpersonal skills are all essential.

### **Work Location/Physical Demands**

Work will be mainly in an office setting, but travel outside Accra may be requested. Travel to the field can be physically demanding, including transport on unpaved roads and rudimentary conditions. While interacting with rural communities, local culture and customs must be respected.

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

**Education and Work Experience:** A Bachelor's degree with a minimum of ten years' experience or Master's degree with a minimum of five years' experience as a project or program designer/manager in an international development/affairs setting. Relevant fields include – but are not limited to – international relations, international development, public administration, development/area studies, strategy and project design and management, and social studies. Previous experience with an international development donor organization, implementing partner or NGO.

**Language Proficiency:** The candidate must be fluent in both spoken and written English and be able to serve as both editor and speechwriter when called upon producing high quality narrative. Native level fluency in English (reading, writing, and speaking) is required. Effective written and oral communications are absolutely critical to perform successfully in this position.

**Skills:** Native level fluency in English (reading, writing, and speaking) is required. Effective written and oral communications are absolutely critical to perform successfully in this position. Strong communication and interpersonal skills are required. Strong computer skills (word processing, PowerPoint, layouts, desktop publishing, etc.) required. Familiarity with databases, drafting, and updating website content. Good coordination and organizational skills within multicultural work environments are required.

**Language:** Native level fluency in English (reading, writing, and speaking) is required. Effective written and oral communications are absolutely critical to perform successfully in this position. Strong communication and interpersonal skills are required. Strong computer skills (word processing, PowerPoint, layouts, desktop publishing, etc.) required.

## **II. EVALUATION FACTORS/SELECTION 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 following factors will be the basis for the evaluation of applications meeting the required minimum qualifications. All applications will be evaluated based on the documentation submitted with the application. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation. The highest-ranking applicants may be selected for an interview, but an interview is not always necessary.

**Education (10 points):** A Bachelor’s degree with a minimum of ten years’ experience or Master’s degree with a minimum of five years’ experience as a project or program designer/manager in an international development/affairs setting. Relevant fields include – but are not limited to – international relations, international development, public administration, development/area studies, strategy and project design and management, and social studies.

**Technical and Professional Experience (30 points):** High-level experience with USAID as a senior leader with wide-ranging knowledge of the program environment including: strategic planning, internal and external reporting, and project design. Previous experience and a thorough understanding of US foreign policy goals and objectives for the African region, particularly West Africa, is highly useful.

**Skills and Abilities (30 points):** The incumbent must have the ability to establish rapport and maintain contacts in the technical and support offices of the USAID/Ghana Mission, the interagency, and Washington stakeholders. The incumbent must show a broad combination of analytical, policy formulation and programmatic abilities, combined with excellent interpersonal, communications, and writing skills. The incumbent must be able to plan and carry out assignments with a high degree of independence and accuracy.

**Interview (30 points):** The incumbent should have strong communication and interpersonal skills. The incumbent should be able to coherently and succinctly answer questions regarding USAID policies and processes, activity design/monitoring, and collaboration, learning and adapting (CLA) across technical offices and teams.

**Maximum Evaluation Score: 100 Points**

#### 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>.

##### **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, 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 \[see hyperlink\]](#) 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](mailto: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 administering CO to inquire about previous disciplinary actions related to sexual misconduct against the apparently successful offeror.

### **NEW ENTRANT ORIENTATION (NEO)**

For PSCs onboarded overseas, 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.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. A Cover Letter of not more than one (1) page.
5. A current CV/resume. The CV/resume must contain sufficient relevant information to evaluate the Offers in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
6. Applicants also must address the above **Evaluation Factors**, in a Summary Statement to be included in the Offers. This Summary Statement, limited to 500 words per factor, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The Summary Statement must include the name of the applicant and the announcement number at the top of each page.
7. Applicants must provide a minimum of three (3) professional references, one (1) of which must be a current or former supervisor. USAID reserves the right to contact previous employers to verify employment history. If the offeror had a previous position with USAID, the TEC and/or CO may obtain reference checks from the previous supervisor(s) or CO(s). Applicants must provide e-mail addresses and/or working telephone numbers for all references.
8. Copies of diplomas, certificates or relevant degrees may be included to corroborate the CV/resume.
9. Applicants must provide their full mailing address with telephone, facsimile numbers (if available) and email address and should retain for their records copies of all enclosures that accompany their submission.

10. Submit applications via email to [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov)

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

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

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

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

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

**VI. BENEFITS**

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

**1. BENEFITS:**

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

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

**2. ALLOWANCES:**

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101), 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)

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

**VII. TAXES**

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

**VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES**

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

- a. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).
- b. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.  
Pricing by line item is to be determined upon contract award as described below:

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

- c. 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>.
- d. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
- e. **PSC Ombudsman:** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract

with the agency. Please visit our page for additional information:  
<https://www.usaid.gov/partner-with-us/acquisition-assistance-ombudsman/psc-ombudsman>.

- f. FAR Provisions Incorporated by Reference** [52.204-27](#)  
PROHIBITION ON A BYTEDANCE COVERED APPLICATION (JUN 2023)

**[END OF SOLICITATION]**