



USAID | TANZANIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062121R10009

ISSUANCE DATE: March 16, 2021

CLOSING DATE/TIME: March 30, 2021

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC) – Project Management Specialist (HIV/AIDS and TB)**

Dear Prospective Offerors/Applicants:

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

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

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

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

Sincerely,

Timothy Pruett
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72062121R10009
2. **ISSUANCE DATE:** March 16, 2021
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** March 30, 2021; 5:00 PM
4. **POINT OF CONTACT:** Hussein Tuwa, e-mail at htuwa@usaid.gov
5. **POSITION TITLE:** Project Management Specialist (HIV/AIDS & TB)
6. **MARKET VALUE** Step 1 - TShs. 130,103,112 through step 14 - TShs. 201,659,818 per annum equivalent to **FSN-12**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Tanzania. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** One Year with four option years, estimated to start on August 08, 2021.

The **base** period will be August 08, 2021 to August 06, 2022, estimated to start on August 08, 2021. Based on Agency need, the Contracting Officer may exercise additional option periods for four years - for the dates estimated as follows:

Base Period:	August 08, 2021 to August 06, 2022
Option Period 1:	August 07, 2022 to August 05, 2023
Option Period 2:	August 06, 2023 to August 04, 2024
Option Period 3:	August 05, 2024 to August 03, 2025
Option Period 4:	August 04, 2025 to August 02, 2026

8. **PLACE OF PERFORMANCE:** Dar es Salaam, Tanzania with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Offerors/Applicants must be Tanzanian citizens.
10. **SECURITY LEVEL REQUIRED:** Facility Access

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

USAID Project Management Specialist (HIV/AIDS & TB) is a senior professional in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of the full spectrum of HIV/AIDS and tuberculosis (TB) prevention, detection, care, and treatment activities. The Specialist will lead the Curative Unit under the Facility Based Services Team in the Health Office. This senior position ensures that the Mission has the necessary strategic, technical,

and management expertise to handle and successfully implement HIV/AIDS and TB programs and activities in the Health Office portfolio. S/he serves as the team's senior advisor on HIV/AIDS and TB issues with a focus on pediatric HIV, Prevention of Mother to Child Transmission (PMTCT) and Early Infant Diagnosis (EID). S/he will identify opportunities for the U.S. Government (USG) engagement in HIV/AIDS programming and provides technical expertise in the implementation of programs/projects/activities designed to increase the identification, linkage, case management and treatment of children with HIV including PMTCT and EID in line with overall USG strategy related to the President's Emergency Plan for AIDS Relief (PEPFAR), USAID/Tanzania's Country Development Cooperation Strategy and host country national guideline for the management of HIV/AIDS and TB. As the in-house subject matter professional on HIV/AIDS and TB, the Specialist serves as a senior representative in policy, strategic and technical engagements with the interagency, host country government, international and bilateral organizations, and donor agencies to address technical issues and coordinate efforts in implementation of HIV/AIDS and TB activities.

2. Statement of Duties to be Performed

A. Technical and Strategic Leadership (20% of time)

1. Serves as the Curative Unit Lead and a technical officer for the Health Office's Facility-Based Services Team and provides professional direction in the design, implementation, monitoring and evaluation of HIV/AIDS and TB programs and interventions with specific focus on pediatric HIV and PMTCT/EID.
2. Provide strategic and professional-level guidance to the Health Office; Mission; PEPFAR/Tanzania interagency team; the Ministry of Health, including senior level officials in HIV/AIDS and TB; and President's Office Regional Administration and Local Government, serving as key advisor for all strategic issues related to HIV/AIDS programming.
3. Works closely with other teams and units within the Health Office and across the Mission as well as with the Office of HIV/AIDS at USAID/Washington, in order to optimize opportunities for cross-sectoral integration and leveraging of resources across the different program components.
4. Identify opportunities for integrated "state of the art" approaches, providing technical assessment and recommended strategies to pilot innovative interventions. Provide professional oversight and guidance to USAID implementing partners on newly emerging and highly efficacious approaches to HIV/AIDS and TB program implementation including pediatric HIV and PMTCT.
5. In collaboration with the other members of the Health Office, advises on the development of tools (such as dash boards, league tables) that support continuous learning and adapting to further improve and evolve the USAID knowledge base and data management capability related to HIV/AIDS and TB activities. Advises on targeted analyses of HIV/AIDS and TB data, including pediatrics HIV and PMTCT to inform program planning and implementation, and supply chain management.

B. Program/Project/Activity Management

(25% of time)

1. Provides strategic and technical leadership in the preparation of key annual and mid-term planning and reporting documents including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports.
2. Supports country-level PEPFAR annual budget preparation process, providing technical assistance to USG financial teams and technical working groups in completing the PEPFAR Funding Allocation to Strategy Tool (FAST) and any other new tools that may be provided for use in the planning processes.
3. Provides oversight to the annual HIV/AIDS budget and ensures costs remain within budget planning levels and that efficiency is maximized.
4. Analytically assess the HIV/AIDS portfolio, the performance of partners, the available budget, the need for additional activities or ending activities, and facilitate design of new projects or activities necessary to achieve strategic objectives.
5. Participates or leads each stage of project design for new activities, including drafting and getting approval for concept papers, writing scopes of work, evaluating applications/proposals, and starting up new projects.
6. Ensures that implementing partners abide by their reporting requirements, including quarterly reports, trip reports, accruals, PMPs, annual reports, and other requirements such as PEPFAR reporting or other requests. This includes supportive supervision and guidance to other technical and support staff in the HIV/AIDS office as necessary.
7. Lead routine meetings with implementing partners to discuss technical and programmatic direction of the HIV/AIDS program. Conduct field visits to USAID-supported HIV/AIDS activities to meet with implementing partners and government health officials as appropriate to provide technical, programmatic, and administrative guidance as necessary.
8. Maintain a technical portfolio as Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) and/or Activity Manager, which includes review and approval of workplans, budgets, quarterly and annual reports, performance monitoring plans, monitoring activities through field visits and ensuring that financial reporting (accruals/vouchers) are submitted to the Financial Management Office as required.
9. Identify opportunities and strengthen existing opportunities for integration of HIV/AIDS and TB with health, economic growth and governance activities, and other areas of the Mission as appropriate.
10. Technically advises and makes recommendations on the need for short-term technical assistance (STTA) from USAID/Washington central projects and writes the technical components of the scope of work for the consultants.
11. In collaboration with other members of the Health Office, manages the HIV/AIDS and TB analytical agenda for national HIV/AIDS surveys such as the Population-Based HIV Impact Assessment or the Integrated Biological and Behavioral Survey and other studies.

12. In collaboration with other Health Office staff, initiate and coordinate targeted analyses of HIV/AIDS and TB data to generate trends and patterns to inform planning. programming and partner management.
13. Participates in and ensures the effectiveness of the PEPFAR Site Improvement Monitoring System (SIMS) and other tools and systems to utilize field visits to improve quality of service delivery.

C. Provides Technical Assistance in Pediatric HIV, PMTCT and EID (25% of time)

1. The USAID Supervisory USAID Project Management Specialist (HIV/AIDS & TB) serves as a senior technical professional, with full responsibility for technically guiding the implementation, evaluation, and monitoring of assigned aspects of the identification, linkage, case management and treatment of children with HIV including Early Infant Diagnosis (EID) portfolio.
2. The Specialist works closely with and liaises with other Health Office Specialists and Implementing Partners (IPs) conducting pediatric HIV and PMTCT/EID activities.
3. The Specialist advises the supervisor, Office Chief, Mission Director, Deputy Mission Director, PEPFAR/Tanzania interagency team, including the PEPFAR Coordinator's Office, and others on local matters of importance to the Pediatric HIV program.
4. The Specialist coordinates with other USG agencies to ensure the delivery of systematic and consistent technical assistance to the host government and to NGO partners and IPs in all areas of the pediatric HIV, and other health-related issues involving identification, linkage, case management and treatment of children with HIV including Early Infant Diagnosis (EID).
5. The Specialist works with the host government to ensure that Pediatric HIV activities are set up to reach country's UNGASS and National HIV Strategic Plan targets. In addition, the Specialist provides strategic input on all PEPFAR programs or other pediatric HIV and PMTCT/EID related components; identifies short-, mid-, and long-range achievable and sustainable strategies for improving identification, linkage, case management and treatment of children with HIV including Early Infant Diagnosis (EID); and, represents USAID, the USG, and the broader USAID health program at Pediatric HIV and PMTCT/EID technical meetings, seminars, and conferences.
6. The Specialist keeps informed of and collaborates with technical professionals in other donor agencies on pediatric HIV and PMTCT/EID related activities including but not exclusively the Global Fund for HIV, TB and Malaria, UNAIDS and UNICEF; works with the host government to develop technical strategies and approaches that result in improved identification, linkage, case management and treatment of children with HIV including Prevention of Mother to Child Transmission (PMTCT) and Early Infant Diagnosis (EID); works with other colleagues to harmonize Health Office, USAID, and USG PEPFAR activities to ensure consistency with host government policy.
7. The Specialist also ensures that programs/projects/activities are consistent with internationally accepted best practices, and that they are relevant in the host-country context.8.

8. Lead routine meetings with implementing partners to discuss technical and programmatic direction of the pediatric HIV and PMTCT/EID activities. Conduct field visits to USAID-supported pediatric HIV and PMTCT/EID activities to meet with implementing partners and government health officials as appropriate to provide technical, programmatic, and administrative guidance as necessary.
9. Maintain a technical portfolio as Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) and/or Activity Manager, which includes review and approval of work plans, budgets, quarterly and annual reports, performance monitoring plans, monitoring activities through field visits and ensuring that financial reporting (accruals/vouchers) are submitted to the Financial Management Office as required.
10. Identify opportunities and strengthen existing opportunities for integration of pediatric HIV and PMTCT/EID activities with health, economic growth and governance activities, and other areas of the Mission as appropriate.
11. Technically advise and make recommendations on the need for short-term technical assistance (STTA) from USAID/Washington central projects and write the technical components of the scope of work for the consultants.
12. In collaboration with other Health Office staff, initiate and coordinate targeted analyses of pediatric HIV and PMTCT/EID activities data to generate trends and patterns to inform planning and programming.
13. Participate in and ensure the effectiveness of Site Improvement Monitoring System (SIMS) and other tools and systems to utilize field visits to improve quality of service delivery.

D. Representation and Reporting, Data Collection and Analysis (20% of time)

1. Represents USAID and PEPFAR at designated national, regional and international meetings that relate to Pediatric HIV/AIDS and PMTCT including regular participation in national level HIV/AIDS technical working groups and related committees; and quarterly reporting and annual planning meetings for Office of the U.S. Global AIDS Coordinator (OGAC) .
2. Represents USAID on the inter-agency USG PEPFAR Inter-Agency Technical Team.
3. As requested by the Mission Director, Health Office Director or Deputy Director, represents USAID at meetings outside of the HIV/AIDS field when needed.
4. Organizes site visits and prepare orientation materials for delegations from OGAC , USAID/Washington , State Department, and other agencies.
5. As a member of the PEPFAR Team, respond flexibly and capably to a wide range of work-related requirements including responding to requests for information from USAID/Washington, the US Congress and OGAC.
6. Serves as the Mission's representative on all inter-agency forums related to Pediatric HIV/AIDS and PMTCT/EID.
7. Prepares reports and responses to USAID/Washington requests for information.
8. Ensures the ongoing quality of implemented activities, the Specialist monitors and reports on developments in PEPFAR and other health sectors, especially as they relate to successful implementation of pediatric HIV and PMTCT/EID related activities; and,

monitors, analyzes, and reports on relevant aspects of host government policy, regulation, and programming, and on pediatric HIV and PMTCT/EID-related and other health and development issues, including supply chain management, based on an in-depth understanding of USAID and USG policy and program objectives and priorities. The Specialist prepares technical analyses, evaluates sectoral issues, and provides input to Mission activities with respect to PEPFAR and related sectors; summarizes information and conclusions in written and oral form for presentation to senior USG and other decision makers, and for incorporating into other activity documents as appropriate; organizes field trips, conferences, and seminars to ensure maximum exposure to emerging trends and various points of view, and for monitoring assigned pediatric HIV and PMTCT/EID-related activities, providing translation as needed; and, prepares written reports that reflect a sound understanding of assigned areas of responsibility, and that clearly document that a wide variety of sources and points of view have been consulted in undertaking analyses to draw final conclusions. The Specialist prepares oral and written briefings for the supervisor, the Office Chief, the Mission Director and/or Deputy Mission Director, Embassy staff, and others, on request.

E. Supervision, Coaching/Mentoring and Staff Support (10% of time)

1. Supervise Cooperating Country Nationals, which includes developing annual work objectives, identifying appropriate training opportunities, mentoring and coaching them in facilitation of professional development. Conduct regular performance reviews and address any performance challenges that may arise.
 2. Works with direct reports to determine training needs, helps identify appropriate training opportunities and ensures fair participation in training.
 3. Provide advanced professional advice and guidance to direct reports on matters relating to HIV/AIDS and how best the other program components could contribute to ensure an effective service cascade.
 4. 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.
3. **Supervisory Relationship:** Directly supervised by the Facility-Based Services Team Leader.
4. **Supervisory Controls:** The incumbent will lead the Curative Facility Unit while working under the functional oversight of the USAID Facility-Based Services Team Leader. The Specialist will supervise a team of three technical professionals (TB, Infectious Disease, Quality of Care and Diagnostics) and one Program Assistant.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Master's degree in Public Health (MPH), Pediatrician with a major in pediatric HIV PMTCT/EID; or, a degree as a Public Health Physician in a field related to clinical and/or field work in Pediatric HIV and PMTCT/EID.

- b. Prior Work Experience:** A minimum of five years of progressively responsible experience in the field of public health, with a focus on clinical and/or field work in pediatric HIV, PMTCT and EID is required. This experience must demonstrate that the Specialist has strong medical/clinical and public health skills in the field. The Specialist must have demonstrated technical leadership in PEPFAR-funded Pediatric HIV and PMTCT/EID activities in sub-Saharan Africa, program management, strategic planning, policy experience, and problem-solving skills while working on complex programs/projects/activities in a highly sensitive environment. Experience working in an English-language work environment with USAID or USAID-funded health programs is highly anticipated.
- c. Post-Entry Training:** On-the-job familiarization training in USAID and pediatric HIV and PMTCT/EID procedures, regulations, and methods, and orientation to working from a donor-Agency perspective, etc., will be provided. Formal COR/AOR certification is required for successful performance and will be provided. Other courses, training to maintain professional capability in the field, and courses offered for professional USAID staff as appropriate; and, courses, seminars, conferences, and other activities in fields related to the function and needed to maintain and update professional qualifications as appropriate, will be provided as they become available, and subject to availability of funds.
- d. Language Proficiency:** Level 4 (Fluent) English and Level 4 in one of the official local languages, both oral and written, is required.
- e. Job Knowledge:** The Specialist must have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to improving identification, linkage, case management and treatment of children with HIV including PMTCT/EID activities in the host country and/or region, and the problems and policies in the host country from the business, political, civil society, and social perspectives. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the host country; development problems in the health sector in the host country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region; and, knowledge of, or the potential to quickly acquire knowledge of, USG legislation, policy, and practice relating to improving identification, linkage, case management and treatment of children with HIV including PMTCT/EID assistance, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities. The Specialist must have knowledge and understanding of the organization and respective roles of the different levels of the host government, in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation.
- f. Skills and Abilities:** The Specialist must have a good knowledge and demonstrated experience in the programming of pediatric HIV and PMTCT/EID programs/projects/activities; and, the role of pediatric HIV and PMTCT/EID with other health areas such as health systems strengthening, orphans and vulnerable children (OVC), DREAMS, Reproductive Maternal, Neonatal, Adolescent Child Health (RMNACH), and family planning. The Specialist should be able to facilitate and link culturally appropriate assessments, counseling, treatment deficits, and related issues and facilitation of linkages to food security programs, including water, sanitation, and hygiene promotion; and, be able to use this data for decision making. The Specialist must be able to provide

technical leadership in PEPFAR-related planning; and, apply this knowledge to advanced programming in the host country and the region.

- i. Excellent oral and written communications skills to develop and maintain effective working relationships with national and international health partners; and to represent USAID and PEPFAR/Tanzania's program internally and externally are required.
- ii. Strong working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts, cooperative agreements and contracts is required. The ability to lead results-driven project teams and workgroups is required. Intermediate user level of word processing, spreadsheets and databases is required. Strong data analysis skills and ability to use data for decision-making are required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Offerors/Applicants will be required to have the minimum qualifications expressed in Section II and will be assessed based on the following factors:

1. Work Experience	40 points
2. Job Knowledge and Technical Skills	35 points
3. Language Proficiency	15 points
4. Education	10 points

USAID/Tanzania reserves the right to interview only the highest ranked offerors in person or by phone or not to interview any candidate.

Consideration and selection will be based on a panel evaluation of the Evaluation Factors enumerated above. Please note that not all applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless expenses are preauthorized. Reference checks may be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

After the closing date for receipt of offers, a selection committee will be convened to review offers and evaluate them in accordance with the evaluation criteria. Offers from candidates who do not meet the minimum requirements will not be considered or scored.

Reference checks will be made only for offerors/applicants considered as finalists. If an offeror/applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the offeror's/applicant's cover letter, and USAID will delay such reference check pending communication with the offeror/ applicant.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit (1) a current resume or curriculum vitae; (2) a cover letter, not to exceed three pages, addressing how the applicant meets the Required Qualifications {(a) education; (b) prior work experience; (c) knowledge, (d) skills and abilities}; and (3) any other documents (certificates, awards, copies of degrees earned, etc.) that address the qualification requirements of the position as listed above, and a list of three (3) to five (5) references with complete contact information, including e-mail address and telephone numbers.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted only online via mailbox usaidtzlesapps@usaid.gov.
3. To ensure consideration of offers/applications for the intended position, Offerors/Applicants must prominently indicate the **position title (Project Management Specialist (HIV/AIDS & TB))** in the subject line. Failure to do so will result in an incomplete offer/application.

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:

1. Biographical Data Form for Security (Department of State Forms)

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) Retirement Benefit (Defined Contributions Fund)
 - b) Medical Coverage
 - c) Life Insurance
 - d) Annual and Sick Leave
2. ALLOWANCES (as applicable):
 - a) Miscellaneous Benefit Allowance

- b) Vacation and End-of-Year Bonuses

VII. TAXES

Local Income Taxes: Contractors/Employees are responsible for calculating and paying local income taxes.

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

USAID regulations and policies governing **CCN and TCN PSC** 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	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor –
2001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor –

2002	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$_TBD__	\$_TBD at Award after negotiations with Contractor –
2003	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$_TBD__ –	\$_TBD at Award after negotiations with Contractor –
2004	Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$_TBD__ –	\$_TBD at Award after negotiations with Contractor –

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>
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>