



USAID | **COLOMBIA**
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72051421R10007
ISSUANCE DATE: March 5, 2021
CLOSING DATE/TIME: March 26, 2021

SUBJECT: Solicitation for a Cooperating Country Personal Service Contractor or Third Country National Personal Service Contractor (CCN/TCN PSC – *Local Compensation Plan*) – Project Management Specialist (Economic Integration) - Single Vacancy

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. For further information about USAID/Colombia please visit <https://www.usaid.gov/colombia>.

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

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

Any questions must be directed in writing to the Point of Contact specified in the attached information or to BogotaHR@usaid.gov.

Sincerely,

Joseph Sidari Digitally signed
by Joseph Sidari
Date: 2021.03.03
08:17:38 -05'00'

Joseph Sidari
Supervisory Executive Officer

I. GENERAL INFORMATION

1. SOLICITATION NUMBER:	SOL: 72051421R10007
2. ISSUANCE DATE:	March 5, 2021
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:	March 26, 2021
4. POINT OF CONTACT	EXO/HR, BogotaHR@usaid.gov
5. POSITION TITLE:	Project Management Specialist (Economic Integration) - VRIO
6. MARKET VALUE:	COP\$119,905,204 – COP\$197,843,588 Equivalent to FSN-11 In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Colombia. Final compensation will be negotiated within the listed market value
7. PERIOD OF PERFORMANCE:	The base period will be 1 year, estimated to start in July 2021. Based on Agency need, the Contracting Officer may exercise additional 1-year option period(s) for 4 years.
8. PLACE OF PERFORMANCE:	USAID/Colombia with possible travel as stated in the Statement of Duties.
9. ELIGIBLE OFFERORS	All Interested candidates. Cooperating country national (“CCN”) means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. SECURITY LEVEL REQUIRED:	As an employment precondition, the successful offeror is required to obtain U.S Embassy/ Colombia Regional Security Office (RSO) Security Clearance.

The U.S. Agency for International Development, USAID, is seeking an individual for the position of Project Management Specialist (Economic Integration).

11. STATEMENT OF DUTIES**1. General Statement of Purpose of the Contract**

The Project Management Specialist (Economic Integration) manages Venezuela Response and Integration Office -VRIO’s Economic Integration program, including the planning, coordination, design, and implementation of USAID/Colombia’s migration-related economic integration activities. Additionally, the PMS will lead COVID-19 and potential future shock event economic recovery efforts. The PMS will support humanitarian economic assistance programs and the beneficiary transition to longer-term socio-economic integration. The PMS also leads USAID/Colombia’s support to the Colombian Government in achieving the economic integration

of Venezuelan migrants and Colombian returnees. The PMS Economic Integration liaises with AORs, CORs, and activity managers managing related Mission activities (including migrant economic integration, private sector engagement, and humanitarian assistance), Colombia Government representatives, US Embassy staff, other donors, implementing partners, chambers of commerce, and private sector entities. In addition, he/she will manage designs and new activities that bolster the effective, medium to long-term economic integration of migrants via livelihoods and income generation.

A. Project Management (50%)

- Performs the function of Activity Manager and/or Contract/Agreement Officers' Representative (COR/AOR) of award instruments supporting both Venezuela Response and Integration economic integration and COVID-19 and potential future shock event economic recovery efforts.
- As COR/AOR, complies with all functions and duties as established in the COR/AOR designation letter, including the following functions:
 - Monitors primary implementer's progress in achieving the objectives of the program description or scope of work.
 - Reviews reports, work plans, budgets, expenditures and sub-grant proposals.
 - Provides implementation guidance. Verifies that program activities conform to terms and conditions of the award.
 - Monitors activities during the implementation stage.
 - Makes written recommendations to the Agreements Officer when changes to the program descriptions, technical provisions, and/or any other terms or conditions of the awards are necessary, along with a justification for the proposed action.
 - Requests new awards or modifications to existing awards through GLAAS. Meets with clearance officials to resolve any problems that arise with requisitions.
 - Responsible for any USAID substantial involvement specifically delegated to the COR/AOR in the schedule of the award, such as approval of key personnel, development of indicators and program targets.
 - Administers financial management responsibilities as outlined in the COR/AOR Designation Letter. Analyzes project expenditures and oversees the preparation of quarterly accruals and other financial or budget data. Reviews and monitors budgets for work plans. Receives and analyzes financial quarterly reports from the awardees. Contacts partners directly to clarify any questionable items. Maintains current information on how much has been obligated, how much expended, the pipeline and how much remains for each grant or project activity. Provides information to Front Office, Mission Management and Program Office, as requested.
 - Attends and participates in meetings, seminars, and monitoring and evaluation (M&E) of program activities. Meetings may be with the national, regional and local government authorities, leaders of the private sector, other international donors, public international organizations, and non-governmental organizations (NGOs). Follows up to ensure that assigned/agreed actions are carried out in the agreed timeline.

- Receives and reviews periodic reports to ensure that benchmarks and goals are being met.
- Provides guidance on USAID policies and procedures and answers questions of implementing partners. Follows the program through completion.
- Travels to activity sites to observe progress, identify and/or solve problems and takes action and follows up to ensure that assigned actions are, in fact, successfully completed in accordance with USAID regulations.
- In coordination with the Mission Environmental Officer (MEO), ensures that Reg. 216 environmental responsibilities and the Mission's environmental policies and procedures are adhered to by contractors and grantees under his/her management.
- Ensures accurate and timely reporting in the Monitor system the activities managed by him/her and monitors Participant Training submission from implementing partners into TraiNet.
- Attends VRIO meetings, project committee meetings, and other substantive meetings with awardees. Notes decision or commitments made, and actions assigned, takes those actions which are within the scope of assigned duties.
- Coordinates VIP visits to Bogota and to program areas. Prepares briefing documents for high-level visitors on status of programs, including budgets, funding projections, implementation, earmarks, reservations, directives and commitment and obligation documents, financial plans, pipeline analysis, feasibility studies and other documents.
- Liaises with other USAID/Colombia support offices (Controller, Executive, and Program Office) and technical offices (Peacebuilding and Governance; Rural Economic Development (RED); and Environment) to ensure successful coordination and value-added to program results.

B. Strategic Planning and Program Development (20%)

- Provides technical advice and inter-institutional consultation to support VRIO in the advancement and follow-up activities to support the Colombian Government and other stakeholder efforts to improve economic integration and recovery in target communities.
- Leads strategic/policy and tactical discussions and/or input related to economic integration and recovery program management. Collects, analyzes and synthesizes information to inform and strategically guide program planning. This may require the development of analytical and policy papers that help shape USAID migration related economic integration and shock event economic recovery programming in Colombia.
- Leads or participates in the design of activities (design teams and technical evaluation committees) related to economic integration, economic recovery, or other VRIO and Mission cross-cutting technical areas.
- Provides technical guidance; training; and expertise to implementing partners and to Mission staff on issues associated with economic integration and economic recovery issues in Colombia.
- Networks with the Colombian Government, private sector actors, and philanthropic organizations to build public-private alliances and explores ways to leverage other funding to complement USAID's efforts to improve the sustainability and quality of interventions to advance economic integration and recovery outcomes in Colombia.

- Represents VRIO and USAID to internal and external stakeholders and development partners in events, including conferences, workshops, donor meetings, and other relevant forums related to economic integration and recovery in Colombia. S/he ensures effective coordination of USAID-funded activities within the USG as well as other donors and the GOC for proper activity planning. These responsibilities require the incumbent to demonstrate highly developed professional judgment and to provide technical direction and management oversight.
- Advises Mission Management, the VRIO Director, Deputy Director, and other team members of policy developments relevant to the program's implementation. S/he conducts consultations with stakeholders and tracks legislative or other policy developments pertaining to migration related economic integration and economic recovery from shock events.

C. Coordination and Liaison Activities (20%)

- Coordinates/monitors and maintains effective liaisons with the VRIO program implementers' staff to ensure compatibility of information and reporting, as well as quality control in all technical inputs. This requires the technical supervision and coordination of each implementer's respective Chief of Party (COP) and technical staff, as well as field site visits to monitor project performance and progress.
- Establishes and maintains an extensive range of high-level, technical contacts within the Colombian Government (e.g., the Border Management Unit, Migration Colombia, Ministry of Foreign Affairs, Ministry of Labor, Ministry of Education, and Presidential Administration), chambers of commerce, private sector, other donor and NGO entities to exchange information, coordinate efforts and prepare documentation related to migration related economic inclusion and economic recovery efforts in Colombia.
- Ensures proper collaboration and coordination of the VRIO portfolio, economic inclusion and economic recovery activities with other USAID and USG offices, GOC, other donors, civil society, and private sector actors, especially in targeted geographies.
- Coordinates and collaborates with other national and international stakeholders in the migration crisis response, migrant integration, and economic recovery.

D. Analysis and Reporting (10%)

- Provides assessments of performance effectiveness and impact results of VRIO programs related to economic integration, economic recovery, recommending actions for improved program management.
- Ensures that appropriate analysis and reporting policies, mechanisms, and M&E systems are in place to measure the effectiveness of economic integration and recovery activities.
- Provides activity-specific and program related documents for the preparation of high-level reports, including but not limited to performance reports, quarterly reports, and annual reports for VRIO.
- Prepares the VRIO Activity Monitoring, Evaluation and Learning Plans (AMELPs) for the activities under his/her management.
- Assists in preparing the VRIO contributions to the Mission's Operational Plan (OP) in activities pertaining to the crisis mitigation.

- Contributes to the preparation of the VRIO contributions to the Mission's Performance Plan and Report (PPR) for economic integration and recovery related activities.
- Performs analyses and evaluations and prepares input to the Mission Portfolio Review (MPR) for the VRIO and participates in other USAID/Colombia internal reviews.
- Oversees aspects of the inter-institutional verification process, including design methodology, field site visits, and data analysis.
- Provides the technical and advisory support to the VRIO office to respond to activity and economic integration and recovery issues, including responses to external inquiries and communications.
- Serves as technical expert on evaluation activities and ensures that evaluations incorporate best practices.

3. Supervisory Relationship: The Project Management Specialist works under the supervision and guidance of the Venezuela Response and Integration Office (VRIO) Governance, Community Security and Economic Inclusion Team Lead and/or his/her designee, who makes assignments in terms of the broad range of responsibilities the Specialist will perform. The Specialist works with considerable independence, initiating necessary coordination with key government and civil society stakeholders, implementing partners (awardees), other technical and support offices, other USG agencies, and providing policy and strategic guidance. The Specialist keeps the VRIO Director and/or his/her designee updated through periodic status reports, and through verbal briefings. Completed work is reviewed from the overall standpoint of providing adequate fulfillment of responsibilities and results achieved.

4. Supervisory Controls: : The supervision of other staff is not contemplated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education:** Bachelor's degree in Economics, International Development, Public Administration, Public Policy, Business Administration, or another equivalent field is required.
- b. Prior Work Experience:** A minimum of five years of progressively responsible, professional-level experience in the management of project activities related to economic integration or development. Familiarity and work experience or engagement with private sector, and local and national government stakeholders.
- c. Post Entry Training:** The Specialist will obtain knowledge of USAID's programming processes and procedures, including the Automated Directive Systems (ADS), Mission Internal Procedures, GLAAS, Phoenix, U.S. Federal Acquisitions Regulations and other mandatory training set by Agency standards. The Specialist will complete the Agency

requirements to fulfill duties as COR/AOR and Activity Manager. Specialized training in migrant integration and related issues may be provided as necessary.

d. **Job Knowledge:** The Specialist must have specialist knowledge in the field of economic integration. The Specialist must possess the ability to plan, organize, and implement development programs. S/he must have sound, evidence-based knowledge of economic integration issues, policies, and practices and must possess knowledge of the political, economic, and development realities of Colombia. The Specialist must be knowledgeable about project implementation, monitoring, and management, as well as project financial management. The Specialist must have specialized knowledge related to project management and monitoring. Must develop a good working knowledge of the ADS sections pertaining to project development, implementation, and management. A thorough knowledge or potential to acquire knowledge of USG and USAID/Colombia policies, goals and procedures are essential. Must have knowledge or the potential to acquire knowledge on migration and its impact on the economic integration of migrant and receptor populations.

e. **Skills and Abilities** Specialist must have the ability to establish and maintain contacts with mid to senior level officials of the GOC, the private sector and with key persons in the civil society. Must be able to explain and defend USAID project policies, objectives, and procedures and to transmit and interpret grantees' concerns to senior USAID's officials. Ability to plan, develop, manage, and evaluate projects and activities. Must be able to communicate fluently in both English and Spanish and to present findings and recommendations effectively in written and oral forms in both languages. Must be skilled at USAID approved presentation formats and procedures. Must be able to synthesize complicated data and figures. Must be able to obtain, evaluate and interpret factual data; prepare precise, accurate and complete reports using computer software applications; and to develop and present briefings. Must possess strong communication and interpersonal skills. Must have a high level of diplomacy and negotiation skills. Must be able to work in a multi-disciplinary team, as well convey complex information in simplified formats and build consensus and an understanding of project management processes. Must be able to identify project implementation challenges and address them quickly to appropriately direct USG resources.

f. **Nature, Level, and Purpose of Contacts:** The Specialist is in daily contact with staff throughout the Mission, other USAID technical and support office staff (including other CORs/AORs), other USG offices (particularly political section), awardees (and potential awardees), international visitors, mid- to high-level officials, and VIPs from both the public and private sectors, as well as with international organizations, other donors, NGOs, and implementing partners, in order to exchange and/or collect information, and to provide advice relating to program implementation.

g. **Language Proficiency:** Level IV (Fluent) English and Level IV (Fluent) Spanish both oral and written, is required.

h. **All offerors must attach a copy of a valid language test results** in the **non-primary language (English and/or Spanish)** to be eligible for consideration. USAID Colombia will only accept the language tests administered by AVANTI Language School SAS. **Please follow instructions below on the section titled “Language Testing Procedures”.**

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>.

1. POSITION ELEMENTS

- a. **Supervision Received:** The Project Management Specialist works under the supervision and guidance of the Venezuela Response and Integration Office (VRIO) Governance, Community Security and Economic Inclusion Team Lead and/or his/her designee, who makes assignments in terms of the broad range of responsibilities the Specialist will perform. The Specialist works with considerable independence, initiating necessary coordination with key government and civil society stakeholders, implementing partners (awardees), other technical and support offices, other USG agencies, and providing policy and strategic guidance. The Specialist keeps the VRIO Director and/or his/her designee updated through periodic status reports, and through verbal briefings. Completed work is reviewed from the overall standpoint of providing adequate fulfillment of responsibilities and results achieved.
- b. **Supervision Exercised:** The supervision of other staff is not contemplated.
- c. **Available Guidelines:** Available guidelines include USG, USAID, and sector-related guidance, rules, and requirements of the position; USAID Mission Orders, Mission strategy, and other relevant reports; the Automated Directives System (ADS); and, USAID Mandatory and Standard Provisions, the FAR and AIDAR, and other published and unpublished guidelines. Guidelines may be general in nature and not specific to the situation at hand, requiring considerable interpretation and judgement on the part of the Specialist.
- d. **Exercise of Judgment:** Independent judgment is required for developing, implementing, and managing the USAID/Colombia portfolio for education activities, as well as for reporting and other ad hoc other assignments. Judgment is required to make decisions, based on a careful analysis of facts and variables, USAID objectives, possible alternative approaches, and potential political and development implications. The Specialist must

exercise good judgment, complete work independently, and monitors implementation of the assigned portfolio and maintain accountability for results achieved.

- e. **Authority to Make Commitments:** The Specialist exercises the authority given to all USAID activity managers and CORs/AORs and may make administrative arrangements consistent with ADS guidance and Mission policy. The Specialist takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the VRIO director informed of activity and project status. The Specialist may not independently commit the USG to the expenditure of funds.
- f. **Nature, Level, and Purpose of Contacts:** The Specialist is in daily contact with staff throughout the Mission, other USAID technical and support office staff (including other CORs/AORs), other USG offices (particularly political section), awardees (and potential awardees), international visitors, mid- to high-level officials, and VIPs from both the public and private sectors, as well as with international organizations, other donors, NGOs, and implementing partners, in order to exchange and/or collect information, and to provide advice relating to program implementation.
- g. **Time Expected to Reach Full Performance Level:** One Year.

2. BASIS OF RATING

Offerors who meet the minimum qualifications and basic eligibility requirements will be further evaluated based on their responses to the minimum requirements in the supplemental document. Those offerors determined to be competitively ranked will also be evaluated on their interview performance and on their professional reference checks. The offeror rating system is as follows:

Evaluation Factors:

- Job Knowledge: 20 points
- Work Experience: 20 points
- Written Communication/Testing: 15 points
- Skills and Abilities/Testing: 20 points
- Interview and Oral Communication: 25 points

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

“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.”

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the online offer form in the [Electronic Recruitment Application \(ERA\)](#).
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 submission must clearly reference the Solicitation number on all offer submitted documents.

Offers must be submitted in accordance with the instructions in the section titled “How to Apply”. Incomplete offer packages may be eliminated from further consideration. All documentation will be reviewed to ensure offerors meet the minimum requirements, and offerors who do not meet the minimum requirements will not be scored.

Offerors may be invited to take a written technical test. Final offerors may be interviewed. Reference checks may be requested. The offeror’s references must be able to provide substantive information about his/her past performance and abilities. If an offeror does not wish USAID to contact a current employer for a reference check, this should be stated in the offeror’s cover letter; USAID will delay such reference checks pending the offeror’s concurrence.

HOW TO APPLY

1. Visit the U.S. Mission in Bogota website: <https://co.usembassy.gov/embassy/jobs/>
2. Click on “Electronic Recruitment Application (ERA)”.
3. Select the position of your interest by doing click on the vacancy title.
4. Read the document titled “**Solicitation**” carefully and pay special attention to the “Language Testing Procedures”.

Qualified Offerors **must upload the following (6) documents in ERA (Do not upload more documents)** or their offers will not be considered for this position:

1. Current curriculum vitae (CV) or resume containing sufficient relevant information that respond to the requirements of the position (maximum 3 pages) – PDF format.
2. List (not a written letter of reference) of a minimum of three (3) professional references with complete name, title, organization where he/she works, description of relationship, and with working/accurate telephone and e-mail information. These professional references must not be family members or relatives. The offeror's references must be able to provide substantive information about his/her past performance and abilities. At least one reference must be from a current or former supervisor (Three contacts in one page) – PDF format.
3. Cover Letter (in English) with written responses to the evaluation criteria – education, prior work experience, job knowledge, skills and abilities stated in “Section II - **Minimum Qualifications Required for this Position**”, (Times New Roman 12 and maximum 2 pages) – PDF format.

4. Copy of valid language test results administered by AVANTI Language School SAS. Failure to include the required language testing scores will result in the offeror being deemed ineligible for the position.
5. Copy of education degrees (bachelor, master's degree, etc.). Transcripts are not needed, neither are translations – PDF format.
6. Copy of Colombian work permit and/or residence visa (if applicable) – PDF format.

1. LANGUAGE TESTING PROCEDURES

Most of the positions at the U.S. Embassy require specific levels of both Spanish and or English.

All offerors seeking a Mission Colombia local position must submit a valid language test result in the non-primary language (English and/or Spanish).

The test result(s) must be submitted along with the offer; otherwise the offer will not be considered. **DO NOT WAIT** until the day before or the last day of the vacancy to schedule your English test.

For recruitment purposes the United States Mission Colombia **will only accept** the language tests as follows:

English and/or Spanish:

Test administered by AVANTI Language School SAS.

Language test results are valid for one year.

If offerors do not have a valid language score from one of the above-mentioned Language Institutes, they may contact the following Institute to be tested in English and/or Spanish as required:

Avanti Language School: Carrera 21 # 87 – 24 Polo Club, Bogota, Colombia. Offerors must request a language test by writing to **academic@avantilanguageschool.com** - For further information please contact PBX: 634-6637 or mobile 321-463-6470. **Cost of language test is the offeror's responsibility.**

****Failure to include the required language testing scores will result in the offeror being deemed ineligible for the position.**

2. IMPORTANT CONSIDERATIONS

At the time of the offer, candidates must fully meet the education requirement (graduated and degree and/or diploma already received) as specified and must also meet in full the work experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide proof of education such as valid copies of degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will eliminate the candidate from further consideration. Offer letters and forms must be signed. Incomplete and unsigned offers/forms will not be considered.

Only short-listed candidates will be contacted and may be interviewed.

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

USAID reserves the right to obtain information on finalists from any and all sources inside or outside the US Government.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

1. Conditional Selection Letter.
2. U.S. Embassy Colombia Security Certification Request.
3. Medical clearance.
4. Negotiation Memo with Responsibility Determination.

VI. BENEFITS/ALLOWANCES:

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

Salary: Will be determined by the USAID Contracting Officer within the equivalent to FSN-11 salary range based on experience, qualifications, and salary history. This position is taxable; incumbent will be required to pay Colombian taxes.

BENEFITS and ALLOWANCES:

- Christmas Bonus: 1-month basic salary per year
- Vacation Bonus: 1-month basic salary per year
- Service Bonus: 1-month basic salary per year
- Education Allowance (if applicable)
- Benefit Allowance: Cps \$1,072,273 per year
- Meal Allowance: Cps \$751,955 per year
- Severance: (cesantías), plus 12% interest per year of severance
- Life insurance
- Medical insurance (optional)
- FICA/Medicare deductions applied (for US citizens only).

Please be advised that all bonuses and allowances are paid proportionately; actual payments are pro-rated according to the number of months worked during the pay year. Also, the selected candidate will receive health and pension benefits according to Colombian labor law.

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

FICA/Medicare deductions applied (for US citizens only).

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/aid-309-1>

LINE ITEMS

ITEM No. (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTI TY (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: R497 Agency/Bureau: 72/72 Agency/Bureau: 72/72 Appropriation: 7219/241037 BFY/Fund: ES-514/2019/2020 Obligation: 514-DOAG-514-012 Line N: 121 Program area/element: PO2 / PO2.1	1	LOT	LC\$TBD	LC\$TBD at Award after negotiations with Contractor
1001	Option Period 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info: To be incrementally funded	1	LOT	LC\$TBD	LC\$TBD at Award after negotiations with Contractor
2001	Option Period 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info: Accounting Info: To be incrementally funded	1	LOT	LC\$TBD	LC\$TBD at Award after negotiations with Contractor
3001	Option Period 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)		LOT	LC\$TBD	

ATTACHMENT 1

72051421R10007

	Award Type: Cost Product Service Code: R497 Accounting Info: Accounting Info: To be incrementally funded	1			LC\$TBD at Award after negotiations with Contractor
4001	Option Period 4 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info: Accounting Info: To be incrementally funded	1	LOT	LC\$TBD	LC\$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 <https://www.usaid.v/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>