



USAID MISSION/IRAQ

SOLICITATION NUMBER: 72026723R00004  
ISSUANCE DATE: May 17, 2023  
CLOSING DATE AND TIME: June 16, 2023, 5:00pm EST

SUBJECT: Solicitation for U.S Personal Service Contractors (USPSC).

Dear Prospective Offerors:

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

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

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 offer.

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

Sincerely,

DIEGO MARQUEZ (affiliate) Digitally signed by DIEGO MARQUEZ (affiliate)  
Date: 2023.05.17 11:41:12 +03'00'

Diego Marquez  
Contracting Officer

EXECUTIVE OFFICE  
UNIT 6060 BOX 0047  
DOP AE09870-9998

**ATTACHMENT 1**

**I. GENERAL INFORMATION**

1. SOLICITATION NUMBER: 72026723R00004
2. ISSUANCE DATE: May 17, 2023
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: June 16, 2023, 5:00pm EST
4. POINT OF CONTACT: Baghdad, Iraq Human Resources Office E-mail at [iraqrecruitment@usaid.gov](mailto:iraqrecruitment@usaid.gov)
5. POSITION TITLE: Chief of Operations
6. MARKET VALUE: USD 117,518– USD 152,771 equivalent to **GS-15**  
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: One year, starting on/about October 1, 2023, to September 30, 2024, with the possibility of a one-year extension depending on the need for continuation of service and availability of funds

Note: This position is in Baghdad, Iraq to support the Iraq mission until such time as a Direct hire DMD is assigned.

8. PLACE OF PERFORMANCE: Baghdad, Iraq with possible travel to Erbil.
9. ELIGIBLE OFFERORS: Open to U.S. citizens only.
10. SECURITY LEVEL REQUIRED: Top Secret clearance is required.

11. STATEMENT OF DUTIES

**General Statement of Purpose of the Contract**

The Chief of Operations serves as a senior manager and policy advisor for USAID/Iraq and has primary responsibility for operations. S/he supports the Mission Director (MD) in the

overall management and implementation of programming in Iraq. S/he will be responsible for effective planning and implementation of USAID's strategy, programs, and operations. The Chief of Operations will oversee the flow of the Mission's administrative and programmatic efforts within USAID/Iraq (helping keep the proverbial USAID/Iraq "trains running") and oversee the coordination of Mission communications and collaboration between USAID/Iraq with the U.S. Embassy and with Washington.

In addition to the Front Office, USAID/Iraq has nine offices: five support offices (EXO, Program, Financial Management, legal, and OAA) located in Baghdad and in MERP, as well as three technical offices in Baghdad (stabilization, economic growth, and democracy and governance). Additionally, in USAID's satellite office in Erbil, USAID has a Senior Development Advisor (SDA), Senior Humanitarian Advisor (BHA), and an OTI Country Representative.

The Chief of Operations will oversee the day-to-day work of certain support and technical offices. The distribution of those under the Deputy Mission Director's (D/MD) purview will be determined upon his/her arrival at post. S/he assumes the responsibilities and authority of the D/MD role, except where prohibited by regulations/directives. While the Chief of Operations will directly supervise administrative personnel and contractors, s/he will not directly supervise or serve as rater of USDHs. Rather, s/he will provide expert oversight, guidance, and vision in order to achieve USG policy priorities. This requires that the individual be familiar with USG policy priorities, business processes and administrative requirements, as well as USG-funded development programming and activities, the issues and objectives involved, and implementation partners and local counterparts. The Chief of Operations will be based in Baghdad's International Zone with possible travel outside of the IZ in Baghdad, USAID's satellite office in Erbil, and to program sites where USAID activities are implemented.

**Major duties and responsibilities:**

1. Advises USAID Mission Director on all matters pertaining to program direction and strategy, financial management, contracting, and administration.
2. Translates the goals and objectives of the USG and the Agency into specific tasks and organizes resources to accomplish these tasks in a timely and efficient manner while ensuring both full participation of staff and high-quality results.
3. Serves as an experienced mentor and coach for Mission colleagues on issues related to USAID business processes, relevant technical expertise, and office management.
4. Provides expert oversight, guidance, and vision to Mission staff, to the staff and teams assigned to the Chief of Mission's purview.

5. Represents USAID, and briefs host country government officials, bilateral and multilateral donors, private individuals and others on USG assistance programs, policies, objectives and development priorities, thus ensuring coordination and achievement of maximum development impact with USAID resources.
6. In concert with the Mission Director, provides necessary liaison and reporting to the Ambassador and country team members, interagency staff, and other USG officials.
7. Identifies sensitive, activity-related policy and implementation issues which need to be addressed. Provides advice and assistance to address these issues which can range from action memorandums, waivers, and certification requirements to assisting with the broader conceptualization of project design and long-term planning.
8. With input from relevant USAID offices, provides leadership and oversight in compiling the Mission's responses to both internal and external inquiries regarding the program, Congressional inquiries and notifications, briefing papers, cables, and other taskers from the U.S. Mission in Iraq and Washington.
9. Serves as a resource for the Office of Acquisition and Assistance, Program Office and Office of Financial Management on all programmatic aspects of current and future fiscal year procurement actions. Looks for opportunities to streamline portfolios, increase mission-wide Agreement Officer Representative/Contracting Officer Representative skills.

#### **USAID Consultation or Orientation**

Foreign Service Counter Threat (FACT) course, Iraq Familiarization, and up to three days of consultations with Middle East Bureau staff.

#### **Supervisory Relationship**

The individual is expected to exercise significant independent judgment and initiative. S/he will work under the general supervision of the Mission Director.

#### **Supervisory Controls**

The individual is expected to demonstrate a high level of leadership, independence, professionalism, judgment, and responsibility. S/he will report directly to the Mission Director. S/he will supervise Administrative Personnel and supervise multiple subject matter experts and management contractors. However, the individual will not exercise direct supervision for any U.S. direct-hire (USDH) employees. The individual may be responsible from time to time for supervising the senior management team at the mission

during the period when serving as Chief of Operations, in accordance with ADS 103.3.1.1.b., which states: "(1) While they may supervise USPSCs and non-U.S. citizen employees, they may not supervise U.S. citizen direct-hire employees of USAID as part of their regular duties and responsibilities. They may supervise USDH employees on a limited basis, not to exceed 60 days in any 180-day period, to cover a temporary USDH absence." As such, USDH Office Directors under the oversight of the Chief of Operations will officially report directly to the Mission Director and s/he will be responsible for their performance evaluations. Close collaboration on a successful rating and review system will be critical to success.

## 12. PHYSICAL DEMANDS

The work is generally sedentary and poses few physical demands. During site visits and while living on the Baghdad Embassy Compound, there will be some additional physical exertion including long periods of standing, walking over rough terrain, wearing personal protection equipment (PPE), etc. Must be able to get medical clearance specific to Iraq post.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, the offeror must meet the minimum qualifications. Offers will be pre-screened and only those that meet the minimum qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

**1. Education (15 points):** A master's degree (required) in a relevant area, such as, but not limited to: economics, political science, international development/affairs, public or business administration, public policy. A bachelor's degree in a relevant field plus five (5) additional years of work experience directly related to international development/affairs is an alternative to the master's degree.

**2. Work Experience (30 points):** The successful candidate will have at least 20 years of experience in development project and/or program management with at least five years in a leadership position. A significant amount of this experience should have been gained from working in developing countries. Prior experience managing programs for bilateral donors is strongly preferred. Outstanding professional performance as evidenced by merit-based promotions and demonstrable development impacts in previous positions will be heavily weighted. Previous experience in the Middle East region and post conflict programming is preferred.

**3. Technical Knowledge, Skills, and Abilities (40 points):** Candidates must have broad development knowledge in sectors such as democracy and governance, economic growth, climate change, energy, and stabilization/post-conflict with specialized program management skills and abilities in one or several of these areas. Understanding of U.S. foreign/national

security policy implications for development assistance, especially in post-conflict settings is preferred. Knowledge of bilateral donor requirements with regard to program design, implementation, personnel management, information management, reporting and accounting, is required. Candidates must have knowledge, skills, and leadership abilities to coordinate with senior donor, interagency, and host government officials. Knowledge of the Middle East region and specific knowledge of Iraq's culture, society, history, economy and politics is desirable.

**4. Communication and Interpersonal Skills (15 points):** Must have excellent English communication skills, both oral and written. Demonstrated ability to process information from a variety of sources into cohesive, quality documents are required. Demonstrated ability to engage, communicate, and enlist the support of different audiences and stakeholders is 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>

Basis of Evaluation: Offerors who clearly meet the minimum/required education, experience, and language requirements may be further evaluated and ranked based on the below evaluation and selection factors and through review of the offeror's submitted written application materials (see section V below). Those highest-ranked offerors will be considered within the competitive range, and may be further evaluated through language, technical tests and interviews to determine the most qualified/highest-ranked offeror. Reference checks will be conducted with the highest-ranked offerors at the conclusion of evaluations and as part of the responsibility determination process. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations will be conducted with the most qualified/ highest-ranked offeror who has successfully passed the responsibility determination process.

Candidates will be evaluated and ranked based on the following selection criteria:

Education (15 points)

Prior Work Experience (30 points)

Technical Knowledge, Skills, and Abilities (40 points)

Communication and Interpersonal Skills (15 points)

Maximum Points Available: 100

#### **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>.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted via email to [iraqrecruitment@usaid.gov](mailto:iraqrecruitment@usaid.gov).
3. Offeror submissions must clearly reference the Solicitation number on all submitted documents and the subject line of the application email. In addition to the offer form AID309-2, offerors must submit the following:
  - Three professional references (including names, telephone numbers and email addresses), which could be the offeror's current and/or former supervisors who are able to comment on the offeror's suitability for employment.
  - A brief written appendix of no more than one letter-size page to demonstrate how prior experience and/or training have prepared the offeror to meet the specific challenges of the duties and responsibilities described in the solicitation.
4. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** – The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.\*
5. USPSC performing overseas must follow the mission policies and/or directives from the US Department of State regarding COVID-19 requirements.

\* See Notice Regarding Any Court Order Affecting the implementation of E.O. 14042 in section VIII below.

#### **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Applicant about being selected for a contract award, the CO will provide the successful Applicant instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Valid COVID vaccinations card.
3. Questionnaire for Sensitive Positions for National Security (SF-86), or

EXECUTIVE OFFICE  
UNIT 6060 BOX 0047  
DOP AE09870-9998

4. Questionnaire for non-Sensitive Positions for National Security (SF-85),
5. Fingerprint Card (FD-258)
6. 5. OF-306

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a Personal Service Contracting (PSC) employee is normally authorized the following benefits and allowances:

### **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

### **2. ALLOWANCES:**

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas)

- (a) Post Differential (Chapter 500)*
- (b) Payments during Evacuation/Authorized Departure (Section 600)*
- (c) Danger Pay Allowance (Section 650)*
- (d) Sunday Differential*

## **VII. TAXES**

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

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCS**

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

1. **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).



2. FAR 52.223-99 ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR- 22-01c)

(a) *Definition.* As used in this clause -  
United States or its outlying areas means—

(1) The fifty States.

(2) The District of Columbia.

(3) The commonwealths of Puerto Rico and the Northern Mariana Islands.

(4) The territories of American Samoa, Guam, and the United States Virgin Islands;  
and

(5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority.* This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals.* As a matter of policy, the contractor must comply with the USAID's guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, "Excluded State or Outlying Area"). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

3. **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 (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
000 1	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Appropriation: 72231000 - Funds code: OE/2023	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor —

4. 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>
5. **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>
6. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered 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/work-usaid/personal-service-contracts-ombudsman>

The PSC Ombudsman may be contacted via: <mailto:PSCOmbudsman@usaid.gov>

***USAID/IRAQ is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Iraqi society. Applicants from disadvantaged and under-represented ethnic groups, women, and people living with disabilities are encouraged to apply.***