**Institutional/ Individual Recusal Agreement**

Date:   XXX

To:  XXX

From:  XXX

Subject:  Institutional/Individual Recusal Agreement – USAID/BHA DRC RFSA Solicitations, FY 2023 and 2024

This is to notify you that because Institution, its Affiliates1 and its employees may be seen to have a conflict of interest in matters affecting the Institution through participation in a sub-award under the  “USAID/BHA/TPQ RFSA Activity Design Studies Buy-In”, it is expected that Institution and its Affiliates and its employees may not participate in any way as a prime or subawardee/subcontractor or otherwise in any matters regarding the United States Agency for International Development (USAID)/Bureau for Humanitarian Assistance’s (BHA) “Solicitations for DRC Resilience Food Security Activities (RFSAs) in FY 2023 and FY 2024” if it accepts a subaward under the USAID/BHA/TPQ RFSA Activity Design Studies Buy-In program.

Institution, its Affiliates and its employees understand that the studies it will engage in producing, under the ‘USAID/BHA/TPQ RFSA Activity Design Studies Buy-In’, will inform the design of the BHA DRC RFSA solicitations in FY 2023 and FY 2024.  It is further understood that in accordance with the principles of FAR Subpart 9.5 and USAID policy in [ADS 302.3.5.10](https://www.usaid.gov/sites/default/files/documents/302mas.pdf), ‘the Awardee/Contractor shall be ineligible to furnish, as a prime or subawardee/subcontractor or otherwise, the implementation services for any activity that the Awardee/Contractor designed, unless the Head of the Awarding/Contracting Activity, in consultation with USAID's Competition Advocate, authorizes a waiver (in accordance with FAR 9.503 and AIDAR 709.503), determining that preclusion of the Awardee or Contractor from the implementation contract would not be in the Government's interest’.

By institutional and personal acknowledgement below, Institution on behalf of itself, its Affiliates and employees  is recusing itself  from engagement in the BHA DRC RFSA solicitations in FY 2023 and FY 2024 RFSA if it is selected and accepts a subaward under USAID/BHA/TPQ RFSA Activity Design Studies Buy-In program.

Institutional Acknowledgement:

Full Name and Title and Inst. Name:

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                            Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual Acknowledgement and Inst. Name:

Full Name and Title:

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                            Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 “Affiliate”: means any entity which controls, is controlled by, or is under common control with another person or entity. For purposes of this definition only, “control” means (a) to possess, directly or indirectly (through one or more intermediaries), the power to direct the management or policies of an entity, whether through ownership of voting securities or by contract relating to voting rights or corporate governance, or (b) to own, directly or indirectly, more than fifty percent (50%) of the outstanding voting securities or other ownership interest of such entity.