



USAID | GUINEA
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: **72067524R00005**

ISSUANCE DATE: April 10, 2024

CLOSING DATE AND TIME: May 09, 2024

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC) and Third Country National (TCN) Personal Service Contractor (TCNPSC) - PRESIDENTIAL MALARIA INITIATIVE ADVISOR (PMI Advisor)

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, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all Offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 the attachment.

Sincerely,

Debbie Jackson

Contracting Executive Officer

I. GENERAL INFORMATION

1. SOLICITATION NO.: **72067524R00005**
2. ISSUANCE DATE: April 10, 2024
3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: May 09, 2024
4. POINT OF CONTACT: HR TEAM, email at conakrypscjobs@usaid.gov
5. POSITION TITLE: PMI ADVISOR
6. MARKET VALUE: \$104,604 to \$135,987 equivalent to GS-14

Final compensation will be negotiated within the listed market value. USPSCs performing overseas are not entitled to Locality Pay.

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.

7. PERIOD OF PERFORMANCE: Exact period of performance will be determined upon receipt of security/medical clearances. The base period will be two years. Based on the Agency's continued need for services, funds availability and satisfactory performance, the Contracting Officer may exercise up to 3 additional option periods for a total of 5 years.

8. PLACE OF PERFORMANCE: USAID Guinea with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: US citizens and Third Country Nationals

"U.S. national (USN)" means an individual who is a U.S. citizen, or a non-U.S. citizen lawfully admitted for permanent residence in the United States.

"Third Country National" ("TCN") means an individual who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty, and (ii) who is eligible for return to their home country or country of recruitment at U.S. Government expense.

10. SECURITY LEVEL REQUIRED: The selected offeror must be able to obtain a security clearance at the "Facility Access" level, and appropriate medical clearance within a reasonable period of time. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer may be rescinded. If there is a change in circumstances requiring access to National Security information classified at the secret/top secret level, the offeror/incumbent may be asked to obtain and maintain the required level clearance as provided by USAID.

11. STATEMENT OF DUTIES:

INTRODUCTION:

Guinea is a highly malaria endemic country. Guinea began implementation as a PMI focus country in FY 2011. The initial focus has been on expanding coverage with bed nets and appropriate case management. Despite the impacts of the devastating Ebola epidemic of 2013-2016, substantial reductions in malaria parasitemia were realized between 2012 and 2016. The Malaria Operational Plan (MOP) presents a detailed implementation plan for Guinea, based on the strategies of PMI and the National Malaria Control Program (NMCP). USG malaria control and prevention interventions in Guinea include, but are not limited to, entomologic monitoring and insecticide resistance management, case management of malaria in health facilities and at the community level, distribution of long-lasting insecticide treated nets (LLINs) through multiple delivery channels, intermittent preventive treatment of pregnant women, and providing input in to social and behavior change interventions. USAID and the Global Fund collaborate closely in Guinea with each partner geographically focused. USAID supports the regions of Conakry, Labe, Boke and select districts in Kindia. See the FY 2023 Malaria Operational Plan for additional information on PMI priority intervention areas.

A. BASIC FUNCTION OF THE POSITION

The USAID Malaria Advisor is one of two specialized, senior-level technical experts in malaria that, together with the U.S. Centers for Disease Control and Prevention Malaria Advisor, provide guidance and overall direction for the development and execution of the President's Malaria Initiative (PMI) in Guinea. S/he shall liaise with PMI backstops in USAID/Washington, CDC/Atlanta, as well as USAID/ Guinea Mission personnel activities related to overall health and malaria control. Responsibilities include providing expert malaria technical guidance and advice to National Malaria Control Program (NMCP) and district level counterparts as well as other U.S. Government (USG) and bi- and multilateral partners working in malaria control and prevention. The Malaria Advisor shall exercise extensive independent judgment in planning and carrying out tasks, in representing the USG in technical and policy forums, in resolving technical and programmatic problems and conflicts, and in taking steps necessary to meet deadlines. The Malaria Advisor will also participate in the formulation and validation of policy documents; provide technical guidance and/or directly manage contracts and grants; develop operational plan budgets; and develop planning documents and work plans.

The incumbent must possess specific technical expertise in health, specifically in malaria treatment, prevention and control. S/he should possess an understanding of the social, economic and cultural determinants and implications of the malaria epidemic in Guinea and neighboring countries. S/he should have the experience and skills required to formulate and implement USG priorities and policies.

Specifically, the Advisor shall:

1. Ensure that all activities are consistent with internationally accepted technical best practices for malaria control relevant to the specific epidemiology; possess an understanding of the social, economic and cultural determinants and implications of the epidemic in Guinea and neighboring countries.
2. Collaborate with senior staff of the NMCP and other partners, such as the Global Fund (GF), WHO, UNICEF, World Bank (WB) and non-governmental organizations (NGO) and faith-based organizations (FBO) to design, plan, and implement malaria prevention and control activities consistent with the malaria control coverage needs identified by the strategy and plans of the NMCP and PMI.
3. Coordinate with other partners and support efforts to address malaria control delivery gaps and help build technical and managerial capacity within the NMCP at the national, district, and lower levels.
4. Provide technical and managerial support to all partners as needed during design and implementation phases of the project to ensure effective implementation and quality of interventions, and that programmatic targets are met.
5. Work with suppliers and partners to ensure that quality commodities are purchased in a timely and cost-effective manner. Also, ensure that pharmaceuticals and other commodities are delivered to health service delivery points to avoid stock-outs.
6. Ensure that malaria activities are integrated into overall USAID-supported health activities and to coordinate these activities with the NMCP and MOH to avoid duplication of effort and programming gaps.
7. Assist the PMI administrative manager to ensure full accountability and value for money of funds provided by the President's Malaria Initiative.
8. Assist the NMCP and Ministry of Health (MOH) in ensuring effective communication and coordination between RBM Partnership to End Malaria and Global Fund partners, including donor agencies and other stakeholders working on malaria control in Guinea and neighboring countries.
9. Ensure effective coordination between MOH departments related to malaria prevention and control in Guinea and neighboring countries. These departments include MOH Senior Management, NMCP, Child Health, Integrated Management of Childhood Illness (IMCI), Reproductive Health, Nutrition, Faculty of Medicine, Health Education and Promotion, Planning, and others as appropriate.
10. Work with the NMCP and other partners to develop and execute a monitoring and evaluation plan to be implemented through existing MOH systems and existing USG supported mechanisms. Carry out monitoring and evaluation visits to implementation sites to ascertain all quantitative and qualitative data is collected properly and ensure programmatic quality and value for money are maintained.

11. Assist PMI administrative manager to ensure that financial and technical reports on the President's Malaria Initiative in Guinea are prepared and submitted as required.

B. MAJOR DUTIES AND RESPONSIBILITIES

The Malaria Advisor, in collaboration with the PMI CDC Technical Advisor, shall oversee the technical design, planning, implementing, and monitoring of the PMI. S/he shall work in tandem with the PMI CDC Resident Advisor in liaising with backstops for the PMI in USAID Washington, counterparts at CDC Atlanta, USAID personnel working within and overseeing the Mission's health activities and providing technical and managerial support to the National Malaria Control Program (NMCP) Coordinator and the staff and helping to build capacity within the NMCP. In addition, the Malaria Advisor shall represent USAID and the USG on various national and international technical and policy forums.

The Malaria Advisor is supervised by the USAID/Guinea Health Office Director and in his/her absence by the Deputy Health Office Director with occasional oversight from the USAID/Washington PMI Director. The Malaria Advisor will supervise the CCN Malaria Specialist. The Malaria Advisor, like all members of the PMI/Guinea team, will be fully integrated within the USAID/Guinea Mission and fully participate in Technical Office and Mission wide activities.

Specifically, the Malaria Advisor shall provide:

1. Technical Leadership (35%)

The incumbent, working in collaboration with the NMCP with support from Washington, will be responsible for developing and providing expert malaria technical guidance and advice to guide planning and implementation of malaria control interventions. The incumbent will be responsible for developing annual work plans in line with PMI objectives and goals. This will include but is not limited to case management of malaria in health facilities and at the community level, distribution of insecticide-treated nets through health facilities, large-scale campaigns, and the private sector, intermittent preventive treatment of pregnant women, seasonal malaria chemoprevention (SMC) for children and developing information, education and communications materials to promote the use of these interventions.

2. Management of Activity Implementation (25%)

The incumbent, in collaboration with the NMCP, will be responsible for project oversight and management. This includes but is not limited to malaria prevention and control activities such as social and behavior change activities, bed net purchase and distribution through the existing health services and at the community level, antimalarial drug purchase and distribution through the existing health services, IPT coverage and the diagnosis and treatment of acute malaria, seasonal malaria chemoprevention (SMC) for children, and malaria vaccines. The incumbent, in collaboration with the PMI CDC Resident Advisor,

will also be responsible for monitoring and reporting the results of all PMI activities. The Malaria Advisor shall manage and oversee services and deliverables provided by contractors and grantees, in accordance with USAID program management regulations and procedures, and practices. Provide in-depth review of work plans including strategies and approaches proposed by implementing partners to carry out activities. The incumbent is also expected to have a working knowledge of other health programmatic activities and actively seek to identify synergies and create linkages for greater efficiency in programming foreign assistance resources.

3. Partner Relationships (20%)

Successful performance in this position depends upon establishing and maintaining productive collaborative relationships with a wide range of partners and stakeholders, the MOH, provincial governments, World Bank, Global Fund, WHO, UNICEF, other Donors, and NGOs dealing with issues focusing on malaria, the Advisor shall, therefore, develop and maintain relationships with these partners and stakeholders in order to effectively assure that all of USG PMI's activities are complementary and enhance all other malaria activities being implemented in the country. The incumbent will participate in meetings hosted by the NMCP on malaria and play a technical leadership role in the sector.

4. Teamwork (10%)

The incumbent is a member of the USAID health office and is required to work closely with the rest of the team under the leadership of the Health Office Director to meet USAID health objectives in Guinea. The incumbent is also expected to have regular communication with USAID/Washington PMI and CDC/Atlanta PMI team.

5. Monitoring and Evaluation (10%)

Monitoring and evaluation is a key component of the PMI. The Malaria Advisor shall be responsible for working with the PMI CDC Malaria Resident Advisor developing a monitoring and evaluation plan in line with the PMI targets, as well as ensuring that PMI partners develop project monitoring plans and report in a timely manner on their activities. It is also expected that the Malaria Resident Advisor shall provide expert advice and practical experience in helping the MOH, the NMCP and other partners to monitor inputs and outcomes, progress towards RBM goals, and how to execute it jointly.

C. POSITION ELEMENTS

1. Supervision Received:

The PSC PMI Advisor will work under the direct supervision of the Guinea Health Office Director. The Advisor, having advanced expertise in the area of malaria, has continuing responsibility for independently planning and carrying out important programs/projects and activities; determining the approach to be taken and the methods to be used; resolving most of the conflicts that arise; coordinating the work with others as necessary; and, interpreting policy in terms of established objectives. The Advisor keeps the supervisors

informed of progress, potentially controversial matters, and problems with far-reaching implications. Completed work is reviewed for soundness, completeness and conformity with policy and USAID procedures.

2. Supervision Exercised:

The PSC PMI Advisor will supervise one Cooperating Country National (CCN) Project Management Specialist (Malaria Data).

3. Available Guidelines:

Foreign Affairs Manual, Foreign Affairs Regulations, Automated Directives System, PMI Technical Guidance, Mission Orders, and Mission Notices. Judgment and ingenuity are required of the incumbent to interpret the intent of policies, directives and guidelines in his/her field of expertise, and s/he should have the ability and experience to develop applications and guidelines.

4. Complexity of the Work:

USAID/Guinea has a large and complex portfolio and PMI is its largest single funding stream. The incumbent must rapidly and skillfully respond to demands from multiple stakeholders including Mission and Embassy leadership, PMI/Washington, and the health Office. The work includes a wide variety of duties requiring many different and unrelated processes and methods – applied to a broad range and highly technical health activities (e.g., planning and conducting/coordinating evaluations to assess a number of new health programs/projects in a variety of technical areas and geographical zones), and intensive analysis and problem solving with an expedited timeline to achieve measurable results. Decisions regarding what needs to be done depend on an assessment of very complex, technical, diverse circumstances that involve major areas of uncertainty in approach, methodology, or interpretation resulting from such elements as continuing program changes, technical public health developments, new or unconventional methods, the unique or controversial aspects of health activities, or conflicting interests or ideas. The work requires devising new capacity building and/or project management strategies, methods and techniques, including but not limited to monitoring and evaluation, in order to produce effective results, or to implement advances in the state of the art; and establishing new criteria for administering quality programs (including stronger monitoring and evaluation and quality improvement methods). In doing so, the incumbent will be able to guide the programmatic and technical directions of the Mission portfolio; ensure coordination and oversight of activities that require performance data and conduct data analyses; and facilitate evidence-based management.

5. Responsibility for decision-making:

A high degree of judgment will be required to provide guidance and assistance to a wide variety of high-level professionals in the Guinea Mission. S/he will work independently, take initiative, and manage a multicultural team with several Program Sub-elements. As a recognized expert and highly qualified professional, substantial reliance will be placed on the incumbent to independently plan, prioritize, and carry out the specific activities entailed in fulfilling major duties and responsibilities. The incumbent will be expected to resolve problems that arise by determining the approaches to be taken and methodologies to be

used; making independent judgments that can be defended as necessary in a complex and difficult program area with great political visibility.

6. Authority to Make Commitments:

The Advisor will have no independent authority to commit U.S. Government (USG) funds on behalf of the U.S. Government or USAID/Guinea.

7. Scope and effect of the work performed:

The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The incumbent is recognized as an expert to the experts and his/her work affects the work of other experts. The work directly affects the development of major aspects of administrative or professional programs or Missions, or the wellbeing of a substantial number of people.

8. Nature, Level, and Purpose of Contacts:

The offeror will maintain contacts and work with staff at USAID/Guinea & Sierra Leone, the CDC Malaria Technical Advisor, one FSN Malaria Specialist, one FSN Data Specialist and Ministry of Health, and Embassy personnel. There will also be considerable interaction with USAID/Washington PMI staff, and CDC Atlanta who provide policy and procedural guidance and provide information relative to programs and activities. Official contacts include the USAID Mission Director, USAID/Washington staff and other high-ranking U.S. Government representatives. The purpose of these contacts is generally to influence and motivate people or groups. The incumbent must be skillful in determining the appropriate approach in negotiating and persuading others, and in establishing rapport in order to gain and relay information, including to decision makers.

If a third country national (TCN) is selected for the award, during the period of this contract, the TCN personal services contractor must provide at least **25 hours per month** of training to a cooperating country national (CCN) designated by USAID. The PSC Supervisor will establish a training plan with benchmarks to measure the TCNPSC's progress toward achieving this training deliverable.

9. Physical Demands

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. Education:

Minimum of a master's degree in public health, international health, Tropical Medicine, or social sciences from a recognized institution and/or clinical qualifications is required.

2. Experience:

The incumbent must have at least 10 years of progressively responsible experience in designing, implementing and managing malaria and other health programs in developing countries. Specialized experience in malaria is required in areas including but not limited to vector control, entomology, clinical case management of malaria, and epidemic surveillance and forecasting. Additional points will be given to candidates with African experience. The incumbent must also have demonstrated technical leadership, program management, strategic planning, policy experience and problem-solving skills working on complex projects in a highly sensitive environment are required.

3. Language, Communication, and Computer Skills:

The incumbent must have:

- a. Level IV (fluent) English and French is required. Proven ability to communicate quickly, clearly and concisely – both orally and in writing. Demonstrate ability to make sensitive oral presentations logically and persuasively to senior USG and Government of Guinea officials and other donors.
- b. Have excellent verbal communication skills, tact and diplomacy are required to establish and develop sustainable working relationships at the highest level and a high level of trust with public/private organizations. Have excellent oral communication skills to negotiate activity plans and resolve activity implementation issues with counterparts, partners and team members. Ability to communicate technical information to health and non-health audiences. Excellent written communication skills are required to prepare regular and ad hoc reports, activity documentation and briefing papers.
- c. Excellent computer skills (MS Word, Excel, Power Point, and Outlook, Access, SPSS and other statistical and other relevant software) are required for effectively operating in this position. Good computer skills are required to implement, analyze, monitor, and manage activity goals, inputs, outcomes, and achievements, both program and impact.

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>

USAID policy specifies that U.S. citizens or resident aliens (USNs) are preferred over third country nationals (TCNs). Therefore, USN and TCN offers will not be evaluated together.

USAID will evaluate USN offers first and if the CO determines that there are no qualified USNs, Only then will USAID evaluate TCN offers.

1. EVALUATIONS FACTORS

FACTOR #1 Education (10 points): Extent to which the applicant's academic credentials match or exceed the minimum education requirements for the position

FACTOR #2 Prior Work Experience (25 points): Extent to which the applicant's prior work experience is relevant to the duties and responsibilities described in the statement of duties above

FACTOR #3 Knowledge, Skills, and Abilities (45 points): Extent to which the applicant possesses the following knowledge, skills and abilities.

- (a) Analytical ability to interpret public policies and assist in the development of revised policies as required in order to strengthen the health policy environment with a particular focus on malaria in Guinea;
- (b) Demonstrable skills in program management and administration to develop and implement effective malaria prevention and treatment program activities, including management of financial and human resources oversight of cooperating agency technical advisors and institutional contractors;
- (c) Skill in conceptualizing programs, policies, and plans and developing strategies for their management and implementation. The candidate must be able to integrate short and long range objectives of the USAID Health Team and the PMI with the cultural/organizational needs of the government;
- (d) Knowledge and skills in quantitative and qualitative evaluation methods; experience in designing and evaluating malaria activities in Africa. The incumbent must have proven skills in capacity building and mentoring local staff in a developing country;
- (e) Diplomacy, Teamwork, and Interpersonal Skills: Excellent leadership, communications and interpersonal skills are critical to this position. Ability to navigate and manage politically sensitive issues related to malaria control. Ability to work effectively with a broad range of USG personnel and partners, and have demonstrated skills in donor coordination and collaboration. Ability to work both independently and in a team environment to achieve consensus on policy, program and administrative matters; and
- (f) Demonstrable ability in managing multiple fast moving tasks with conflicting priorities.
- (g) Excellent computer skills (MS Word, Excel, Power Point, and Outlook, Access, SPSS and other statistical and other relevant software) are required for effectively

operating in this position. Good computer skills are required to implement, analyze, monitor, and manage activity goals, inputs, outcomes, and achievements, both program and impact.

FACTOR #5 English and French language skills (20 points): Extent to which applicant's written application, written test, and interview demonstrate the ability to express ideas clearly, correctly, and concisely, orally and in writing, in both French and English. Level IV (fluent) English and French is required.

2. SELECTION PROCESS

After the closing date of the solicitation, the Human Resources Office will assess which applications meet the minimum Education and Work Experience qualifications.

Applications of those who meet all minimum qualifications will be further evaluated by a Technical Evaluation Committee (TEC) based on the evaluation factors listed above.

Applicants with the highest scores will be invited for an interview and at the discretion of the Contracting Officer, be given a written test.

Professional references will be conducted for selected candidates and will be utilized as part of the TEC's recommendation process to the Contracting Officer.

Final selection will be based on the application package review, language abilities, interview results, written test (if applicable), and reference check feedback.

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. Cover Letter: The cover letter should contain an overview of the applicant's qualifications and must state how the applicant meets the evaluation criteria in accordance with Item III "Evaluation and Selection Factors".
3. Current resume/curriculum vitae: Qualified Offerors must submit a complete resume that includes:

Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. Any experience that does not include dates (month/year), locations, and hours per week may not be counted towards meeting the solicitation requirements.

- a. Specific duties performed that fully detail the level and complexity of the work.

- b. Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards, or accomplishments.
4. References: Offerors are required to provide 3-5 references who are not family members or relatives. References should include at least one (1) current or former supervisor who can provide information regarding applicant job knowledge and professional work experience.
5. Writing samples: applicants must submit at least two writing samples, one in English and one in French. Writing samples should be 1-2 pp each and should be relevant to public health and/or development.
6. 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.
7. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

All the above-mentioned documents are REQUIRED, must be SIGNED and prepared in ENGLISH. Late, incomplete or unsigned applications will not be considered.

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

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 be found at: <http://www.usaid.gov/forms/>

1. DS-1843 Medical History and Examination - for individuals age 12 and older
2. DS-1622 Medical History and Examination - for children age 11 and younger
3. DS-3057 Medical Clearance Update (MCU)

Found at <https://www.state.gov/forms-medical-clearances>

4. SF-85, Questionnaire for Non-Sensitive Positions (USN and TCN)
5. OF-306, Declaration of Federal Employment (US)
6. SF-86, Questionnaire for National Security Position (US)
7. SF-87, Fingerprint Card (US)

VI. BENEFITS AND ALLOWANCES

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

- **USPSC**

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) Leave and Holidays

2. ALLOWANCES: (as applicable)

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

- (a) Temporary Quarters Subsistence Allowance (Section 120).
- (b) Living Quarters Allowance (Section 130).
- (c) Cost-of-living Allowance (Chapter 210)
- (d) Post Allowance (Section 220).
- (e) Separate Maintenance Allowance (Section 260).
- (f) Education Allowance (Section 270).
- (g) Education Travel (Section 280).
- (h) Post Differential (Chapter 500).
- (i) Payments during Evacuation/Authorized Departure (Section 600)

- **TCNPSC**

1. BENEFITS:

- (a) Contribution toward Health & Life Insurance
- (b) Pay Comparability Adjustment
- (c) Annual Increase (pending a satisfactory performance evaluation)
- (d) Leave and Holidays

2. ALLOWANCES (as applicable)

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

https://aoprals.state.gov/content.asp?content_id=282&menu_id=101

- (a) Temporary Quarters Subsistence Allowance (Section 120).
- (b) Living Quarters Allowance (Section 130).
- (c) Cost-of-living Allowance (Chapter 210)
- (d) Post Allowance (Section 220).
- (e) Separate Maintenance Allowance (Section 260).
- (f) Education Allowance (Section 270).
- (g) Education Travel (Section 280).
- (h) Post Differential (Chapter 500).
- (i) Payments during Evacuation/Authorized Departure (Section 600)

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.
2. 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/ads/policy/300/aidar>
3. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>.

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
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0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) <ul style="list-style-type: none"> • 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_
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) <ul style="list-style-type: none"> • 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_
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) <ul style="list-style-type: none"> • 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_
3001	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) <ul style="list-style-type: none"> • 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_
4001	Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) <ul style="list-style-type: none"> • Award Type: Cost • Product Service Code: <i>[e.g. R497]</i> 	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with Contractor_

	<ul style="list-style-type: none"> Accounting Info: <i>[insert from Phoenix/GLAAS]</i> 				
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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>

USAID Acquisition and Assistance Policy Directives AAPD-20-08 Rev1): Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs, available at https://www.usaid.gov/sites/default/files/2023-03/aapd-20-08_Rev1_0.pdf

USAID Acquisition and Assistance Policy Directives AAPD-18-02 Rev3: Revisions to Medevac Policies for USPSCs and TCNPSCs, available at <https://www.usaid.gov/sites/default/files/2023-12/AAPD-18-02-Rev3.pdf>

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/resources_standards-of-conduct

6. 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/work-usaid/personal-service-contracts-ombudsman>

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

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
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EQUAL EMPLOYMENT OPPORTUNITY

The U.S. Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), national origin, age,

physical or mental disability, genetic information, religion, marital or parental status, veteran status, membership in an employee organization, political affiliation, or involvement in protected equal employment opportunity (EEO) activity. USAID/Guinea also strives to achieve equal employment opportunities in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

END OF SOLICITATION