



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062423R00014

ISSUANCE DATE: July 18, 2023

CLOSING DATE/TIME: August 1, 2023/17:00 GMT

SUBJECT: Solicitation for Offshore U.S. Personal Services Contractor/Third Country National as a US/TCNPSC Regional PEPFAR Director, USAID/West Africa

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 any offer.

All offers must be submitted to the Point of Contact via email: accrapsc@usaid.gov

Only shortlisted offerors will be contacted.

Any questions must be directed in writing to the CO via accrapsc@usaid.gov

Sincerely,

Donald Brady
Contracting Officer
Regional Executive Office
USAID/West Africa

I. GENERAL INFORMATION

1. SOLICITATION NO.: **72062423R00014**
2. ISSUANCE DATE: **July 18, 2023**
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **August 1, 2023, 17:00GMT**
4. POINT OF CONTACT: **USAID/West Africa, Accra**; e-mail at accrapsc@usaid.gov
5. POSITION TITLE: **US/TCNPSC Regional PEPFAR Director, USAID/West Africa**
6. MARKET VALUE: **\$99,908 - \$129,878** equivalent to **GS-14**
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: **Two (2) years**, estimated to start o/a 11/2023 with an option of three (3) one-year extensions for a maximum of five (5) years. Exercise of options will depend on continuing need of services, availability of funds, successful performance, and requisite approvals.

Based on Agency need, the Contracting Officer may exercise the additional **option periods** for up to three (3) years for the dates estimated as follows:

Base Period:	o/a 11/2023 to 11/2025
Option Period 1:	o/a 11/2025 to 11/2026
Option Period 2:	o/a 11/2026 to 11/2027
Option Period 3:	o/a 11/2027 to 11/2028

8. PLACE OF PERFORMANCE: **USAID/West Africa**
9. ELIGIBLE OFFERORS: **U.S. Citizens** (including lawful Permanent legal residents) or Third Country Nationals.

Hiring Preference:

In order of preference, U.S. Citizens (including Permanent legal residents) offers will be evaluated first and only when it is determined that there is no qualified U.S. Citizens (including Permanent legal residents) that offers from Third Country Nationals (TCN) will be considered. References 309.3.1.10 and 309.3.1.4.

10. SECURITY LEVEL REQUIRED: **Facility Access**

11. STATEMENT OF DUTIES

1. BACKGROUND:

USAID/West Africa (USAID/WA) is a regional operating unit of the United States Agency for International Development (USAID), responsible for managing development programs that cover 21 countries, eight of which have bilateral USAID missions. USAID/WA coordinates the West Africa Regional Platform under PEPFAR, which includes Benin, Burkina Faso, Ghana, Liberia, Mali, Senegal, Sierra Leone, and Togo.

With a combined population of 129 million inhabitants (World Bank Data, 2021), the West Africa U.S. President's Emergency Plan for AIDS Relief (PEPFAR) Region has an estimated 899,000 total People Living with HIV (PLHIV) of which 69% were on antiretroviral therapy in 2022 (Spectrum 2022). Only four out of the eight West Africa countries have reached or were close to reach in 2022, the level of antiretroviral therapy (ART) coverage expected in 2020 for the second 90 target of the former 90-90-90 targets (81% of total PLHIV are on antiretroviral therapy): Benin (88%), Togo (82%), Burkina Faso (81%), and Senegal (80%). There are significant disparities in ART coverage, viral load coverage and suppression among children, key populations, and adult men compared to adult women. The ART coverage among children ranges from 61% in Togo to 18% in Sierra Leone (Spectrum 2022). The region is also affected by the insecurity situation in the Sahel and frequent cases of stigmatization, discrimination, and violence against key populations and PLHIV which hinder timely access to health services for vulnerable and key populations. The West Africa Region health systems are fragile with lack of quality data and data use for decision making, frequent stock out of health commodities, lack of integrated and effective lab systems, and a dependence on external funding.

USAID/WA's vision is to catalyze sustained epidemic control in eight countries in the West Africa Region by leveraging national and donors' investments to implement adaptive, person-centered, and evidence-based interventions to reach, test, treat, retain on HIV treatment, and achieve viral suppression for Key Populations (KP) and PLHIV in settings with the greatest HIV burden. USAID/WA supports HIV programming mainly with governments and civil society organizations in Burkina Faso, Togo, and Benin. The Mission's goal with PEPFAR funding is to accelerate progress in these three countries toward achieving the UNAIDS 95-95-95 goals by 2025 (95% of people living with HIV know their HIV status, 95% of those who know their status are on lifesaving antiretroviral therapy and 95% of those who are on antiretroviral therapy are virally suppressed) and eliminate HIV/AIDS by 2030. USAID/WA's vision is to catalyze sustained epidemic control in eight countries in the West Africa Region by leveraging national and donors' investments to implement adaptive, person-centered, and evidence-based interventions to reach, test, treat, retain on HIV treatment, and achieve viral suppression for Key Populations (KP) and PLHIV in settings with the greatest HIV burden. Through bilateral-funded activities including #Ending AIDS in West Africa, USAID/WA supports health workers at facilities and at the community level to provide comprehensive and effective HIV prevention, care and treatment services to key and general populations in high burden HIV areas, including interventions against gender-based violence, stigma, and discrimination.

2. MAJOR ROLES AND RESPONSIBILITIES:

The Regional PEPFAR Director is an integral part of the USAID/West Africa Regional Health Office. S/he provides evidence-based technical advice to the PEPFAR colleagues throughout the eight-country PEPFAR/West Africa regional platform. An expert in his/her field, the incumbent will provide strategic and technical input to international donors (UNAIDS/JURTA; Global Fund for AIDS, Malaria and TB), regional officials (e.g., West African Health Organization), national Ministries of Health and Country Coordinating Mechanisms (CCMs), implementing partners, and USAID management at all levels. Representing these issues, often political and sensitive, requires diplomatic and negotiating skills. The incumbent will represent the USAID/WA Mission on these issues to government officials throughout the region - both Anglophone and Francophone - partners and potential partners. S/he will represent these

issues to USAID senior management with offices throughout the Mission, and with USAID/Washington. S/he will seek to leverage USAID's influence in these areas. S/he will also oversee the design, implementation, and evaluation of HIV/AIDS activities at the regional level as well as those intervening directly in Togo, Benin and Burkina Faso. The incumbent will be designated as a Contracting/Agreement Officer's Representative (COR/AOR) or Activity Manager for two or more activities.

The Regional PEPFAR Director serves as the Mission's HIV/AIDS Subject Matter Expert for program planning (both strategy and budget), policy, partnership/coordination, research, and monitoring and evaluation for HIV/AIDS activities. The incumbent has superior knowledge and understanding of the principles and targets of both PEPFAR and UNAIDS strategies. The incumbent demonstrates excellent knowledge of evolving President's Emergency Plan for AIDS Relief (PEPFAR) guidance, technical considerations, and implementation approaches (Test and Start/Treat), host country requirements, and host government priorities, as well as situational assessment and interpretation skills, timely decision-making ability, extensive judgment in planning and carrying out tasks, and strong diplomacy and communication skills. S/he demonstrates excellent understanding of GFATM, World Bank, and other regional initiatives, funding opportunities, and requirements for potential leveraging with USAID. S/he takes a learning approach and facilitates the sharing of experiences and best practices throughout the region. The incumbent is responsible for keeping the Regional Health Office Director and Deputy Director regularly informed of program implementation progress, results, and issues/problems on a timely basis.

A. Representation and Coordination (LOE 30%)

1. Leads and manages relevant knowledge exchange platforms including regional technical working groups and related south-south experience sharing.
2. Represents the USAID/WA HIV/AIDS program to US Embassies, other USAID Missions/Offices, host country governments, other donors, high level stakeholders, and the private sector.
3. Using diplomacy and technical acumen, coordinates with and influences donor agencies and regional partners (e.g., GFATM, the World Bank, UNICEF, WHO, UNAIDS, JURTA, WAHO) on implementation, partnership, and policy issues related to HIV/AIDS activities, seeking technical collaboration, and financial leveraging wherever possible.
4. Establishes strategic working relationships and influence with other donors' HIV/AIDS focal points that advance technical collaboration and leveraging between USAID and other donors in addressing regional priorities.
5. Meets with host government counterparts as necessary to coordinate assistance efforts and strengthen program collaboration and seeks opportunities to leverage other donor assistance in support of USAID objectives.
6. Liaises with GFATM Portfolio Managers and supports National CCMs to harmonize, leverage and scale-up HIV prevention and treatment approaches across the region.
7. Supports, as needed/feasible, the creation and function of a Regional Coordination Mechanism (RCM) within WAHO.
8. Organizes and participates substantively in meetings of other USAID bilateral programs, especially PEPFAR countries to advance synergies between USG/PEPFAR program in West Africa.

9. Participates and represents USAID in JURTA (Joint UN Regional Team on AIDS) meetings, as well as other relevant regional forums.
10. Provides regular briefings to and maintains productive working relationships with USAID/OHA Regional Advisor, KP Technical Working Group (TWG), Research & Evaluation division, Supply Chain, and others as necessary.
11. Establishes and maintains contacts with counterparts in host country governments in the region and their various HIV/AIDS-related programs, UN Agencies, other bilateral donor partners, NGO partners, and private sector stakeholders working in HIV/AIDS

B. Technical and Programmatic Oversight of HIV/AIDS Implementing Partners (LOE 30%)

1. Serves as A/COR for USAID/WA Mission activities related to HIV/AIDS, which includes reviewing/approving workplans and ensuring that all necessary documentation and USAID processes are followed.
2. Collaborates with Activity Managers and A/CORs for select USAID-supported cooperative agreements and contracts in West Africa related to HIV/AIDS or which are cross-cutting (e.g., health systems strengthening, regional organizational capacity building, health financing, learning, and research)
3. Provides management, technical guidance, and leadership to all implementing partners who carry out activities within the Mission's HIV/AIDS portfolio.
4. Leads the technical outreach with grantee and contractor partners regarding required and requested program monitoring and reporting; collecting, managing, and analyzing data; data quality assurance, and information related to USAID supported programs.
5. Ensures that implementing partners work harmoniously together to achieve the Mission's overall goals in its HIV/AIDS program.
6. Tracks performance data from partners implementing USAID-financed activities, as well as from governments and other donor agencies, on a routine basis to provide updated information to the health team and other USAID Mission senior staff as needed.
7. Documents activities of USAID-supported implementing partners (e.g., routine communications, site visits and inspections, up-to-date information and files on the status of partner activities, resources, and work plans)
8. Monitors activities undertaken by implementing partners, tracks progress against program descriptions, implementation plans, and work plans, assesses progress and barriers to achievement, recommends action for improvement or modifications to address problems, and documents and highlights results.
9. Uses knowledge management skills to ensure continuous learning, adapting, and adoption of new or improved approaches and learning to continuously improve and evolve the USAID/WA knowledge base and implementation of practices related to HIV/AIDS

Lead and/or provide technical support to the design of new HIV/AIDS-related activities.

C. HIV/AIDS Portfolio Management, M&E and Research (LOE 25%)

1. Provides technical guidance and leadership to the Mission in collaborating with the USAID Office of HIV/AIDS (OHA) relevant established technical working groups, and the office of the Global AIDS Coordinator (OGAC) to ensure that Mission programs are aligned with Agency and PEPFAR requirements.
2. Leads USAID/WA's HIV/AIDS submissions in preparation of key planning and budget documents with a particular focus on annual budget planning, portfolio implementation review (PIR), PEPFAR Oversight Accountability Response Team (POART) calls, biannual operational plans, annual OHA workplans, semi- annual and annual progress reports, and the Congressional Notification
3. Coordinates with relevant staff in the oversight of automated systems for tracking the principal budgetary processes including OYB levels, allowances, obligations, Congressional Notifications, earmarks/directives, and mortgages and modifies those systems throughout the year to track budgetary information.
4. Provides leadership for research, monitoring, and evaluating of HIV/AIDS activities by ensuring that a research agenda and performance monitoring systems are in place and aligned with USAID/WA's Strategy, USAID/WA Regional Development Cooperation Strategy (RDCS), PEPFAR, and UNAIDS 90/90/90 goals and guidance.
5. Advance the RHO learning agenda through leading regional efforts for data collection, dissemination, and use for strategic programing.
6. Lead, review, and approve technical documents including but not limited to implementation toolkits, communication materials, SOPs, training manuals, and other deliverables of implementing partners.
7. Oversees and coordinates the visits of short-term advisors, evaluators, or other in-country visitors associated with assigned HIV/AIDS activities and ensures that goals and outcomes of the visits are consistent with PEPFAR, RDCS, and other Agency requirements.

D. Coordination and Regional Support (15%)

1. Supports other Offices or Missions within the region (including travel) as an HIV/AIDS technical expert as needed or required by the Mission or Agency
2. Organizes site visits and prepares orientation materials for delegations from the OGAC, Congress, White House, State Department, and other agencies.
3. Represents the HIV/AIDS portfolio and/or the RHO program to the Mission when appropriate for Mission-wide strategy development (every 5 years)
4. Seeks opportunities to explore new Mission-supported options such as the development of public/private partnerships.
5. Prepares correspondence, briefers, fact sheets, and cables related to implementation, management, and evaluation of assigned HIV/AIDS activities.
6. Supervise up to two staff of the West Africa Mission working on HIV/AIDS (in Accra or other locations)

7. As requested by the RHO Director, serves as the USAID representative at meetings outside of the health field, including serving occasionally as Office Director when needed.
8. Supports and participates in Regional Health Office processes and events (e.g., meetings, retreats, etc.)

3. POSITION ELEMENTS:

Supervision Exercised: The Regional PEPFAR Director will be supervised by the Regional Health Office Director. The incumbent will receive annual performance evaluations written by the RHO Director. The supervisor will also provide guidance on USAID strategic, management, and administrative requirements. The incumbent will receive minimal oversight in carrying out his/her daily tasks and achieving longer-term work objectives. A high degree of independent professional judgment and diplomacy is required, such as when consulting with bilateral missions, U.S Embassies, other donors, regional and international bodies, and corporate representatives, and in identifying opportunities for collaboration and coordination of interventions. The incumbent should be able to work with a great deal of autonomy and very little supervision and guidance.

Supervisory Relationship: The Regional PEPFAR Director will be supervised by the West Africa Regional Health Officer Director or the Deputy Regional Health Office Director.

Supervisory Controls: The Contractor shall assist in providing technical guidance to RHO staff, helping to coordinate the work of these employees to achieve program objectives. In accordance with ADS 495.3.1, the Contractor is expected to mentor and train more junior staff (FSNs). S/he may serve as Acting Team Leader as needed and requested.

Authority to Make Commitments: The incumbent cannot make financial commitments on behalf of the U.S. Government. However, because of the incumbent's expertise and standing as a well-qualified professional in his/her field, weight will be given to his/her recommendations when commitments are made by those with the authority to do so.

Nature, level, and purpose of contacts: The incumbent occupies a high profile and important position in USG foreign assistance to the region of West Africa. S/he represents USG assistance to the highest levels of a variety of government, private, and non-governmental organizations, and provides policy recommendations, as well as strategic and programmatic advice to senior USAID and US Government officials, other donors, and implementing partners. S/he is required to establish and maintain professional contacts/relationships with senior officials and leaders of private and nongovernmental sector institutions that partner on HSS activities and to seek to leverage funding. This may include work with the Global Fund and National CCMs in several West African countries. Meetings range from factual exchanges of information on HSS issues, strategies and programmatic guidance, etc. to subjects that could involve significant or controversial issues and differing viewpoints, goals, or objectives.

Exercise of Judgment: The incumbent will exercise a high degree of independent judgment in representing USAID/WA and in providing guidance and assistance to a wide range of government and regional officials and implementing partners. As a recognized expert and highly qualified professional, substantial reliance will be placed on the incumbent to independently plan, prioritize, and carry out the

duties and responsibilities of the position. The incumbent will be expected to analyze and address problems by applying relevant guidance (for management/administrative issues) and evidence-based strategies (for technical issues). The use of initiative, discretion, cultural sensitivity, collaboration, and teamwork is expected of the incumbent to resolve challenges for which there are no clear or immediate solutions. In the event that no formal guidance exists, the incumbent will propose solutions in consultation with his/her supervisor and/or other senior USAID colleagues.

Supervision Exercised: The Regional PEPFAR Director leads the team on HIV/AIDS issues, coordinating staff members' expected deliverables with their respective agency supervisors. S/he will supervise at least two staff hired by the Mission (either on-site, or hired in a partner country), as well as supervise/oversee short and medium- term technical contractors and TDYers. S/he will write annual performance evaluations for supervised staff and interim reviews for long -term TDYers and contractors.

Time Required to Perform Full Range of Duties: The incumbent is expected to perform the full range of duties within the first three months.

Available Guidelines: The incumbent must have the ability to understand and operate within USAID's policies and regulations regarding foreign assistance programs, and in particular global health programs. The Regional PEPFAR Director is expected to quickly become familiar with USAID processes, procedures, and regulations as presented in USAID's Automated Directives System (ADS) and other relevant USG and policies, directives, and programmatic guidelines. The incumbent is required to be proactive in keeping updated about relevant USG, regional, and national policies and movements related to health systems. Guidance will be available from senior USAID staff in Accra, USAID/Washington Global Health, and USAID/Africa Bureau.

Travel: Requires an estimated 30-40% travel

Extraordinary Situations or Conditions:

Security and Medical Clearance Requirements: The applicant selected to fill this position must be able to obtain a security clearance, which involves a comprehensive background investigation performed by a U.S. Government Agency. The applicant selected to fill the position must also receive a medical worldwide available clearance (Class 1) and will be expected to be able to pass random drug tests for illegal drug use. Details of how to obtain such clearance will be provided after selection and acceptance of the job offer. The final selected candidates must obtain security and medical clearances within a reasonable period (USAID will provide details regarding these clearances to the selected candidates). A substantial delay in obtaining either of the required clearances will make the applicant ineligible for selection. The Contracting Officer will not execute an award until all medical, security and other required clearances have been obtained.

4. MINIMUM QUALIFICATIONS REQUIRED:

Education: A Medical Degree or a Master's Degree or higher from an accredited institution in public health or similar field is required. Additional courses/certificates/training related to the subject areas is highly desired (HIV/AIDS management, KP, public health diplomacy, logistics

and supply chain management, local organization capacity building

Work experience: A minimum of twelve years of progressively responsible experience in public health programming in sub-Saharan Africa, at least five of which is on HIV/AIDS-related work. At least five years (combined) experience working with or for a bilateral or multilateral donors/stakeholders such as USAID, the Global Fund, the UN agencies, national-level public sector, or regional institutions (e.g., ALCO, WAHO) is required.

Language Proficiency: Excellent oral and written communication skills in both **English and French** required. The incumbent should be able to draft and read complex technical documents and conduct technical discussions in both languages.

1. EVALUATION FACTOR/SELECTION CRITERIA:

The following factors will be the basis for the evaluation of applications meeting the required minimum qualifications. All applications will be evaluated based on the documentation submitted with the application. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation. The highest-ranking applicants may be selected for an interview, but an interview is not always necessary.

A. Prior Work Experience: (50 Points)

A minimum of twelve years of progressively responsible experience in public health programming in sub-Saharan Africa, at least five of which is on HIV/AIDS-related work. At least five years (combined) experience working with or for a bilateral or multilateral donors/stakeholders such as USAID, the Global Fund, the UN agencies, national-level public sector, or regional institutions (e.g., ALCO, WAHO) is required. An intimate knowledge of West African health systems and the dynamics of the HIV/AIDS epidemic in West Africa is required. Experience in speaking or representing at technical/policy forums – such as developing papers, posters, models, strategies, policies, or guidelines in health systems (particularly commodity and logistics management) must be demonstrated (technical and representational ability should be demonstrated).

B. Skills, and Abilities (30 Points)

Demonstrated experience in strategic planning, policy development or advocacy, and diplomatic negotiation. Management and organizational skills must be demonstrated, including: project design, monitoring and evaluation, budget and financial review; experience and success in a complex multi-tasking working environment. Excellent communication skills, and the ability to develop relationships, network and operate in the U.S. Government interagency is required. Good interpersonal skills, including an ability to build consensus, provide leadership, and effectively coordinate with internal and external stakeholders in a dynamic and fast-paced environment. Excellent facilitation skills both for virtual and in-person meetings, using a variety of facilitation methods, including participatory and co-creation techniques, and various technology platforms is essential. Ability to complete multiple tasks simultaneously, ability to handle broadly defined tasks independently, and to work effectively under pressure with minimal supervision, while being a strong team player. Demonstrated understanding of procedures, regulations, and policies typical to a large international organization or government agency such as USAID is required, as is a detailed and broad knowledge of health issues in West Africa.

C. Language Proficiency (10 Points)

Fluency in English is required with proficiency in speaking, reading, and writing. Fluency in French language is also required with proficiency in speaking, reading, and writing. Must be able to communicate, participate in meetings, give presentations, and read technical documents in French. French and English language skills will be tested during the interview.

D. Education: (10 Points)

A Medical Degree or a Master's Degree or higher from an accredited institution in public health or similar field is required. Additional courses/certificates/training related to the subject areas is highly desired (HIV/AIDS management, KP, public health diplomacy, logistics and supply chain management, local organization capacity building).

Total: 100 points

Reference Check

Reference checks will be conducted for the top candidates resulting from the assessment of the evaluation factors. No score, a satisfactory or unsatisfactory rating will be applied.

Note: References may be obtained independently from other sources in addition to the ones provided by an offeror. 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, and USAID will delay such reference check pending communication with the offeror.

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 to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. A Cover Letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the position.
5. A current CV/resume. The CV/resume must contain sufficient relevant information to evaluate the Offers in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
6. Applicants also must address the above **Section III: Evaluation and Selection Factors**, in a Summary Statement to be included in the Offers. This Summary Statement must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The Summary Statement must include

the name of the applicant and the announcement number at the top of each page.

7. Applicants must provide a minimum of three (3) and a maximum of five (5) references within the last five years from the applicant's professional life, namely individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
8. Copies of diplomas, certificates or relevant degrees may be included to corroborate the CV/resume.
9. Applicants must provide their full mailing address with telephone, facsimile numbers (if available) and email address and should retain for their records copies of all enclosures that accompany their submission.
10. Submit applications via email to accrapsc@usaid.gov
11. **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.

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

1. Offeror Information for Personal Services Contracts with Individuals (AID 309-2);
2. Contractor Physical Examination (AID Form 1420-62); *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86); * or
4. Questionnaire for Non-Sensitive Positions (SF-85); *
5. Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

VI. **BENEFITS**

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

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

*Note: A US citizen's salary will be subject to employee's FICA and Medicare contribution.

2. ALLOWANCES:

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at http://aoprals.state.gov/content.asp?content_id=231&menu_id=92

- (a) Temporary Quarter Subsistence Allowance (Section 120)
- (b) Cost-of-Living Allowance (Chapter 210)
- (c) Post Differential (Chapter 500)

VII. TAXES

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

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES

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

- a. **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.
- b. **ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR22-01c)**
 - (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 requirement 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 requirement 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 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 Area is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

- c. **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	SUPPLIES/SERVICES (DESCRIPTION)	QTY	UNIT	UNIT PRICE	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: R497 - Accounting Info: TBD	2	LOT	\$ TBD	\$TBD at Award after negotiations
1001	Option 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$TBD at Award after negotiations
2001	Option 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$TBD at Award after negotiations
3001	Option 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: R497 Accounting Info: TBD	1	LOT	\$ TBD	\$TBD at Award after negotiations

- d. 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>.

- e. **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> .

[END OF SOLICITATION]