



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062424R00005

ISSUANCE DATE: March 8, 2024

CLOSING DATE/TIME: April 7, 2024/23:00 GMT

SUBJECT: Solicitation for Offshore U.S./Third Country National Personal Services Contractor (US/TCN PSC)-PEPFAR Regional Strategic Information Advisor, 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.

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 accrapsc@usaid.gov

Sincerely,

Donald Brady
Contracting Officer
Regional Executive Office
USAID/West Africa

ATTACHMENT 1
SOL #72062424R00005

I. GENERAL INFORMATION

1. SOLICITATION NO.: **72062424R00005**
2. ISSUANCE DATE: **March 8, 2024**
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **April 7, 2024, 23:00 GMT**
4. POINT OF CONTACT: **USAID/West Africa, Accra**; e-mail at accrapsc@usaid.gov
5. POSITION TITLE: **PEPFAR Regional Strategic Information Advisor, USAID/West Africa.**
6. MARKET VALUE: **\$88,520- \$115,079** equivalent to **GS-13**
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: **Two (2) years**, estimated to start o/a 06/2024 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 07/2024 to 07/2026
Option Period 1:	o/a 07/2026 to 07/2027
Option Period 2:	o/a 07/2027 to 07/2028
Option Period 3:	o/a 07/2028 to 07/2029

8. PLACE OF PERFORMANCE: **USAID West Africa, Accra**
9. ELIGIBLE OFFERORS: U.S. Citizens (including Lawful Permanent Residents) or Third Country Nationals.

Hiring Preference:

In order of preference, U.S. Citizen (including Lawful Permanent Residents) offers will be evaluated first and only when it is determined that there are no qualified U.S. Citizens (including Lawful Permanent 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

The U.S. President's Emergency Plan for AIDS Relief (PEPFAR) – the U.S. Government initiative to help save the lives of those impacted by HIV/AIDS around the world – is the largest commitment by any nation in history to combat a single disease internationally. Working in over 50 countries, PEPFAR has saved and improved millions of lives, prevented millions of HIV infections, and changed the course of the global HIV/AIDS epidemic. PEPFAR is driven by a shared responsibility among donor and partner nations and others to make smart investments to save lives. Thanks in large part to U.S. leadership, tremendous progress has been made in the fight against global AIDS.

The PEPFAR 5-year strategy (2022-2027) aims to accelerate the response to end the HIV/AIDS pandemic as a public health threat by 2030, while sustainably strengthening public health systems. PEPFAR is focused on the ambitious Joint UN Programs for HIV/AIDS 95-95-95 global goals: 95 percent of people living with HIV know their status, 95 percent of people who know their status are accessing treatment, and 95 percent of people on treatment have suppressed viral loads by 2025.

PEPFAR aims to support all countries with PEPFAR funding to reach epidemic control by targeting evidenced based interventions for populations at greatest risk of HIV in areas of greatest HIV incidence. PEPFAR's program builds on past strengths and increases efficiencies by scaling up effective interventions and ensuring value.

2. BASIC FUNCTION OF THE POSITION

The central hub of the PEPFAR West Africa 2 (Ghana, Liberia, Mali, and Sierra Leone) is located in Accra, Ghana, and Togo serves as the central hub for the West Africa 2 (Togo, Benin, Burkina Faso, and Senegal). The US Embassy Front Offices lead a coordinated multi-agency PEPFAR team to develop and implement the Regional Operational Plans that are aligned with the PEPFAR 5 years strategy and countries priorities. The Front Offices also ensure that the program is integrated to support mutual accountability for results.

The PEPFAR Regional Strategic Information (SI) Advisor (“Regional SI Advisor”) will be responsible for providing technical guidance to the USG PEPFAR strategic information (SI) activities including surveillance and surveys, monitoring, and evaluation (M&E), targeted evaluations, health informatics, and PEPFAR data analysis and use in collaboration with the CDC

staff working on SI in both West Africa 1 and 2.

The Regional SI Advisor maintains highly collaborative interagency relationships and ensures that data generated by program monitoring and other SI systems are of high quality and use for program planning, policy development, advocacy, and program evaluation. S/he will serve as a key strategic information expert and primary USAID contact for strategic information strategies and implementation for West Africa 1 and 2 PEPFAR programs, as well as the development of protocols for public health evaluations, data analytics and use.

S/he will provide advice, guidance, and coordination to USG implementing agencies, ministries of health, and other collaborating organizations in the implementation and strengthening of strategic information systems for PEPFAR programs, with an emphasis on HIV/AIDS Key Population (KP) activities supported by USG in West Africa. The Regional SI Advisor will play a key role in providing technical guidance and capacity development on PEPFAR data interpretation and reporting in response to interagency guidance (through Epidemic Control Teams [ECTs], and Implementation Subject Matter Experts [ISMEs]), country-team, and agency-specific requests. S/he will provide direct technical assistance to strengthen the capacity of the ROP country stakeholders at regional, national, and subnational levels on strategic information and data use, and will play a critical role in the transition of PEPFAR strategic information services and capabilities to host government stakeholders.

The Regional SI Advisor will be responsible for reporting on progress toward achieving PEPFAR targets, using strategic information to improve PEPFAR programming and delivery of services, providing accountability for use of PEPFAR resources, and supporting internal and external capacity for using SI in combating HIV/AIDS. S/he will also be responsible for the collection and management of targeting and results information using Data for Accountability, Transparency, and Impact (DATIM) – a tool powered by District Health Information System 2 (DHIS2) software. S/he will monitor and evaluate the progress of the PEPFAR program and on the expanded use of unique identifier codes (UICs) for key populations receiving HIV services, will identify technical, personnel, logistical, and financial problems, and will recommend revisions as necessary to overcome obstacles and constraints to progress.

Identification of training needs and participation in the development and implementation of training materials and courses for partner organizations as related to strategic information is essential including the Monitoring, Evaluation and Reporting (MER) Guidance, quarterly presentations for the PEPFAR Oversight Accountability Response Team (POART), Semi-Annual Program Results (SAPR) and Annual Program Results (APR), and various tools for the annual ROP preparation. The Regional SI Advisor will participate in and provide input on strategic information issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies.

The Regional SI Advisor will also provide leadership and direct high quality technical expertise to the USG PEPFAR team in West Africa in the development and implementation of SI systems to meet the needs of PEPFAR's support to West Africa 1 and 2 HIV and AIDS program. S/he will develop and manage monitoring tools to track activities progress and to identify and address

performance challenges in a timely manner. S/he will also serve as primary SI Technical Advisor to PEPFAR implementing partners in PEPFAR West Africa 1 and 2 regions.

The Regional SI Advisor will work in close and continuous collaboration with CDC SI personnel, providing support throughout the region. In addition, the Regional Advisor will work in tandem with the Regional PEPFAR Director for West Africa as well as with all PEPFAR technical staff throughout West Africa 1 and 2 Regions. Lastly, the Regional SI Advisor will work closely with the Regional PEPFAR Coordinators for West Africa 1 and 2 to ensure all SI related products for all eight West Africa 1 and 2 countries meet the required reporting standards. The Regional SI Advisor will receive day-to-day guidance from the Director of the Regional Health Office, USAID/West Africa.

3. MAJOR DUTIES AND RESPONSIBILITIES

Under the supervision of the Regional PEPFAR Director or his designate, the major duties and responsibilities for this position will include but not be limited to:

a) Strategic Coordination (25%)

The Regional SI Advisor will:

- Coordinate SI-related processes required for the development of the annual PEPFAR ROP for both West Africa 1 and 2; oversee the fiscal year and planning year target setting exercises; and provide technical guidance and vision for the SI needs of PEPFAR West Africa 1 and 2.
- Serve as the link between West Africa's implementing agencies, USAID Office of HIV/AIDS (OHA) and Global Health Security and Diplomacy (GHSD) regarding all GHSD SI related policies, information requests and reporting.
- Lead and participate with USG team in joint SI work with the Global Fund, including periodic data quality and service delivery assessments.
- Participate with USG, host country governments, and other partners and stakeholders in the annual review of targets and HIV/AIDS program projections, including periodic review of epidemiological projections and SPECTRUM/AIDS Impact Model projections.
- Participate in data audits and program reviews; serve as a subject matter expert (SME) for strategic information.

- Establish and maintain a close relationship with all international development partner representatives and government officials to encourage consistency and harmony of results reporting and reaching consensus around issues of attribution.
- Collaborate with host-country counterparts and ensure that the country reporting data and indicators meet benchmark data quality standards.

b) Technical Leadership (25%)

The Regional SI Advisor will:

- Provide strategic leadership to the West Africa Regional PEPFAR Team and technical guidance to other USG staff involved in HIV/AIDS SI and M&E activities and to senior government counterparts, ensuring that data generated by the SI systems are used for program planning, policy development, advocacy, and program evaluations, and support the increased use of host country systems for PEPFAR reporting.
- Guide SI investments to affect overall program sustainability, capacity building, and the delivery of quality services.
- Establish and maintain a close relationship with international development partner representatives and host country government officials to ensure consistency and harmony of results reporting and to reach consensus around issues of attribution.
- Carry out USAID Contracting Officer's Representative (COR) duties for select activities, as needed, upon successful completion of relevant USAID training.

c) Data Management/Oversight (30%)

The Regional SI Advisor will:

- Work with USG agencies and implementing partner organizations to build capacity to respond to SI requirements.
- Review and assess the targets set for individual partners, ensuring these are ambitious, yet rational.
- Develop and manage monitoring tools to track activities progress and to identify and address performance challenges in a timely manner.
- Evaluate results achieved by implementing partners against their targets and track overall progress in achieving PEPFAR goals as outlined in the ROP. As necessary, adapt targets to be consistent with appropriate budgets, country constraints, and new opportunities.
- Ensure PEPFAR data meet benchmark data quality standards.

- Provide technical guidance for national reporting guidelines, standards, and manuals.
- Participate with PEPFAR Country Teams in the various National HIV/AIDS SI Technical Working Groups and coordinate the SI components of the various technical working groups involving national governments and other stakeholders.
- Build the capacity of local organizations and new partners to meet PEPFAR monitoring and reporting (MER) requirements.
- Liaise with GHSD on GHSD reporting guidance and how it applies to the West Africa PEPFAR program.
- Contribute to the analysis and synthesis, visualization and manipulation of data, report development of data into summary reports, and dissemination of findings, outcomes, and results of program activities and public health evaluations.

d) Routine Reporting (20%)

The Regional SI Advisor will:

- Lead the PEPFAR SI Team, national governments and USG agencies to prepare data and financial tools for the annual ROP, and other tools and reports required by GHSD to track and monitor Implementing Partners' (IPs) progress.
- Liaise with agencies' SI and M&E staff, activity managers, and agency implementing partners as required, to monitor performance and identify corrective actions through Site Improvement through Monitoring System (SIMS visits) and provide accurate, high quality and timely reporting of results.
- Support the development and implementation of UIC systems in the West Africa Region countries.
- Review the weekly data reported by IPs and identify corrective actions as needed.
- Compile summaries of surveys and surveillance activities of the USG/PEPFAR funded program.
- Provide definitive information and work with the Embassy and other USG agencies in responding to GHSD/HQ, congressional inquiries, and other ad hoc requests.
- Serve as the PEPFAR reporting system Power User, train others on the various tools in the system.

4. POSITION ELEMENTS:

- a) **Available Guidelines:** The incumbent is required to understand major agency-specific policies and procedures of the participating PEPFAR agencies which are relevant to project activity

planning and management. Oral guidance from the immediate supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect the overall PEPFAR initiative and keeping abreast of evolving development on HIV/AIDS issues in West Africa.

- b) **Supervision Received:** The Regional PEPFAR Director or his designate will supervise this position and provide on-site line management and regional-level policy direction.

- c) **Administrative and Supervisory Controls:** The Regional Strategic Information Advisor will work under the leadership of the Regional PEPFAR Director or his designate, as part of the USG PEPFAR Team in West Africa. This position will be administratively hired and managed by the USAID Regional Office in Accra and will serve as an inter-agency Regional Strategic Information Advisor for the PEPFAR program across West Africa 1 and 2. S/he represents the USG as the primary point of contact and coordinator for strategic information activities related to PEPFAR in-country, playing a critical role in the planning, implementing and reporting of program performance. The Regional SI Advisor will serve as the liaison for strategic information to the GHSD and ensure that the PEPFAR West Africa program is routinely informed about and in alignment with key PEPFAR developments, strategic directions and reporting timelines. Administrative supervision by the Regional PEPFR Director or his designate includes approval for travel, leave, and time and attendance. These actions will be administered under USAID/West Africa.

- d) **Authority to Make Commitments:** The incumbent has no independent authority to commit U.S. Government (USG) funds on behalf of the U.S. Government.

- e) **Exercise of Judgment:** In instances not clearly covered by written guidelines, the incumbent should use her/his own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with USG and representatives from donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution.

- f) **Nature, Level and Purpose of Contacts:** The incumbent may be expected to accompany USG inter-agency team members or the PEPFAR Regional Coordinator to visit government officials and ministerial level as well as representatives of private and nongovernment sectors. S/he will interact with a wide variety of persons including: technical counterparts (i.e., chiefs of M&E units) within host governments, U.S. Government, and other donor agencies in order to

develop M&E systems, and share information on data management related to HIV/AIDS programs. The incumbent is required to work closely with GHSD, foundations, NGOs, other foreign donor institutions (e.g., the Global Fund, UNAIDS, WHO, WAHO), and other local and international groups.

g) Time Expected to Reach Full Performance Level: One year.

Extraordinary Situations or Conditions

The legal, regulatory, and policy framework for the position is broadly stated and lacks detail and specificity; it largely consists of pertinent sections of the public laws authorizing and funding PEPFAR, the President's vision for PEPFAR, the U.S. Government's global HIV/AIDS strategy, and the strategic objectives and views of the U.S. Global AIDS Coordinator. As a result of the nonspecific nature of these few, available guidelines, the Regional SI Advisor must exercise considerable judgment and ingenuity within their overall intent to devise and oversee the strategies, tactical approaches, and program initiatives that will strengthen the quality, availability, and sustainability of Emergency Plan HIV/AIDS prevention, treatment, and care services.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

This position requires a highly qualified and experienced individual with exceptional interpersonal and communication skills, the ability to foster inter-agency collaboration and strategic cooperation, the ability to foster inter-agency technical teamwork, the capacity for strategic thinking, and an understanding of the technical and policy requirements to achieve the PEPFAR goals in West Africa. The incumbent must be familiar with and be able to work well in an overseas environment and with a wide range of governmental and non-governmental counterparts. The Regional SI Advisor must have the following qualifications:

Education:

An advanced degree (master's degree or higher) in a relevant professional discipline such as public health, public policy, epidemiology, demography, social or behavioral science or related field, is required.

Work Experience:

- At least seven (7) years of progressively senior level experience managing HIV/AIDS, health, or other development programs, preferably in a developing country context, with at least five (5) years of experience in managing and implementing HIV/AIDS programs. At least five (5) years of proven experience working with large, complex international or domestic programs is required.
- Must demonstrate experience operating in his/her non-native cultural environment and demonstrate strong knowledge and understanding of PEPFAR policies and programming parameters. Actual experience managing PEPFAR, or relevant public health programs is preferred.

- Demonstrated in-depth technical knowledge of M&E practice, programs, methods, processes, tools and techniques used to monitor and evaluate results of HIV, TB, STI, and other public health programs.
- Demonstrated experience managing complex programs with cooperation among multiple USG agencies with sometimes competing priorities and demands.

Skills, Technical Knowledge, and Abilities:

- Strong quantitative and analytical skills with a demonstrated ability to obtain, analyze, organize and interpret data and present findings in both oral and written form. Strong skills in interpretation of targeted evaluation and operational research data and advanced numerical skills for data analysis are required.
- Excellent oral and written communications skills to develop and maintain effective, sustainable working relationships with national and international health partners required.
- Ability to cooperatively lead results-driven interagency/intergovernmental project teams and workgroups and ability to be an effective team member.
- Ability to exercise considerable ingenuity and tact in applying guidelines to unique and different settings.
- Advanced user level of word processing, spreadsheets (such as MS Excel) and databases is required.
- Evidence of excellent interpersonal (including conflict resolution skills), facilitation and team building skills/experience required. Ability to communicate technical information clearly and effectively to both technical and non-technical colleagues.
- Strong capacity to multi-task, including managing, prioritizing and fulfilling competing demands in real time.
- Ability to keep track of a large amount of data and manage complex inter-agency planning and reporting processes.
- Excellent leadership, project management, and coordination skills.
- Demonstrated ability to manage competing tasks to achieve complex deliverables in a limited time.

Communication and Language:

- Fluency in English (level III) and French (level III) is required, in both oral and written communication in professional, technical, and policy communication with host country government representatives and partners across sectors.
- Demonstrated ability to communicate clearly and concisely on personal or highly technical areas.
- Ability to articulate clearly and concisely to high level decision-makers on topics outside of his/her area of expertise.
- Excellent computer skills are required to implement, analyze, and monitor, and manage activity goals, inputs, outcomes, and achievements, both program objectives 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> The following evaluation factors are established:

A. Education: (0 Points)

An advanced degree (Master's degree or higher) in a relevant professional discipline such as public health, public policy, epidemiology, demography, social or behavior science or related field, is required.

B. Work Experience: (40 Points)

- At least seven (7) years of progressively senior level experience managing HIV/AIDS, health, or other development programs, preferably in a developing country context, with at least five (5) years of experience in managing and implementing HIV/AIDS programs. At least five (5) years of proven experience working with large, complex international or domestic programs is required.
- Must demonstrate experience operating in his/her non-native cultural environment and demonstrate strong knowledge and understanding of PEPFAR policies and programming parameters. Actual experience managing PEPFAR or relevant public health programs (e.g., PMI, GFATM, etc.) is required.
- Demonstrated in-depth technical knowledge of M&E practice, programs, methods, processes,

tools and techniques used to monitor and evaluate results of HIV, TB, STI, and other public health programs.

- Demonstrated experience managing complex programs with cooperation among multiple USG agencies with sometimes competing priorities and demands.

C. Skills, Technical Knowledge, and Abilities: (45 Points)

- Strong quantitative and analytical skills with a demonstrated ability to obtain, analyze, organize and interpret data and present findings in both oral and written form. Strong skills in interpretation of targeted evaluation and operational research data and advanced numerical skills for data analysis are required.
- Excellent oral and written communications skills to develop and maintain effective, sustainable working relationships with national and international health partners required.
- Ability to cooperatively lead results-driven interagency/intergovernmental project teams and workgroups and ability to be an effective team member.
- Ability to exercise considerable ingenuity and tact in applying guidelines to unique and different settings.
- Intermediate user level of word processing, spreadsheets (such as MS Excel), and databases is required.
- Evidence of excellent interpersonal (including conflict resolution skills), facilitation and team building skills/experience required. Ability to communicate technical information clearly and effectively to both technical and non-technical colleagues.
- Strong capacity to multi-task, including managing, prioritizing and fulfilling competing demands in real time.
- Ability to keep track of a large amount of data and manage complex inter-agency planning and reporting processes.
- Excellent leadership, project management, and coordination skills.

D. Communication and Language: (15 Points)

- Fluency in English (Level III) required, and French (Level III) required,
- in both oral and written communication in professional, technical, and policy communication with host country government representatives and partners across sectors.
- Demonstrated ability to communicate clearly and concisely on personal or highly technical areas.
- Ability to articulate clearly and concisely to high level decision-makers on topics outside of his/her area of expertise.
- Excellent computer skills are required to implement, analyze, and monitor, and manage activity goals, inputs, outcomes, and achievements, both program objectives and impact.

Maximum Evaluation Score: 100 Points

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 one (1) page.
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 **Evaluation Factors**, in a Summary Statement to be included in the Offers. This Summary Statement, limited to 500 words per factor, 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) professional references, one (1) of which must be a current or former supervisor. USAID reserves the right to contact previous employers to verify employment history. If the offeror had a previous position with USAID, the TEC and/or CO may obtain reference checks from the previous supervisor(s) or CO(s). 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

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. **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: <i>R497</i> - Accounting Info: <i>TBD</i>	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: <i>R497</i> - Accounting Info: <i>TBD</i>	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

- c. 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>.
- d. **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> .
- e. **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/partner-with-us/acquisition-assistance-ombudsman/psc-ombudsman>.
- f. **FAR Provisions Incorporated by Reference**
[52.204-27](#) PROHIBITION ON A BYTEDANCE COVERED APPLICATION (JUN 2023)

[END OF SOLICITATION]