



ISSUANCE DATE: May 25, 2016

CLOSING DATE: June 9, 2016 at 17:00 Hours Accra Local Time

SUBJECT: SOLICITATION NUMBER SOL-624-16-000013 FOR A LOCAL HIRE U.S. CITIZEN PERSONAL SERVICE CONTRACTOR FOR PROGRAM ANALYTICS LEAD

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens currently residing in Ghana and interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation.

In order to be considered for the position, a candidate must meet the minimum qualifications listed in the solicitation at the time of submission and must submit all required documentations. The Program Analytical Lead position will be located in Accra, Ghana.

Interested candidates meeting the requirements of the solicitation must submit all the following required materials for consideration (see details on section 6):

- Cover Letter;
- Curriculum Vitae or resume;
- Signed Form AID 302-3 (available at: <http://www.usaid.gov/forms/>)
- Supplemental document addressing the evaluation factors; and
- List of three to five professional references.

All application packages are to be submitted via email to: accrapsc@usaid.gov

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be in a format compatible with Microsoft Word 2003/2010 or PDF and not zipped. Note that attachments to email must not exceed 3 MB.

Any questions concerning this solicitation may be directed to Mildred Agbo via email at magbo@usaid.gov no later than May 31, 2016; no questions will be entertained after this date.

Application Form AID 302-3 must be signed. Incomplete and unsigned applications will not be considered. Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

USAID/West Africa anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note this does not constitute any guarantee that a PSC will be awarded as a result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application.

Sincerely,



Leslie-Ann Nwokora
Supervisory Regional Contracting Officer
USAID/West Africa

SOLICITATION NUMBER: SOL-624-16-000013

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POSITION TITLE: Program Analytics Lead

MARKET VALUE OF POSITION: GS-14 (\$87,263 - \$113,444) Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the GS-14 pay range will not be entertained or negotiated.**

AREA OF CONSIDERATION: Open to U.S. Citizens currently residing in Ghana. Proof of residency must be provided with application. Citizenship, if dual, must be clearly stated.

PERIOD OF PERFORMANCE: Two (2) years, with three one-year options for extension

PLACE OF PERFORMANCE: Accra, Ghana

SECURITY AND MEDICAL CLEARANCES: Selected applicant must obtain facility access and medical clearance within a reasonable period of time. USAID will provide details regarding these clearances to the selected candidate. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded

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, six of which have bilateral USAID missions. The USAID/West Africa REGO Trade, Agriculture and Environments Teams are responsible for managing the Feed the Future (FTF) initiative, the Trade Africa Initiative, the Power Africa Initiative and the Global Climate Change Initiative in West Africa. Additionally, the Environment Team is responsible for managing several Congressional earmarks including biodiversity, water and sanitation, and climate change mitigation and adaptation. Together these programs contribute to the overall

Economic Growth Development Objective of “Advancing Economic Growth and Resilience through African Partners” under the newly designed Regional Cooperation Development Strategy for West Africa.

With more than 320 million inhabitants, the West Africa region ranks as among the poorest in the world, with the lowest level of human capital development, the highest population growth, and the highest maternal and child mortality. Most institutions have limited absorptive capacity. Inter-governmental and national partners are limited by weak regional and national systems, inadequate financial support, and expensive and unreliable power.

In alignment with Agency policy defined in *Securing the Future: A Strategy for Economic Growth*, REGO is pursuing economic development goals that promote “rapid, sustained, and broad-based growth.” The mission will implement regionally focused programs that will work to ensure sustainability through inclusion of factors such as policy incentives, community land use mapping, and sustainable use of natural resources. REGO programs actively target the poor and marginalized groups in order to ensure that poverty reduction accompanies economic growth. Broad-based economic growth creates the opportunities impoverished households need to raise their living standards and provides countries with the capacity to better manage and benefit from their natural resource endowments and expand access to basic clean water and sanitation services.

Building resilience is a key determining factor in REGO’s approach to its work. REGO’s regional partners play an important role in helping to enable all segments of society to withstand shocks and stresses without losing economic development gains. REGO’s approach to resilience focuses on specific “systems” within the agriculture, trade and environment sectors. These systems include natural ecosystem resources, such as watershed and soil health; food security systems; land use change systems; national governance; regional information systems; regional institutions; and regional policies. The regional dimensions of resilience are strengthened through selective strategic programming and capacity building with core partner institutions. For example, in the agriculture sector, REGO supports the organizational development of CORAF and CILSS—the regional institutions that provide agriculture research and food security early warning systems, respectively—and works with ECOWAS and its technical partners to develop regionally integrated information systems. In trade, REGO works with ECOWAS and the private sector commodity associations to increase intra-regional trade, remove border barriers, and increase access to export markets. In the environment sector, REGO supports CILSS/AGRYHMET to conduct land use and land cover analyses for developing evidence-based stakeholder decision processes, and with other regional and national institutions to harmonize water and sanitation policies, and disseminate best practices. Together, these efforts build a strong regional policy and institutional framework, which underpin programs at the community level that are often supported by USAID bilateral missions, such as the Sahel resilience program implemented by USAID/Senegal in West Africa.

REGO’s hypothesis focuses on the mutually-reinforcing nature of regional policy-making and governance approaches combined with sector-specific capacity-building and applied research used to identify and employ the most promising African-led approaches, technologies and practices in trade, clean energy, agriculture, food security and natural resource management. These, in turn, will lead to more broad-based economic growth and resilience across the region.

REGO's theory of change is that **if** West African institutional partners are empowered to increase regional integration of policies and systems, improve management of the natural resource base upon which long-term growth depends, enhance agricultural productivity and value chain development, and promote regional trade and investment, **then** this will advance broad-based economic growth and resilience in the region.

2. MAJOR DUTIES AND RESPONSIBILITIES:

OVERVIEW

The Program Analytics Lead will manage REGO's compliance with USAID Directives for Program Monitoring and Evaluation, including specific monitoring and reporting requirements for Presidential Initiatives, such as Feed the Future, Global Climate Change, Africa Competitiveness and Trade Expansion, and to a number of other directives and congressional earmarks – including biodiversity, clean energy, and the Africa Growth and Opportunity Act – which require separate reporting and/or financial tracking.

The USAID/West Africa/REGO, with a technical team of approximately 19 specialists, is responsible for directing over \$60 million USD of annual technical assistance to meet the regional challenges of environment, food security, trade and economic growth. The Program Analytics Lead will be expected to provide direct support to regional institutions, grantees, and contractors to ensure that the highest level of effort is committed to establishing systems and procedures for (1) articulating clear results; and (2) efficient and effective monitoring and reporting accomplishments in achieving the expected results. The Program Analytics Lead will work support the three sub-teams across REGO to monitor and report on results, conduct data quality and plan for and carry out evaluations.

The Program Analytics Lead will be responsible for overseeing the collection, analysis and reporting of data relating to the priorities identified in the USAID/West Africa REGO Development Objective. This will include helping to manage the Performance Monitoring Plan (PMP) for the Development Objective, and working with USAID CORs/AORs in guiding implementing partner PMP. S/he will be expected to design, procure or personally perform special analyses, studies or reports as needed to inform the USAID/West Africa decision-making apparatus, as well as program design and implementation for monitoring and evaluation activities. This responsibility involves a wide variety of comprehensive studies and detailed analyses of complex functions and processes related to program planning and management. The incumbent will identify and propose solutions to management problems that are of major importance to planning program direction in order to maximize effectiveness, results and impact.

A. Technical Leadership for USAID/West Africa/REGO Monitoring and Evaluation Process 30%

USAID/West Africa implements regional programs through contractors and grantees and in some cases directly with beneficiary institutions in West Africa. These programs conform to approved strategic frameworks, are implemented in compliance with U.S. and other government regulations, and follow standard USAID operating procedures. The Program Analytics Lead will lead the Regional Economic Growth Office on performance monitoring, will serve as the focal point for

monitoring and evaluation (M&E) and reporting and will be responsible for ensuring that systems are in place or established where needed and adhered to by technical officers and Implementing Partners. The principal responsibilities include:

- Ensure an up to date Performance Management Plan (PMP) is in place at all times—both at the Development Objective and Activity levels.
- Provide guidance to technical officers to ensure that programs align and adhere to PMP.
- Serve as a lead monitoring and evaluation advisor/expert to ensure that the office is on the cutting edge of M&E reporting.
- Ensure that tracking systems are established as needed and are functioning properly.
- Ensure that technical officers and Implementing Partners are accurately reporting on results by working with them to refine indicator definitions and methodology as needed.
- Ensure that each program within the portfolio has up to date data quality assessments.
- Provide quality control for all aspects of M&E included in the Operational Plan and Performance Report (i.e. ensure accuracy in data reported, targets established, indicators clearly described, etc.).
- Ensure that the portfolio has conducted baseline surveys, mid-term assessments and final evaluations when appropriate.
- Provide technical guidance in reviewing evaluation scopes of work and proposals, with specific focus on sound methodology.
- Once Contracting Officer's Representative (COR) certification received, manage the ASSESS (REGO's Evaluation and Monitoring activity)
- Manage the work of REGO Monitoring and Evaluation staff;
- Serve as principal M&E liaison with the Mission Program Office and M&E backstops in relevant USAID/Washington bureaus (BFS and E3);
- Oversee the Feed the Future On-line Monitoring System (FTFMS) and partner inputs.

In carrying-out the tasks listed above, the Program Analytics Lead will be expected to conceptualize and develop practical and effective refinements to program performance monitoring systems to ensure their continued effectiveness in capturing program results. S/he will be expected to:

- Propose new initiatives and areas for support based on changing regional trends, USG priorities, political and economic conditions;
- Establish performance objectives and standards; and
- Ensure timely and appropriate feedback, guidance and support to ensure optimum performance.

Liaise with technical advisors to capture their activities in the overall mission performance management system. This includes coordination with technical advisors to map critical interventions, linkages and coordination of project activities to meet the desired outcomes. The incumbent will ensure compliance of all actions and activities with the agency's rules, regulations, policies, strategies and internal control mechanisms and the achievement of results according to the

principles of results based management. He/she will collect, review, and consolidate performance information and alert partners and senior staff to quality control requirements.

In addition, s/he will assist in planning for program portfolio reviews and analyzing relevant program documents for accuracy and consistency with planned results, benchmarks, funding levels, pipelines, and addressing cross-cutting themes.

B. Supervision and COR/AOR Responsibilities 20%

Supervise and mentor the REGO M&E and Program Support staff in order to ensure that core tasks identified in this Statement of work are achieved.

Serve as a COR on a continual basis for ASSESS, REGO's monitoring, evaluation and assessment activities. This involves reviewing progress reports, visiting projects to monitor implementation, determining approaches and modalities for implementation, and evaluating results according to targets and objectives. As necessary, the incumbent will take action and/or refer issues to contracting/agreement officer for timely action and/or decision and provide technical guidance and operational support to clients and stakeholders to enhance performance and quality assurance, share knowledge and build capacity.

The task of the Program Analytics Lead is to facilitate the smooth and effective operation of these programs and to report on compliance with applicable rules and regulations with respect to performance and agreement management functions. Where necessary the Program Analytics Lead will serve as Activity Manager for capacity building and policy programs, and as a liaison with regional organizations, particularly on monitoring and evaluation issues, across the entire REGO portfolio. Frequent coordination is expected with the USAID bureaus responsible for agriculture, trade and environment related programming including the Bureau for Food Security, the Bureau for Africa and the Bureau for Economic Growth, Education, and Environment (E3) , as well as to other segments of the U.S. government.

The incumbent will initiate contact and provide expert technical advice and direction to contractor and grantee professionals for which direct oversight responsibilities are exercised, and with contractor professionals in the area of performance monitoring and evaluation, working to improve economic growth in West Africa. This will include informing partners of U.S. strategic priorities for program results and reporting in West Africa, and in the realm of agriculture, trade and environment. S/he will analyze partner reports for validity, accuracy and progress towards meeting annual and overall program goals, to include tracking indicators and ensuring partners are capturing data accurately and in accordance with Presidential Initiative and/or earmark specific monitoring and evaluation guidance.

C. Program-Wide Analysis and Communication 50%

The USAID/West Africa Regional Economic Growth Development Objective includes very high profile and important programs for the U.S. Government. Staff is frequently called upon to prepare position papers, report and advise on food security, agriculture, trade and environment related

policies and issues in West Africa. The incumbent will be expected to perform the above tasks for a wide range of stakeholders including but not limited to USAID/West Africa Mission management, USAID headquarters, other high level officials of the U.S. Government, host country governments, high level regional government and institution officials, other donors, and segments of the private sector involved or affected by agriculture, trade and environment related issues that can ultimately impact regional security, stability, economic growth, food security and the level of trade and investment. Thus, the incumbent will be expected to possess excellent interpersonal skills, and perform with a high degree of tact and diplomacy and be expected to resolve any potential disagreements between stakeholders, partners and other donors if necessary.

The incumbent will be expected to play a lead role in capacity development work with REGO's regional partners. This may include reviewing and analyzing data and information on human resources and institutional strengthening, as well as closely monitoring contracted capacity building activities under the USAID/WA regional agriculture, trade and/or environment programs as a basis for providing up-to-date information on impact and capacity building.

The incumbent prepares a variety of documents for publication and dissemination to suit numerous constituencies both within and outside the U.S. government. There are important rules and regulations that govern how the office may communicate its work, for example, to assure that persons with disabilities have access, or to assure that sensitive personal or classified national security information are properly distributed. Effective communications will generally involve selecting the most appropriate medium and applying the skills necessary to take advantage of particular media, for example the "success story" presented on a glossy one-page handout as well as a web page, the "reporting cable" disseminated to all U.S. diplomatic posts worldwide, and the "spoken remarks" and "scene setters" prepared for the USAID/West Africa Mission Director or other senior U.S. government officials for presentation at a ceremony or other public event.

The task of communications is to analyze REGO information, consult with office staff on program priorities and communications objectives, and then assure that the work of the office is described and presented in ways that are relevant and compelling to each of the targeted audiences. The incumbent should be able to understand and interpret defined program objectives, exercising judgment to proceed with implementation of routine communications tasks, yet recognizing when special circumstances require consultation with the office chief or other senior USAID/West Africa management.

Additionally, as a representative of USAID and during execution of her/his AOR/COR duties, the incumbent may be expected to occasionally perform public speaking engagements. But more often, the incumbent may be requested to represent the USG in regional meetings with high level regional and national government counterparts and other donors. Incumbent may also be requested to help prepare speeches for high level USG representatives such as the Mission Director and U.S. Ambassador.

3. REQUIRED MINIMUM QUALIFICATIONS, SELECTION CRITERIA AND EVALUATION PROCESS

The successful applicant must have the following qualifications and experience which are listed by subcategory in order of preference:

a. Education: (10%)

Master's degree or higher from an accredited institution in economic, agriculture, agricultural policy, agriculture economics, economics, natural resource management, commerce/trade or similar discipline is required. Formal training in program management is required.

b. Technical Knowledge and Skills (40%)

In-depth knowledge of development, particularly agriculture and trade programs, and related policy principles is required. Knowledge of African regional institutions as well as familiarity with and sensitivity to socio-cultural factors affecting development in the region is required.

Proven skills in analyzing and conceptualizing program designs, evaluations, policies and plans, and developing strategies for their management and implementation, including financial and human resources.

Demonstrate excellent computer skills, with high proficiency in Word, Excel and PowerPoint at a minimum, as well as ability to develop technical and policy reports and analysis, presentations, and proposals independently. Good analytical skills and an ability to comprehend reports, analyze, and evaluate programs.

c. Work Experience: (30%)

A minimum of eight years in project monitoring and evaluation, relevant project management or analysis of agricultural and economic issues is required. Preferences are given to those who have worked with trade, economic, agriculture and/or environment programs in Africa.

d. Language: (10%)

Must be fluent in French and English; a minimum 3/3/3 for English speaking, reading and writing, and a minimum 3/3 French speaking and reading level is required. Level 3 French writing skills preferred. Must be able to communicate in both languages and participate in meetings and give presentations in either language and should be able to read complex technical documents in English and French. Knowledge of a third ECOWAS language, i.e., Portuguese would be an added benefit.

e. Interpersonal Skills/Communication (10%)

Ability to establish and maintain professional and effective contacts with counterparts and other donors, client missions, regional institutions, implementing partner and technical staff. Ability to work collaboratively as part of a team. Ability to interact effectively with senior level officials, and others representing all segments of public and private sectors, from government officials to business leaders to community representatives across the region.

POSITION ELEMENTS

- a. **Supervision Received:** Incumbent will be supervised by the REGO Director and/or his/her designee. As a recognized authority, the employee is subject only to administrative and policy direction concerning overall project priorities and objectives. The employee is typically delegated complete responsibility and authority to plan, schedule, and carry out major projects concerned with the analysis and evaluation of programs or organizational effectiveness. Analyses, evaluations, and recommendations developed by the employee are normally reviewed by management officials only for potential influence on broad agency policy objectives and program goals. Findings and recommendations are normally accepted without significant change.
- b. **Supervision Exercised:** As requested by Office Director or her/his designee, staff will have direct supervisory responsibility over Program Analytics unit staff (one – two FSNs) and authority to task REGO team members to complete performance monitoring deliverables. For example, this person may supervise on a day-to day basis and plan the work of other REGO monitoring and evaluation staff, and or plan to work of administrative assistants as they pertains to the incumbent’s activities/projects and any associated needs pertaining to regional government organizations. He/she will also be responsible from time to time, for delegating and advising M&E specific tasks and work related to program reporting to other REGO staff members as necessary.
- c. **Available Guidelines:** Broad USAID and U.S. Government administrative and program policy guidelines, statements, and basic legislation, related court decisions, or treaties and international agreements that require extensive interpretation. The employee is recognized as an expert in the development and/or interpretation of guidance on program planning and evaluation in a specialized area.
- d. **Exercise of Judgment:** The employee uses judgment and discretion in determining intent, and in interpreting and revising existing policy and regulatory guidance for use by others within or outside USAID/West Africa. Decisions concerning planning, organizing, and conducting studies are complicated by conditions, such as conflicting program goals and objectives. Assignments are complicated by the need to deal with subjective concepts.
- e. **Authority to Make Commitments:** None.

- f. **Nature, Level and Purpose of Contacts:** The incumbent has frequent contact with Key officials of the West Africa Regional Economic Community (ECOWAS), and other affiliated regional institutions including The West and Central African Council for Agriculture Research and Development (CORAF), CORAF's Regional Centers of Excellence, The Permanent Interstate Committee for Drought Control in the Sahel (CILSS), the Mano River Union and others. Other public and private entities with relationships vital to accomplishing REGO objectives include but are not limited to: other Donors, Heads of Private Businesses, Heads of Financial Institutions, West African Government officials involved in agriculture and food security steering and related committees, Heads of Private Sector bodies, and members of the Abidjan Convention, etc. With individuals outside USAID/West Africa, key relationships may include consultants, contractors, or business executives in a moderately unstructured setting. Contacts may also include the Director, Deputy Director, and Program Officer of USAID/West Africa, as well as Ambassadors, Deputy Chiefs of Mission, and Section Chiefs in U.S. Embassies throughout West Africa. The purpose is to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness issues.
- g. **Time Requirement to Perform Full Range of Duties:** Two years, with three one-year options for extension for a possible total of five years.
- h. **Travel:** Travel will be a routine part of fulfilling the duties of this position. Travel will occur within Ghana and in the West Africa region, with possible travel outside of the region for trainings and conferences.

4. BASIS OF RATING APPLICATIONS

Selection Factors: Applicants must possess the minimum qualifications for the position (see criteria above: Education, Technical Knowledge, Work Experience, Technical Knowledge, Skills and Abilities, Other Knowledge, Skills and Abilities, and Language Proficiencies). Additional factors to be taken into consideration include:

- Applicant is a U.S. Citizen currently resident in Ghana.
- Completed and hand-signed form AID 302-3 is submitted by application deadline. (Note: All applicants must submit complete dates [months/years] and hours per week for all positions listed on the AID 302-3 to allow for adequate evaluation of their related and direct experience. Experience that cannot be quantified will not count towards meeting the experience requirements.)
- Cover letter and supporting documentation specifically addressing the minimum requirements for the position. Applicants must explain in their cover letter how they meet the requirements of the position. If excellent writing skills are required, applicants should submit a writing sample of a work document or publication, written by the applicant, covering a technical area relevant for the position applied for (include writing sample as an attachment to cover letter).
- All applications will be evaluated and scored based on the required qualifications and documentation submitted with the application. Those applicants who are short-listed

(determined to be competitively ranked) may also be evaluated on interview performance and satisfactory professional reference checks. Failure to address the selection criteria may result in your not receiving credit for all of your pertinent experience, education, training and/or awards. USAID may contact the applicant's professional references and verify academic credentials. Applicants may also be evaluated based on the performance in an interview.

Applicants who do not meet all of the selection criteria or do not provide the required documentation are considered NOT qualified for the position.

5. MEDICAL AND SECURITY CLEARANCE REQUIREMENTS

The applicant selected to fill this position must be able to obtain a security clearance which involves applicant's comprehensive background investigation performed by a U.S. Government Agency.

The applicant selected to fill the position must also receive medical clearance to work worldwide. 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 of time (USAID will provide details regarding these clearances to the selected candidates). A substantial delay in obtaining either required clearance will make the applicant ineligible for selection.

6. INSTRUCTIONS TO APPLICANTS

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

- Signed Form AID 302-3, Offeror Information for Personal Services Contracts (available at <http://www.usaid.gov/forms/>)

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 302-3 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

- Cover letter and a current resume/curriculum vitae (CV). The CV/resume must contain sufficient relevant information to evaluate the application 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.

- Applicants must provide a minimum of three and a maximum of five 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.
- Applicants also must address the above **Section 3: Selection Criteria**, in a summary statement to be included in the application. This summary statement, limited to two pages, 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. LIST OF REQUIRED FORMS FOR PSCS:

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Application for Federal Employment (AID 302-3);
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.

1. CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs

CIBs AND AAPDSs contain information or changes pertaining to USAID policy and General Provisions in USAID regulation and procedures concerning acquisition and assistance including Personal Service Contracts and can be found at: <http://www.usaid.gov/work-usaid/aapds-cibs>. AIDAR Appendix D and J apply to USPSC and TCNPSC respectively and can be found at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

2. BENEFITS/ALLOWANCES

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

(NOTE: An individual defined as a USPSC employee may only be eligible for those benefits listed below.) TCNPSC MAY be eligible for benefits in accordance with AIDAR Appendix J, sec. 4(c)(2)(ii)(B).

BENEFITS:

- Employee's FICA and Medicare Contribution (USPSCs only)
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Eligibility for Worker's Compensation
- Annual & Sick Leave
- Access to Embassy commissary (with associate membership) and DPO mail (USPSCs only)

*Note: If a US citizen, the Contractor's salary will be subject to employee's FICA and Medicare contribution.

FEDERAL TAXES: USPSCs are not exempt from payment of Federal and State Income Taxes