



# USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72062420R00008

**ISSUANCE DATE:** May 27, 2020

**CLOSING DATE/TIME:** June 15, 2020/17:00 GMT

**SUBJECT: Solicitation for U.S./TCN Personal Service Contractor (US/TCNPSC):  
Senior Regional Governance Specialist (SRGS), 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](mailto:accrapsc@usaid.gov)**

**Only Shortlisted applicants will be contacted.**

Any questions must be directed in writing to Patience Charway at [pcharway@usaid.gov](mailto:pcharway@usaid.gov) or Yusif Ibrahim at [yibrahim@usaid.gov](mailto:yibrahim@usaid.gov) with a copy to Guadalupe Ramirez at [gramirez@usaid.gov](mailto:gramirez@usaid.gov).

Sincerely,

Guadalupe Ramirez  
Contracting Officer  
Regional Executive Office, USAID/West Africa

ATTACHMENT 1

SOL # 72062420R00008

I. **GENERAL INFORMATION**

- 1. SOLICITATION NO.: **72062420R00008**
- 2. ISSUANCE DATE: **May 27, 2020**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **June 15, 2020, 17:00GMT**
- 4. POINT OF CONTACT: **USAID/West Africa, Accra**; e-mail at [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov)
- 5. POSITION TITLE: **Senior Regional Governance Specialist (SRGS), RPGO**

- 6. MARKET VALUE: ~~\$92,977~~ - ~~\$120,868~~ 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 11/2020 with an option of three (3) one-year extensions for a maximum of five (5) years. Extension will be subject to satisfactory performance, availability of funds and Mission requirements

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

<b>Base Period:</b>	o/a 11/2020 to 11/2022
<b>Option Period 1:</b>	o/a 11/2022 to 11/2023
<b>Option Period 2:</b>	o/a 11/2023 to 11/2024
<b>Option Period 3:</b>	o/a 11/2024 to 11/2025

- 8. PLACE OF PERFORMANCE: **USAID/West Africa** located in Accra-Ghana.
- 9. ELIGIBLE OFFERORS: Open to 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~~

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## 11. STATEMENT OF DUTIES

### **BASIC FUNCTION OF THE POSITION:**

The Senior Regional Governance Specialist (SRGS) is the senior level specialist on democracy, governance, human rights (DRG), conflict mitigation and management (CMM), and preventing/countering violent extremism (P/CVE), and provides direction, advice, policy guidance and substantive input in the design, implementation, and monitoring of regional and relevant bi-lateral activities in West Africa. The SRGS serves as the lead role in strategic planning for DRG, CMM, and P/CVE programs and projects, donor coordination, report writing, management of DRG and Trans-Sahara Counterterrorism Partnership (TSCTP) resources, working with implementing partners, and working extensively with the other technical teams in the regional mission and its client Missions and Operating Units. In addition, the SRGS is responsible for coordination and communication with U.S. Embassies that are USAID/WA non-presence countries with DRG, CMM, and P/CVE programs and activities, as well as providing itinerant support and advice to client bi-lateral missions and operating units in the region and within the USAID/WA mission to integrate DRG, CMM, and P/CVE concerns into their portfolios.

In this context, the SRGS will provide technical oversight and will manage the majority of RPGO's DRG, CMM, and P/CVE activities including those in USAID non-presence countries (NPCs). The SRGS will be responsible for managing the design and implementation of projects with a total estimated cost ranging from \$2.5 to \$30 million. S/he will provide expert advice on policy and program activity design and implementation in these technical areas to the entire USAID/West Africa Mission including the USAID/West Africa Mission Director and Deputy Mission Director, U.S. Ambassadors in the region, Mission Directors and other mission leadership in bi-lateral USAID missions in the region. In addition, the SRGS will serve as the Agreement and Contracting Officer's Representative (AOR/COR), directly responsible for managing DRG, CMM, and P/CVE programs and projects. This includes initiating and completing relevant procurement actions. The SRGS may be asked to represent USAID and/or the U.S. government (USG) at international meetings and conferences and serve as liaison with host country officials and regional institutions' representatives in the West Africa region such as ECOWAS and the G5 Sahel.

This position requires exercise of broad individual judgment in setting support for DRG, CMM, and P/CVE priorities, managing resources, implementing programs, and coordinating relations with high-level representatives inside and outside of the USG. The political and governance issues that the SRGS will be dealing with are among the top priorities of USG foreign policy in West Africa and the USAID/West Africa regional mission. The environment is highly complex and frequently unpredictable, and the SRGS must be flexible and able to provide advice on DRG and P/CVE approaches and activities within rapidly changing circumstances. The position includes a broad range of complex managerial, analytical, and communication responsibilities, including providing overall direction for the achievement of USAID's governance objectives in West Africa, as well as monitoring and evaluation, documentation, reporting, responding to queries from various sources, coordination, advice, and management of democracy, governance, justice and/or human rights, and CVE programs and projects for West Africa and any USAID non-presence countries in its portfolio.

The SRGS must have a working knowledge of the drivers of conflict and violent extremism in the region and is expected to be familiar with CMM and CVE approaches. The SRGS will serve as the AOR/COR for CMM and P/CVE activities and represent RPGO on these issues. The SRGS will be expected to provide expert guidance regarding the integration of governance approaches in to CMM and P/CVE activities and to have the ability to analyze regional challenges using governance, conflict, or P/CVE lenses.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **a. Program Development and Management – 60%**

The SRGS develops programs, plans, procedures, and methods required to support USAID DRG objectives in major program areas of the US Foreign Assistance Framework. The SRGS analyzes and evaluates the impact, feasibility, practicality, and effectiveness of existing and proposed standards, regulations, programs, and policies. The SRGS works on multi-sectoral teams to ensure organizational objectives are achieved.

Specifically, the Senior Regional Governance Specialist:

- Provides in-depth and conceptual guidance on the overall governance strategy for the regional mission, including identifying constraints to good governance, CMM and P/CVE activities and the development of democratic institutions and processes, justice reform and respect for human rights, and recommending program interventions to address these constraints.
- Drafts, or leads the development of, activity designs and related technical, policy, procurement, gender, and budgetary analyses required to implement agreed upon approaches to DRG and P/CVE programs and activities, including assessing both gaps and opportunities at the intervention level; identifying various organizations that could serve as change-agents, especially at the local and regional level; and, ensuring appropriate program/project design processes are followed.
- Drafts, or manages the preparation of, terms of reference, scopes of work, program descriptions, and other related documents needed to formulate awards related to DRG and P/CVE activities; and, develops and reviews related project designs and proposals for economic, financial, technical, social, and environmental soundness. This includes drafting memos for activity approval ensuring coordination with other USAID/WA offices to ensure all USG regulations regarding are met, and coordinating the procurement of new activities, and modifications to existing activities with USAID/WA's Office of Acquisition and Assistance.
- Manages large, high-visibility projects in the area of democracy and governance and countering violent extremism.
- Provides technical guidance, project design support, and activity management for governance, CMM and P/CVE activities, as needed.

### **b. Program Evaluation and Reporting – 25%**

The SRGS coordinates the efforts of DRG technical specialists in conducting sector analyses of concepts and systems, formal project evaluations, and investigations of highly unstructured and interconnected problems involving controversial and complex administrative or programmatic concerns. The SRGS also undertakes such analyses and evaluations directly. Evaluations serve as the basis for substantive changes in the organization and administration of DRG and P/CVE programs affecting substantial numbers of people. The SRGS ensures compatibility of recommendations with overall mission governance objectives.

The SRGS is responsible for the development of DRG and P/CVE related performance indicators for democracy and governance activities, ensuring reliable measures are established that clearly indicate the impact of USAID investments in democracy and governance in West Africa. The SRGS is responsible for

monitoring the achievement of results by periodically reviewing the development context, indicator data, and other indications of portfolio progress, identifying problem areas and recommending corrective measures.

The SRGS leads new analytical studies and assessments, and the designs of investigative techniques that are of material significance in the solution of important problems with unprecedented or novel aspects. The SRGS is responsible for the integration of the results of studies and analyses into new designs, performance reports and technical briefings and papers, as directed by the RPGO Office Director.

The SRGS initiates or coordinates the evaluation of RPGO activities for the regional mission as well as the relevant NPCs that USAID/WA oversees, during and following project completion, to ascertain project impact and cost-effectiveness, including implications for future programming and financing.

The SRGS prepares relevant DRG and P/CVE information for mission reports to meet USAID and broader USG reporting requirements, including reporting on Operational Plans, Performance Reports, Congressional Budget justifications, Mission Strategic Resources Plans, human rights reports, trafficking reports, reports on gender and people with disabilities, etc.

The SRGS applies program evaluation and reporting skills to RPGO's CMM and CVE activities as needed, including but not limited to, supporting project evaluations, developing indicators, setting targets, supporting assessments, and reporting results to USG stakeholders.

c. Program Coordination and Technical Support– 15%

The SRGS is responsible for (1) collaborating with a broad range of partners and customers on strategic approaches to democracy and governance; (2) obtaining and maintaining support and communication from partners, customers, and stakeholders on governance themes and issues; and (4) providing technical support to US Embassies in USAID non-presence countries (NPCs), as well as regional technical offices of USAID/West Africa that have governance related activities on an as needed basis.

Partners include regional institutions such as the ECOWAS, the G5 Sahel, U.S. Embassies in the region, bilateral and multilateral donors, and other USAID bilateral missions in the region, other USG institutions, PVOs/NGOs, think tanks, Congressional staff, and others. Customers include, but are not limited to, host-government counterparts, representatives of regional institutions, members of civil society organizations, and members of the general population.

As a recognized expert in the field, the SRGS provides technical advice and counsel both within and outside the organization. The SRGS informs USAID Bureau, Post, Mission, RPGO office staff, NPC Field Office staff and other technical offices – including senior management – on a variety of DRG and P/CVE issues in West Africa, including key constraints and proposed approaches and solutions in the achievement of program objectives. The SRGS ensures open and timely communication is maintained with USAID/Washington and U.S. Embassies and USAID Missions in the West Africa region on planned or current DRG and P/CVE activities in West Africa.

The SRGS directs or participates in managing geographic USAID Africa Bureau reviews of proposed global, regional and bilateral DRG and TSCPT projects that have the potential to contribute to USAID and other U.S. Government DRG and TSCPT objectives in West Africa.

The SRGS ensures that RPGO's DRG, CMM, and P/CVE activities are well coordinated and integrated to the greatest desirable extent. The SRGS communicates regularly with USG and non-USG actors in the fields of CMM and P/CVE so as to draw linkages between trends and activities across the technical sub-sectors and ensure effective, holistic, RPGO programming.

**POSITION ELEMENTS:**

- a. **AVAILABLE GUIDELINES:** The incumbent is expected to become familiar with USAID processes, procedures and rules as documented in the ADS. In situations where the Advisor's judgment points to a need for additional clarity or guidance, his/her supervisor will provide such guidance with the assistance of the USAID/WA support offices as appropriate. The SRGS will be required to be proactive in keeping abreast of evolving guidelines and policies, including but not limited to the Automated Directive System (ADS), USG procurement regulations, and USAID program strategy, design and policy documents. The SRGS must be able to use his/her judgment in interpreting and applying guidelines even when the specificity and applicability of them is not well defined.

The SRGS is required to exercise independent judgment and ingenuity to interpret and develop applications and guidelines in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems.

- b. **COMPLEXITY:** The management environment in which the incumbent will operate is complex, with many donors, country interests and USG interests and requires a professional with senior-level advisory, team-building and public diplomacy skills. Excellent, balanced judgment must be exercised in setting priorities. As the SRGS the incumbent will represent USAID in consultation with a wide range of USG actors, public and private sector officials, civil society and community leaders, regional institutions and donors. Within USAID/WA the incumbent will be a principle point of contact for providing technical expertise, advice, informational updates and briefings on issues related to democracy, human rights, governance and rule of law.
- c. **SCOPE AND EFFECT:** The SRGS provides overall management, oversight and technical direction for DRG, conflict mitigation and management, and P/CVE activities and projects managed or overseen by USAID/West Africa under the direction of the Regional Peace and Governance Office Director. The design and management of DRG, conflict mitigation and management, and P/CVE activities requires high-level technical and organizational skills as they represent a complex array of projects and initiatives that require constant monitoring and high-level consultations with host country and Embassy officials in USAID non-presence countries, where the majority of these activities are conducted. The incumbent will be required to provide policy advice and support in project development and management for activities in democracy and governance, counter-extremism, reconciliation and conflict mitigation. The work of the incumbent will impact large and medium-size programs with substantive effect on large groups. He/she will advise Mission Management and other USG stakeholders on the impact of DRG, conflict mitigation and management, and P/CVE programs. S/he will represent USAID in meetings on these issues.
- d. **PERSONAL CONTACTS:** The SRGS will establish and maintain professional contacts/relationships at all levels, including USAID/WA staff and colleagues, USAID/Washington, U.S. Embassies in the region, regional partners such as ECOWAS and G5 Sahel, ministerial-level officials in West Africa, the heads of other donor agencies, and leaders of the NGO community.
- e. **LEVEL AND PURPOSE OF CONTACTS:** The purpose of contacts is to inform on or elicit information about DRG and P/CVE activities in order to perform project management actions and provide policy advice and guidance. This may include information and communication to and with senior U.S. government representatives, host-country counterparts, regional institution representatives and other donors. The SRGS is expected to maintain close contact with USAID/Washington policy advisors, U.S. embassy personnel working on DRG, conflict mitigation and management, and P/CVE related activities.

The SRGS will also be expected to maintain and manage good working relationships with various stakeholders in USAID/WA and to ensure that USAID programs in the region are in line with USG policies. The purpose of these contacts is to enhance understanding of USG democracy, governance and P/CVE sector work and share experiences, and to foster coherent implementation of such programs.

The broad use of initiative, discretion and patience is expected from the SRGS in dealing with USAID office personnel as well as representatives from other donor organizations and U.S. Embassies to resolve problems that arise during the course of work where there is often no clear or immediate solution. In addition, considerable judgment is required in working effectively and coordinating multi-sectorial efforts in support of USAID's development objectives and in collecting, analyzing and reporting on progress of activities and recommending project actions.

12. **PHYSICAL DEMANDS:** Work is performed primarily in the USAID/WA office in Accra, Ghana but requires extensive travel (estimated at 30%) throughout the twenty-one countries in West and Central Africa that USAID/West Africa is responsible for overseeing.

## II. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

This is a senior USAID/West Africa position, and the successful candidate must be sufficiently experienced to understand and meet the needs of the Mission.

### **Work Experience**

- A minimum of 8-10 years of professional work experience on democracy and governance, and/or preventing/countering violent extremism issues/programs is required.
- Demonstrated work experience in the following two areas is mandatory: 1) managing democracy, governance and/or countering violent extremism project activities for major offices or programs that have a broad impact; and 2) providing expert analysis and advice on complex programming issues in governance, democracy and/or countering violent extremism;
- At least three years of international work experience is required with an international organization such as bilateral or multilateral donor organization or regional integration organizations such as ECOWAS and the G5 Sahel. The candidate with a steady progression of increasing responsibilities in related work over-time will receive more points. The most qualified candidate will be someone who has worked extensively with an international multilateral or bilateral donor organization that worked on bilateral and regional programs and technical areas such as democratic development, governance, P/CVE and conflict prevention, preferably outside his/her home country.
- At least three years of this experience is required in West Africa.

### **Communication Skills**

- Must be fluent in both French and English languages and should be able to speak and write at a professional level in both languages. Should be able to read, review, edit technical documents and conduct technical discussions in both languages. French language skills (reading, comprehension) will be tested during the interview process.

### **Education**

- A master's degree in public administration, public policy, political economy, international development, political science, international relations is required.

### 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 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.

#### **Work Experience (35 POINTS):**

- A minimum of 8-10 years of professional work experience on democracy and governance, and/or preventing/countering violent extremism issues/programs is required, with a preference for 10 years of experience or more.
- Demonstrated work experience in the following two areas is mandatory: 1) managing democracy, governance and/or countering violent extremism project activities for major offices or programs that have a broad impact; and 2) providing expert analysis and advice on complex programming issues in governance, democracy and/or countering violent extremism;
- At least three years of international work experience is required with an international organization such as bilateral or multilateral donor organization or regional integration organizations such as ECOWAS and the G5 Sahel. The candidate with a steady progression of increasing responsibilities in related work over-time will receive more points. The most qualified candidate will be someone who has worked extensively with an international multilateral or bilateral donor organization that worked on bilateral and regional programs and technical areas such as democratic development, governance, P/CVE and conflict prevention, preferably outside his/her home country.
- At least three years of this experience is required in West Africa. Ten points will be assigned to applicants with experience working in the Francophone West Africa on democracy and governance, conflict prevention or countering violent extremism development efforts.

#### **Technical Knowledge, Skills and Abilities (30 POINTS):**

- Previous experience with program design, writing of program descriptions, scopes of work, terms of reference (both in English and French), performing desk and field assessments, and experience performing complex analysis around democracy and governance, and/or countering violent extremism issues, and other related documents needed to formulate awards and requests for funding related to DRG and P/CVE activities is required.
- Demonstrated ability to interact professionally and provide technical guidance to high-level USG and host government officials and represent the USG in program development discussions on bilateral and regional development efforts.
- Versatility in the use of computer software, especially Microsoft Word and Excel, is required. The ability



to perform financial analysis and prepare program budgets is also required. The ability to plan, organize, and manage negotiations, teleconferences and multi-layered stakeholder consultations is required. The selected candidate must be able to function as an Acting Office Chief when called upon and must demonstrate the ability to manage and coordinate activities to achieve an operational unit's objectives through demonstrated work experience.

**Communication Skills (20 Points):**

- Must be fluent in both French and English languages and should be able to speak and write at a professional level in both languages. Should be able to read, review, edit technical documents and conduct technical discussions in both languages. French language skills (reading, comprehension) will be tested during the interview process.

**Education (15 POINTS):**

To qualify for the position, candidates must meet the following education criteria:

- A master's degree in public administration, public policy, political economy, international development, political science, international relations is required.

USAID may independently seek feedback on the candidate's past performance, abilities and skills as it pertains to the position description and qualification criteria from other sources or references.

Maximum Evaluation Score: 100 Points

**USAID policy specifies that U.S. citizens or resident aliens (USNs) are preferred over third country nationals (TCNs). Therefore, USN and TCN offers will not be evaluated together. USAID will evaluate USN offers first and if the CO determines that there are no qualified USNs, only then will USAID evaluate TCN offers.**

**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, limited to two (2) 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. 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. Hard 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. Only Shortlisted applicants will be contacted.

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#### 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 AND ALLOWANCES**

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

##### 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 \(Government Civilians Foreign Areas\)](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101), available at [https://aoprals.state.gov/content.asp?content\\_id=282&menu\\_id=101](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101)

- (a) Temporary Quarter Subsistence Allowance (Section 120)
- (b) Living Quarters Allowance (Section 130)
- (c) Cost-of-Living Allowance (Chapter 210)
- (d) Post Allowance (Section 220)
- (e) Separate Maintenance Allowance (Section 260)
- (f) Education Allowance (Section 270)
- (g) Education Travel (Section 280)
- (h) Post Differential (Chapter 500)
- (i) Payments during Evacuation/Authorized Departure (Section 600), and
- (j) Danger Pay Allowance (Section 650)]

**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](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:

**LINE ITEMS**

ITEM NO	SUPPLIES/SERVICES (DESCRIPTION)	QTY	UNIT	UNIT PRICE	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC - Product Service Code: R497 - Accounting Info: TBD	1	LOT	\$ TBD	\$TBD at Award after negotiations

1001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	STBD at Award after negotiations
2001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	STBD at Award after negotiations
3001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC - Product Service Code: <i>R497</i> Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	STBD 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> .

[END OF SOLICITATION]