



# USAID | SENEGAL

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## USAID/SENEGAL INTERMITTENT, OFFSHORE USPSC(S) CONTRACTING OFFICER (S)

1. **Solicitation Number:** SOL-685-15-000044
2. **Issuance Date:** April 21, 2015
3. **Closing Date/Time:** 05/11/2015 at 17:00 p.m. (Senegal Time)
4. **Position Title:** Contracting Officer(s)
5. **Market Value:** GS 15 (\$101,630- \$132,122)  
*Final compensation will be negotiated within the listed market value based upon the candidate's past salary history, work experience and educational background.*
6. **Organization Location of Position:** Dakar, Senegal
7. **Direct Supervisor:** Contracting Officer(s)
8. **Supervisory Control:** None
9. **Period of Performance:** Immediate upon receipt of security/medical clearances.  
*(The Personal Services Contract will be for six to eight months, not to exceed 200 working days over a period of twelve months.)*
10. **Place of Performance:** Dakar, Senegal
11. **Security Access:** Secret
12. **Area of Consideration:** OFFSHORE USPSC(S)

## **I. INTRODUCTION**

USAID/Senegal supports a diverse and complex bilateral program portfolio and increasing regional responsibilities. Overall program funds managed by USAID/Senegal doubled from approximately \$50 million in 2008 to over \$100 million since 2010. USAID/Senegal's goal during the current strategy period is to improve the well-being of Senegal's citizens. Senegal's strategy is premised on the development hypothesis that a politically-active and healthy citizenry, endowed with the skills to participate in the private sector and government, will lead to an improvement in the well-being of Senegalese citizens. It is USAID's assertion that "people are the real wealth of a nation" and development efforts can only be judged effective if they lead to improvements in the daily lives of all Senegalese citizens, as reflected in levels of education, income, and health. USAID/Senegal's bilateral program now consists of a five-year \$671 million total portfolio, and an operating budget divided among Economic Growth, Agriculture, Natural Resources Management, Health, Education and Good Governance. In addition, USAID addresses key presidential initiatives such as the Global Health Initiative (including the President's Malaria Initiative) and Feed the Future.

Since 2009, USAID/Senegal has taken an evolving regional role. As a first step in 2009, USAID/Senegal took over responsibility from USAID/West Africa (WA) for the oversight of the Regional Legal Office (RLA), Regional Food for Peace Office (RFFP) and the Regional Office of Foreign Disaster Assistance (ROFDA). RFFP and ROFDA have their own operating budgets which are managed through the USAID/Senegal Controller's office. USAID/Senegal also provides RFFP and ROFDA a number of other support services (personnel, travel, transportation, etc.). In late 2010 USAID/Senegal took over responsibility for providing programmatic support and oversight to program funded activities in the Gambia, Guinea Bissau and Cape Verde. To date, bilateral funds for these three countries remain very limited and require little additional USAID/Senegal staff time and operating expenses. As of 2011, USAID/Senegal became responsible for bilateral programmatic oversight and support services for Chad, Mauritania. Currently, the Mauritania program is almost exclusively a Food for Peace program which is already being managed by the RFFP Office in Dakar. Chad has a small bilateral program with on-the-ground USAID staff which will now be supported through USAID/Senegal. Finally, also in 2011 USAID/Senegal took over all support services (RLA, RAAO, Financial, EXO) for the USAID/Guinea Mission which is twinned with Sierra Leone.

The Regional Acquisition and Assistance Office (RAAO) is comprised of four USDH, and six Foreign Service National employees. The workload of the RAAO has increased considerably over the last five years owing to increased programmatic budgets as well as the expanding regional responsibilities. The RAAO currently manages procurement for bilateral programs in Senegal, Guinea, Burkina Faso, Niger, Sierra Leone, as well as a regional Sahel program. Several of the FSNs and USDH staff are new to USAID and have limited warrants.

To strengthen Mission adherence to USAID policy and regulations, maintain momentum with procurement actions, and provide mentoring and training to Mission and RAAO staff, USAID/Senegal seeks one or more experienced Agreement/Contracting Officers for the Regional Acquisition and Assistance Office (RAAO) to handle a broad range of USAID Acquisition and Assistance (A&A) activities. Responsibilities will include high dollar value, complex competitive procurement actions, assistance (grants and cooperative agreements), modifications, delivery and purchase orders, interagency agreements and supply schedule or other related actions. Prior USG A&A procedures and systems knowledge to facilitate continuity of operations is a requirement for selection.

In general terms, the optimal applicant for this USPSC Contracting Officer position will possess extensive knowledge of US federal contracting and assistance (grants and cooperative agreements) principles, policies, and procedures from pre-award through post-award phases; extensive experience with formal advertising and negotiating methods; as well as exhibit great facility with contract and award administration requirements. In addition, for this USPSC position, the applicant will need to demonstrate a well-seasoned familiarity with development principles, federal procurement mechanisms and donor/NGO partnering. S/he exercises leadership in conducting technically proficient procurement and assistance, fully complying with all relevant laws, regulations and procedures and performed in a positive, team and customer oriented manner.

**Basic Function:**

The selected applicant serves as USPSC Contracting Officer and advisor to the Supervisory U.S. Contracting Officer (CO). S/he is expected to be available for intermittent assignments in order to temporarily fill the role of Regional Contracting Officer. S/he will need to possess the requisite requirements (i.e. training, experience, education) to be able to obtain Agreement and Contracting Officer warrant authority. S/He will be responsible to direct the procurement and contracting organization providing operational and project support to USAID/Senegal. S/he provides advice on U.S. acquisition legislation, policies, regulations and procedures, as well as those in effect in the countries served. S/he must be an expert in the Acquisition and Assistance (A&A) field since great reliance is placed on her/his judgment and advice.

S/he will be assigned to the USAID/Senegal/RAAO Unit to serve as a CO, fully capable of providing contracting guidance on a full range of A&A matters. The portfolios contain varied and technically complex country programs. The selected applicant may support several client offices for USAID/Senegal as instructed by the Supervisory Contracting/Agreement Officer. S/he will also serve as advisor to Senior Mission Management in the area of Acquisition and Assistance and related subject matter. In addition to program funded procurement, s/he will support operational expense (OE) purchases for client missions whenever these are complex in nature or above the Executive Officer's (EXO's) warrant. The selected applicant is responsible for all phases of a procurement process, from preparing solicitation, negotiation, award and contract close-out.

USAID/Senegal is a large program within the Agency. Thus, the selected applicant must be a highly skilled, experienced and self-motivated individual, who is capable of independently performing quality and professional work in an expedited manner and under stressful conditions.

The selected applicant will be expected to be knowledgeable about and utilize a myriad of procurement instruments available, such as Cost Reimbursable Contracts, Fixed Price Contracts, Incentive Contracts, Indefinite Quantity Contracts, Task/Delivery Orders, Grants, Cooperative Agreements, and Participating Agency Service Agreements (PASAs). Implementing Partners include U.S. and Non-U.S. commercial entities, not for profit entities, Non-Governmental Organizations (NGOs), Public International Organizations (PIOs), Host Government entities, international donor organizations, other governments, and individuals. S/he must be fully capable of determining most appropriate instrument to utilize and be proficient and knowledgeable about performance-based and results-oriented statements of work and program descriptions. Dollar levels of the instruments in force range from small value procurements to instruments exceeding \$70 million dollars.

## **Major Duties and Responsibilities**

The USPSC Contracting Officer serves as a senior Contracting Officer in support of USAID/Senegal. As a core team member of USAID/Senegal, s/he participates in meetings, assists in strategic and procurement planning and provides guidance and instructions on Federal and USAID regulations, policies and procedures to Mission personnel and recommends procurement and financing alternatives vis-à-vis appropriate instruments/contract types to achieve Development Objective (DO) Team goals. The mission portfolio contains varied and technically complex regional and country programs characterized by high funding levels with a portfolio value in excess of \$150 million. The USPSC Contracting Officer establishes periodic work objectives and performance measures, establishes procurement plans and strategies, conducts mid-cycle reviews, and keeps senior Mission management informed on all A&A matters, new policies, U.S. legislation, Executive Orders, Federal Regulations and how these may affect USAID A&A instruments. The selected applicant provides guidance and support throughout the procurement planning in finalizing DO procurement plans; recommends alternatives and preferable types of instruments (e.g., fixed price, cost reimbursable, task orders, grants or cooperative agreements). S/he provides innovative ideas or solutions to situations/problems encountered on a daily basis; provides A&A support and advice to other Contracting Officers, A&A Specialists/DO Teams and Senior Mission Management during peak workload periods. S/he participates in the federally-mandated Federal Acquisition Certification in Contracting (FAC-C) program, including planning and performing on-the-job training assignments and coursework to ensure successful completion of the required competencies and annual training requirements. The prospective USPSC CO will conduct training/mentoring to build long term capacity of the office staff. S/he will also provide periodic training to AORs and CORs

## **Pre-award/Award Formation (45%)**

The USPSC Contracting Officer will manage the A&A pre-award process for individual procurement actions, ensuring team compliance with USG and USAID regulations and policies. He/she is responsible for the procurement of a variety of goods and services ranging in complexity from commercial item purchases to multimillion dollar technical assistance A&A instruments. During requirement definition, the he/she assists the DO Team by providing comments/recommendations to ensure completeness and appropriateness of statements of work/program descriptions/technical specifications, justifications, source selection criteria, other necessary approvals, waivers, deviations. Once the requirement is defined in a requisition, the selected applicant prepares and/or approves complex solicitation documentation, such as Requests for Proposals (RFP) and Requests for Applications (RFA), as appropriate, and ensures compliance with Federal publication requirements. S/he coordinates with the DO Teams and supervises the development and execution of contractual documentation for the solicitation and technical evaluation phases; conducts and/or approves in-depth cost analysis of business proposals, including such aspects as evaluating technical approaches vis-à-vis proposed cost, reviewing audit reports, forecasting pricing trends, evaluating economic factors, applying weighted guidelines for determining profit/fee and evaluating overhead and general and administrative expenses; determines the competitive range and develops the USG negotiation strategy; advises contractors, recipients, DO Team members and host country officials on Federal regulations and Agency policies and procedures; conducts negotiations with U.S. and local private sector, including for-profit and not-for-profit organizations, colleges, universities, other USG agencies and PIOs to reach mutual agreement on the terms and conditions of A&A instruments; performs and/or approves pre-award survey assessments of local NGOs and host government institutions before receiving USG funding and coordinates with the Office of Financial Management throughout the pre-award survey process. S/he recommends to the CO and/or approves responsibility determinations; recommends and/or approves awards valued at millions of dollars, and prepares and/or approves the contractual documentation; prepares the memoranda of negotiation, organizes pre- and post-award debriefs, and documents the debriefs.

### **Post-award Administration (35%)**

The selected applicant administers and/or oversees the administration of A&A instruments in accordance with government regulations and Agency policies. As a core DO team member, s/he provides A&A technical and administrative advice to Contracting/Agreement Officer's Representatives (CORs/AORs) regarding oversight of contract management/assistance administration within the award terms and conditions and the parameters of a delegation of CORs/AORs authority. S/he provides interpretation of contract clauses or standard provisions, procurement policies and provides guidance pertaining to waivers and other justifications to CORs/AORs and implementing partners. S/he conducts post-award orientations to clarify issues on award requirements such as billing procedures, delivery schedules, terms and conditions, reporting requirements; reviews and makes determinations regarding consent to subcontract and approval of key administrative actions; works closely with the Finance Management Office, the Regional Inspector General (RIG) and the Legal Officer to resolve issues associated with claimed costs, audit findings, fraud, disallowance of costs, organizational conflict of interest, contractor or recipient personnel issues, home or field office questions, and recommends corrective action to be taken to remedy the situation or contract termination, when warranted; monitors contractor performance through review of progress reports, telephone conversations, correspondence, site visits for compliance with award terms and conditions; provides guidance and training as required to host country personnel, contractor personnel and

USAID personnel regarding A&A requirements and regulations; negotiates extensions, price adjustments and modifications to contracts; prepares determinations and findings relative to negotiated actions and coordinates contractor's requests for deviations; maintains contract files and records, prepares reports, as required; manages the Contractor Performance Assessment Reporting process to ensure compliance with the FAR; analyzes questioned costs to determine allowability; provides follow-up on audit recommendations, including researching the findings and recommending corrective action for audit closure; reviews completed official award file to determine that all contractual actions are satisfied and that there are no pending administrative actions to be resolved, that all file documents are signed, that there are no litigation actions pending and that the award is complete in every respect and ready to be administratively closed.

### **Other Duties (20%)**

The selected applicant coordinates contracting activities with other host government agencies, USG agencies, PIOs; requests audit reports of pre-award surveys from the OIG, the Defense Contract Audit Agency or M/OAA/CAM; provides advice and assistance regarding the adequacy of host country contracting process/documentation; cost analysis and negotiation of host country bids/proposals; reviews implementation letters to the host government; conducts pre-award surveys/procurement assessments of host government and local organizations.

The selected applicant is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. S/he may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. S/he must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

The selected applicant maintains a high level of ethics and appropriate discretion; s/he ensures and enforces procurement integrity through the procurement and administration process in accordance with the Federal Acquisition Regulation Part 3.104 and the Procurement Integrity Act (41 USC 423).

## **II. PERIOD OF PERFORMANCE/TIMING**

**The intended USPSC is for intermittent assignments from six to eight months, not to exceed 200 working days over a period of twelve months. Ideally each visit should be for a minimum of six weeks. Longer stays are preferred when possible. It is envisioned that the consultant will make 2-4 trips to Senegal, to commence as soon as practical after contract signing, as per schedule to be mutually agreed upon. Depending on work load, USAID/Senegal may award contracts to up to three individuals.**

## **III. POSITION ELEMENTS**

### **1. Knowledge Required by the Position**

Using their past experience and expert knowledge of a wide range of Acquisition and Assistance concepts, the selected candidate must advise Senior Mission Management and the Supervisory Contracting Officer on patterns and trends of the US Government policy and changes in industry. Expert knowledge to make informed decisions or recommendations interpreting and/or changing important policies such as FAR, AIDAR, ADS and Mission Orders. Knowledge of the principles of acquisition planning sufficient to independently develop and implement a plan to procure a multiyear program or system involving successive program stages. Knowledge of contract and grant administration and termination techniques sufficient to administer and close out and/or oversee the administration and close-out of contracts, grants and cooperative agreements. Knowledge of price/cost analysis techniques, such as learning curve analysis and cost estimating relationships, sufficient to evaluate contractor proposals and prepare negotiation memoranda. Knowledge of contract and grant types, methods, and techniques including cost and incentive contracting, award fee, cost sharing arrangements, cooperative agreement, Public International Organization grants, processing of unsolicited proposals and applications, multiple awards, special provisions relating to proprietary rights, and rights in data. Award instruments are normally negotiated. Knowledge of the regulations and techniques of source selection sufficient to conduct a selection. Skill in negotiation techniques to conduct negotiations and to meet and deal with high level business, industry, scientific, and/or Government officials.

### **2. Supervisory Controls**

The position reports to the Supervisory Contracting Officer, USAID/Senegal. The Supervisor assigns work in terms of overall procurement programs to be accomplished. The employee, in consultation with the supervisor, establishes and executes a work schedule, ensuring that the necessary planning, coordination, approvals, negotiation, and other requirements are completed in a timely manner so as not to delay award of any assigned programs. Independently establishes clear objectives and necessary priorities to achieve these objectives. Prepares and/or approves negotiation plans and memoranda and briefs supervisor and/or senior Mission Management. Conducts and/or oversees negotiations independently. Advises supervisor and Senior Mission Management of potential problems or slippages in the program. Work review is made through status reports prepared by the employee and used primarily by management to keep informed.

**3. Authority to Make Commitments:** The Contracting Officer will have delegation of authority to commit U.S. Government (USG) funds on behalf of the U.S. Government or the USAID/Senegal. The Contracting Officer will have the function as an Agreement/ Contracting Officer for high value award valued at up to US \$25 million each award.

#### **4. Guidelines**

Guidelines consist of Federal and agency acquisition and assistance laws, regulations, and policies. Guidelines provide general acquisition and assistance methods and requirements, but do not have specific applicability to the particular procurement and the wide variety of situations encountered. For example, extensive judgment and originality are required in planning the procurement strategy for large scale acquisition programs or activities, in structuring the contract to provide economic incentives and flexibility for future contract changes, and in resolving administrative problems which arise during the life of the contract. The employee frequently develops new approaches and writes new conditions or clauses to resolve specific situations.

#### **5. Complexity**

The work consists of managing acquisition and assistance processes and instruments for highly complex or innovative international development programs using approaches that are that are not well defined and span successive program stages. Typical complexities include:

- Design instability in the early phases of the acquisition cycle, resulting in frequent design and performance changes;
- Difficulty in developing time schedules;
- Lack of precedent and cost data;
- Use of wide variety of cost and fixed-price contracts, grants and cooperative agreements with a broad range of complex terms and conditions including cost sharing arrangements, incentive formulas, progress payments, and escalation clauses;
- Multiple year, long-term contracts, grants and cooperative agreements;
- Sole source negotiating environments;
- Use of extensive cost analysis to determine reasonableness;
- Programs involving several instruments with the same or different implementing partners, and changes to one instrument frequently affecting other instruments;
- Extensive use of subcontracts.
- Decisions involve uncertainties or problems, such as questionable financial responsibility, scheduling conflicts, deficient performance, economic instability, and complicated segments of complex programs. The employee interprets technical, legal, and audit decisions, and analyzes their impact on the procurement. The employee identifies trade-offs and alternate courses of action.

#### **6. Scope and Effect**

The purpose of the work is to negotiate and administer contracts, grants and cooperative agreements to implement an international development program to meet U.S. Foreign Policy objectives. This involves developing new approaches or innovative acquisition plans, source selection plans, negotiation strategies, and contract terms, conditions, or financial arrangements which may serve as models for future major development programs. The employee's recommendations are accepted as authoritative and serve as the basis for committing the agency or activity to courses of action on projects which are of multiyear duration, set precedents, and directly affect the economies of various areas and segments of the host country, non-profit, and private industry complex.

## **7. Personal Contacts**

Contacts outside the agency are with company or corporate officials or with host country Government executives in negotiations in unstructured settings. Occasional contacts are with General Accounting Office or Inspector General Officials on specific claims or protests. Contacts within the agency include managers and program officials, contract review staff, small and minority business advisor, legal counsel, and budget and finance staff.

## **8. Purpose of Contacts**

Contacts are to negotiate contracts, grants and cooperative agreements with non-governmental and industry officials and to resolve problems which arise during the performance of the program. Contacts within the agency are to analyze complex procurement issues, advise program officials of procurement procedures, and ensure a proper and supportable course of action. Contacts with higher level organizations are to clarify issues surrounding procurements or to respond to requests for information.

## **9. Physical Demands**

Work is mostly sedentary, but there is some traveling required to project to sites, facilities and in-country.

## **10. Work Environment**

Work is usually performed in an office setting although there are occasional visits to implementation partner offices, project sites and host government offices to conduct fact finding, pre-award surveys, reviews, and negotiations.

# **IV. REQUIRED QUALIFICATION AND EVALUATION PROCESS**

In order to be considered for the position, a candidate must meet the Minimum Qualifications listed below. Consideration and selection will be based on a panel evaluation of the Evaluation Factors. Please note that only shortlisted/finalist applicants will be interviewed or contacted.

USAID does not pay for any expenses associated with the interviews unless expenses are pre-authorized. Reference checks will be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

The factors listed below will be the basis for evaluating and ranking applicants who meet Required Qualifications and Selection Criteria for the position. All applicants are scored based on the documentation submitted with the application. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training address the following Evaluation Factors:

### **Education (10 points)**

A Bachelor degree or equivalent of a four-year U.S. university degree (equivalency accreditation if a non-U.S. institution) in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is required. Post graduate degree preferred.

### **Prior Work Experience (10 points)**

15 years of progressively responsible professional Acquisition and Assistance (A&A) experience as a Contracting Officer with the U.S. government in complex pre-award, award, and post-award responsibilities. At least seven years of this experience should have been overseas in an international setting (i.e. working outside of the territory of the United States).

### **Language Proficiency (10 points)**

Level V (fluent) English skills are required. Demonstrated fluency in both written and spoken English is required. French familiarity is desirable but not required.

**Job Knowledge (35 points)**

A thorough knowledge of Federal and USAID A&A regulations, policies, and procedures, as well as a good understanding of the Agency's programming policies and procedures. Working knowledge of U.S. and local market pricing, customs and practices. Good knowledge of how commercial businesses and non-profit organizations operate and are motivated, including accounting systems, marketing, cost control, establishment of indirect costs, overhead and other administrative fees and profit. Knowledge of and total acceptance and commitment to the required standards of ethics and integrity is mandatory. Knowledge of labor and procurement laws is highly desirable.

**Skills and Abilities (35 points)**

Must possess superior negotiation, written and oral communication, and interpersonal skills (required). The incumbent is required to be able to:

- 1) demonstrate strong analytical and writing skills;
- 2) present technical information in concise written and oral form;
- 3) coordinate programs and visits independently;
- 4) organize in-formal training for USAID staff and partners.

5) Must have excellent organizational/time management skills to perform work on multiple ongoing actions, enabling all to move forward to completion, even though each is at a different life-cycle stage with minimal supervision.

6) Must have demonstrated the ability to speak authoritatively before other USAID personnel, as well as to negotiate and represent the US Government's best interests to both US and local individuals, most of whom will hold high level positions within their organizations.

7) He/She must also have excellent management, interpersonal and teamwork skills.

Must have demonstrated excellent analytical skills and the ability to anticipate and evaluate actions/outcomes in work statements, program descriptions and independent government cost estimates.

Must have demonstrated excellent interpersonal skills and excellent negotiation skills to be able to orchestrate "win-win" situations between disparate parties.

Must have the demonstrated ability to absorb a great deal of data and recall the information (e.g. researching regulatory guidance) essential in order to interpret and apply the information to real-life situations.

Must have demonstrated the ability to analyze evaluation of contractor performance against stated criteria and numerical rating.

Must have demonstrated strong computer skills in specialized software, including Windows 2003, the Microsoft Office Suite, word processing and spreadsheets.

## **Post Entry Training**

A full structured training program referred to as Federal Acquisition Certification in Contracting (FAC-C) is required. All training required to qualify for the issuance of USAID delegation of authority (a.k.a. Agreement and Contracting warrants) must be completed prior to the issuance of the USPSC.

### **1. SELECTION CRITERIA**

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. Following is the evaluation criteria for this position:

#### **Education (5 points)**

Candidates must possess a Bachelor's Degree in international development, social or behavioral science, public policy/administration with a concentration in public services, or communications, or other related field of study.

#### **Knowledge/Experience (50 points)**

- A minimum of 10 years relevant professional experience in government administrative services support in developing countries, including experience in institutional capacity assessment and strengthening.
- Demonstrated knowledge of policy, technical and operational aspects of government contracting, travel and human resources management.
- Direct work experience with an international organization and/or donor agency; a thorough working knowledge of USG operations, regulations, policies, procedures and programs desirable.
- Extensive knowledge of USAID (AIDAR) and Federal Acquisition Regulations (FAR), USAID assistance regulations, OMB Circulars, the USAID Automated Directive System and USAID A&A Policy Directives and Contract Information Bulletins is required.
- Possession of an active contracting officer warrant

#### **Skills/Abilities (45 points)**

- Superior writing skills.
- Superior interpersonal and communication skills including ability to collaborate with host-country officials and interact with partners, contractors and other stakeholders at senior levels.
- Proven ability to work effectively in a team environment and communicate highly technical information to both expert and lay audiences, and achieve consensus on policy, project, research, and administrative matters.
- Ability to readily understand, analyze and discuss issues around institutional capacity strengthening and development practices. Ability to facilitate meetings and make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context.
- Superior ability to work independently, plan work, complete assignments, and lead team to complete assignments according to established deadlines.



## **II. LIST OF REQUIRED FORMS FOR PSCS:**

Forms outlined below can found at

[http://www.usaid.gov/business/business\\_opportunities/psc\\_solicitations.html](http://www.usaid.gov/business/business_opportunities/psc_solicitations.html)

1. Standard Form 171 or Optional Form 612.
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.

## **III. CONTRACT INFORMATION BULLETINS (CIBS)/ACQUISITION AND ASSISTANCE POLICY DIRECTIVE (AAPDS) PERTAINING TO PSCS:**

CIBs/AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website

[http://www.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc)  
to determine which CIBs/AAPDs apply to this contract.

## **IV. BENEFITS/ALLOWANCES:**

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances: (NOTE: An individual defined as a Resident Hire employee may only be eligible for those benefits listed under item A below.)

### **A. BENEFITS:**

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Eligibility for Worker's Compensation
- Annual & Sick Leave
- Access to Embassy medical facilities, commissary and pouch mail service

B. ALLOWANCES (If Applicable): \*

- (1) Temporary Lodging Allowance (Section 120)
- (2) Living Quarters Allowance (Section 130)
- (3) Post Allowance (Section 220)
- (4) Supplemental Post Allowance (Section 230)
- (5) Post Differential (Chapter 500)
- (6) Payments during Evacuation/Authorized Departure (Section 600) and
- (7) Danger Pay (Section 650)
- (8) Educational Allowance (Section 270)
- (9) Separate Maintenance Allowance (Section 260)
- (10) Educational Travel (Section 280)

\*Standardized Regulations (Government Civilians Foreign Areas).

Security & Medical Clearances

The Contractor will be required to obtain a medical clearance prior to service overseas. Also, a temporary employment authorization security clearance must be initiated prior to travel to post of duty.

FEDERAL TAXES: USPSCs are **not** exempt from payment of Federal Income taxes.

***EQUAL EMPLOYMENT OPPORTUNITY: The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Senegal also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***

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