



ISSUANCE DATE: February 23, 2016

CLOSING DATE: March 8, 2016

SUBJECT: Solicitation for United States (U.S.) or Third Country National (TCN) Personal Service Contractor – Health Development Physician in the Health Office.

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified United States (U.S.) or Third Country Nationals (TCN) citizens interested in providing Personal Services Contract (PSC) services as described in the attached solicitation for services in Harare, Zimbabwe.

Interested applicants **must** submit:

- (1) An up-to-date curriculum vitae (CV) or resume: Your 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. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training addresses the minimum qualifications and evaluation criteria set forth in the solicitation.
- (2) Application essay: Applicants are required to submit an application essay addressing each of the Evaluation Criteria describing specifically and accurately their expertise, experience, training, education, and/or awards relevant to each criterion.
- (3) Form OF-612: This form must be signed and completed as much as possible and may reference the CV/resume for a greater detailed explanation of work experience rather than repeat it in the OF-612; and,
- (4) References: Three (3) to five (5) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation of the application.

Submittals shall be in accordance with the attached information at the place and time specified. In order to be considered for the position a candidate must meet the Minimum Qualifications listed in the solicitation. Consideration and selection will be based on a panel evaluation of the applications vis-a-vis the Evaluation Criteria. Applicants should note that the salary history for the purposes of the OF-612 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc. Applicants are reminded and required to sign the certification at the end of the OF-612.

Please note that the U.S. mail system is not as reliable as other methods of submitting applications. Although submission methods include: courier, overnight mail service, hand delivery or fax, the **preferred** method of submission is emailing electronic copies to [zimrecruit@usaid.gov](mailto:zimrecruit@usaid.gov) . **Applications must be signed and dated.**

In addition, hard copies of certain documents may be requested. Applicants are responsible for submitting the OF-612, so as to reach the Government office designated in the solicitation by the closing date and time specified in the solicitation.

An application received after the closing date and time will be considered late, unless there is acceptable evidence to establish that it was received by the Government installation prior to the time and date specified in the solicitation and in accordance with Federal Acquisition Regulation (FAR) 15.412.

USAID/Zimbabwe reserves the right not to award any contract as a result of this solicitation.

Only short-listed candidates will be contacted.

**Submit applications by e-mail only to:**

Human Resources Office  
E-mail address: [zimrecruit@usaid.gov](mailto:zimrecruit@usaid.gov)

All questions in response to this solicitation must be directed to:

Ms. Zandile Goromonzi  
Human Resources Specialist  
Telephone: +263 4 252401 Ext 235  
Cell: +263-77-2-565964  
E-mail address: [zgoromonzi@usaid.gov](mailto:zgoromonzi@usaid.gov)

Applicants should retain for their records copies of all enclosures accompanying their applications.

Sincerely,

Robert Appiah  
Supervisory Executive Officer

1. **SOLICITATION NUMBER:** SOL-613-16-000016
2. **ISSUANCE DATE:** February 23, 2016
3. **CLOSING DATE AND TIME:** Monday, March 8, 2016, 17:00 hrs.  
Local Time, Harare, Zimbabwe
4. **POSITION TITLE:** Health Development Physician
5. **MARKET VALUE OF POSITION:** The position is the equivalent of a GS-15, ranging from \$102,646.00 to \$133,444.00 per annum. Final compensation will be based on individual's salary and work history, experience and educational background, within the GS-15 range
6. **EVALUATION FACTORS:** Evaluation will be based on a 100-point Scale: Education (25 points); Experience (30 points) Knowledge (30 points); and Skills and Abilities (15 points)
7. **PERIOD OF PERFORMANCE:** June 1, 2016 to May 31, 2018 (two years)
8. **PLACE OF PERFORMANCE:** Harare, Zimbabwe
9. **SECURITY ACCESS:** Secret Security Clearance for USPSC; Security Certification for Employment for TCNPSC
9. **AREA OF CONSIDERATION:** U.S. Citizens and Third Country Nationals
10. **STATEMENT OF WORK/POSITION DESCRIPTION:**

## **I. SCOPE OF WORK**

### **Introduction and Background:**

The Health office in USAID/Zimbabwe is a multi-disciplinary unit of 21 health professionals working collaboratively under a common set of guiding principles to help reduce morbidity and mortality in Zimbabwe. The office is divided into 4 teams (HIV Prevention, Care, and Support; Clinical Services; Malaria, and a cross-cutting Project Support team), and is led by an Office Director and Deputy Director, both of whom are supported by a senior technical advisor. The incumbent for this position will sit on the Clinical Services team. The office implements programs that are supported by five funding streams: the President's Emergency Plan for AIDS

Relief (PEPFAR), the Presidents Malaria Initiative (PMI), Maternal/Newborn/Child health (MNCH), Family Planning (FP), and Tuberculosis (TB).

The USAID/Zimbabwe Health Office believes that Zimbabwe's HIV epidemic cannot be viewed as only a health issue, but instead is a long-term development issue that is inexorably linked to the current food and economic crisis. Technical implementation therefore requires a multi-sectorial approach carried out in close coordination with both USAID and other strategic partner programs in other sectors. The team foresees that the need for an integrated, concerted attack on HIV which will last through at least the next two generations. USAID/Zimbabwe's efforts will, in coordination with other donor and national efforts, assist Zimbabwe in meeting their public health and development goals, and which include both state-of-the-art prevention and high-quality treatment for all inhabitants.

USAID/Zimbabwe will achieve its goal to reduce morbidity and mortality through four intermediate results: 1) Strengthened HIV response, 2) Decreased Malaria transmission, 3) Strengthened TB control, and 4) Improved Maternal and Child health status in targeted areas. In spite of numerous structural challenges, USAID's interventions are having an impact and health indicators in all sectors are improving.

## **II. Basic Function of Position:**

The Health Development Physician will be one of USAID's leading technical experts in the clinical services, and will focus on developing and managing Voluntary Medical Male Circumcision (VMMC) and Viral Load (VL) programs in the HIV portfolio. He/she is generally responsible for ensuring the appropriateness of clinical interventions, along with managing and assisting in various capacities in the successful implementation of HIV prevention, care, and treatment activities. The Health Development Physician's primary responsibilities for these activities will include: 1) providing state of the art technical inputs into ongoing program planning and implementation; 2) ensuring effective technical, financial management and administration, 3) monitoring, evaluating and documenting successful program implementation and achievement.

Under the direction of the Team Leader, the Health Development Physician will collaboratively develop and augment the design, management, implementation, technical soundness, general effectiveness and adequacy of the clinical components of the Health program. S/he will share responsibility with the Health Team for successful achievement of the Health Strategic Objective. The Health Development Physician's major responsibilities will involve working closely with the Team Leader (TL), other team members and mission office staff, the broader inter-Agency PEPFAR team, contractors and grantees, host-country partners, and other development partners and customers in facilitating and monitoring the design and effective implementation of USAID's program activities.

The Health Development Physician serves as a member of the USAID staff and the Health Office. As a member of the USAID staff, the incumbent is expected to know/learn and understand USAID Mission strategy, policy, and procedures. The incumbent is expected to know/learn and demonstrate commitment to USAID and Mission values.

As a senior health professional, the incumbent is expected to know and demonstrate international standards and best practices. As a member of the Health Office, the Health Development Physician will contribute as needed to other USAID and Health Team General management and administrative duties, such as: USAID Zimbabwe Health Strategy development; technical design; project oversight, management, monitoring and evaluation; technical direction and administrative oversight; and the promotion of collaboration and coordination among/with partners of USAID Zimbabwe (including the MOH, National Aids Council (NAC), other USG Agencies, United Nations (UN) agencies, other bilateral agencies, Non-Governmental Organizations (NGOs), Foundations, Community-Based Organizations, etc.).

Other health sector technical activities:

The Health Development Physician will work under the guidance of the Team Leader and will represent the United States Government (USG) and/or USAID in Government-Donor-NGO collaborative meetings as required. Influencing policy development at the highest levels by active participation in national technical working groups is a key responsibility of this position. The incumbent is also responsible for maintaining effective relations with designated program partners, as well as key stakeholders involved in health sector activities in Zimbabwe. In addition, the incumbent monitors and reports on the status of designated Health sector activities nationwide. Field visits, attending/representing USG/USAID interests at national and international workshops, conferences and meetings, and appropriate reporting feedback, will be required.

Travel:

In fulfilling position monitoring requirements, the incumbent conducts regular field visits as needed throughout Zimbabwe to provide project oversight as well as contribute to the Site Improvement through Monitoring System (SIMS) needs of the Health team. There is also a requirement to attend regional and international conferences on a fairly regular basis, both representing and advocating for USAID's programs and presenting USAID's activities. These needs combine to require the incumbent to travel approximately 25 percent of the time.

**III. Duties and Responsibilities:**

In addition to the more general duties described above, the Health Development Physician will perform the following specific tasks:

1. Remain thoroughly informed about program activities – e.g. program goals, purposes, objectives and expected results; technical design, structure and organization; program target areas, beneficiary groups and implementing partner organizations; as well as operational plans, and performance targets and indicators;
2. Design, oversee, lead, manage, and administer program activities, including monitoring and evaluating the achievement of program objectives and intermediate results by means of empirically verifiable performance indicators (including developing technically sound, cost-effective, practical, and innovative approaches for achieving VMMC and VL results within and beyond the health sector);

3. Define program technical assistance needs and implementation requirements and arrangements, including commodity and personnel requirements, and help manage and monitor implementation of agreed upon procurements and activities;
4. Coordinate implementation activities between/among program partners and with other Mission offices/teams, as appropriate, by maintaining/facilitating communication, conducting regular site/office visits, and identifying/trouble-shooting problems related to program administration and implementation, representing USAID's best interests in all fora, and recommending appropriate solutions (including serving as the lead coordinator and technical expert in the strategic planning and design of VMMC and VL activities);
5. Prepare USAID technical, analytical and annual reporting documents and any other technical/program-related submissions that may be required;
6. Identify the need for and prepare modifications to program strategic and implementation documentation;
7. Advise partner implementing organizations about regulations covering the administration of USAID funds, commodities (including VMMC and VL commodities) and program resources, including providing technical advice and direction to grantees and contractors on management and implementation of agreements to ensure consistency with PEPFAR and USAID policies, international best-practices and host-country policies and regulations;
8. Prepare program implementation documents, including financial and VMMC expenditure data, as required;
9. Prepare official correspondence, project information (including up-to-date PowerPoint presentations, success stories, site visit reports, data quality analysis sheets, expenditure analysis reports, etc.) and reports covering site visits, meetings or other significant program events, as required;
10. Collect, collate and analyze program-relevant data and prepare, oversee and/or assist in the preparation by others (e.g., program partners, other mission teams, etc.) of any reports required for program management and administration, and performance monitoring and evaluation;
11. Serve as activity manager and/or Agreement/Contract Officer Representative (A/COR) for VMMC and other clinical programs (including maintaining current AOR files), and manage/administer program-funded grants, cooperative agreements and contracts: 1) provide technical information/advice regarding planning and implementation; 2) review/clear specific (sub-) grants and (sub-)contracts, and modifications thereto; 3) review/approve budget submissions and payment vouchers; 4) review progress reports and implementation plans; 5) monitor contractor performance; 6) troubleshoot implementation issues/problems, and otherwise facilitating successful contract/grant execution; 7) prepare annual contractor performance evaluation reports;

and, 8) prepare contract close-out documentation (all as required);

12. Manage program-funded strategic assessments, audits and evaluations; review findings with SI advisers, mission management and team members and concerned program partners, and implement corrective actions, and ensure that audit recommendations are finalized/implemented;

13. Serve as a lead coordinator and technical expert in the strategic planning and design of VMMC and other clinical activities;

14. Act as the Agency's Physician POC for reporting and managing adverse VMMC events (AEs) according to OGAC protocol;

15. Conduct regular site visits (including SIMS visits) and work with SI Advisors to analyze and provide feedback on collected data. Maintain frequent communication with implementing partners to ensure that partners have sound technical and financial work plans in place and implementation is proceeding in accordance with those plans;

15. Together with the PEPFAR and USAID Mission teams, prepare and submit the PEPFAR annual Country Operational Plan and other operational plans,

16. Provide regular status reports on progress for all projects under his/her responsibility and prepare the semi-annual and annual program reports, and other reports as needed;

17. Serve as the technical advisor and specialist on VMMC and VL implementation for mission staff, the broader PEPFAR program, host-country government officials and technical working groups, and USAID implementing partners;

18. Supervise and participate in the training to transition from one surgical technique (forceps guided) to another (dorsal slit), and ensure that best practice are identified and replicated in the nationwide rollout;

19. Organize and/or participate in periodic partner and other stakeholder meetings to share progress and best practices;

20. Recommend and organize site visits for key high-level and VIP visitors as necessary;

21. Participate in the implementation of the DREAMS initiative, including stakeholder consultation and coordination, data analysis, program design, related procurement activities, and all aspects of project implementation;

22. Liaise with other donor organizations supporting related program activities to ensure effective sector and technical-specific coordination; and,

23. Perform any other office duties as may be assigned by the Health Office Director.

#### **IV. Qualifications:**

The successful candidate is expected to meet the following required minimum qualifications:

- **Education:** A minimum of a Medical Doctor, MBBS or other relevant medical degree.
- **Experience:** The position calls for a highly experienced, senior health development physician with previous work experience in HIV, FP/RH and Maternal Neonatal Child Health in Africa. A thorough knowledge of current World Health Organization recommended clinical protocols for essential HIV, FP/RH and Maternal Neonatal Child Health services is required. A minimum of 5 years of progressively responsible management experience in international development is required. Experience related to the design, management, monitoring and evaluation of HIV and AIDS particularly comprehensive experience in MNCH programs is required. Experience performing circumcisions in the African context is required. Prior work with international, bilateral or local private voluntary, non-governmental and/or donor organizations will be given preference. Work with USAID will also be given preference.
- **Post-Entry Training:** The incumbent will be required to participate in extensive on-the-job and formal coursework training to master USAID organization, policies, rules and procedures, and operations. Depending on the incumbent's background and experience, additional training opportunities will be sought in the several areas of technical focus of this position noted above.
- **Language Proficiency:** Fluent level oral and written proficiency in the English language is required.
- **Knowledge:** Extensive knowledge of HIV, FP/RH and Maternal-Child Health issues and related disciplines, from a clinical, public health, or programmatic perspective, is required. Thorough knowledge of health issues and practices in Zimbabwe is required. Demonstrated knowledge of donor-funded project design, implementation, monitoring, and evaluation is required. Knowledge of USAID rules, regulations and procedures is preferred.
- **Skills and Abilities:** Strong oral and written English language communication and presentation skills are essential for this position. Demonstrated proficiency with computer word processing and financial and/or data analysis software applications is also essential. Proficiency in Microsoft computer applications is required. Strong interpersonal skills are required, including the ability to work in a team setting and to maintain effective relationships with a wide variety of governmental and non-governmental professionals at all levels of Zimbabwean society. This position requires a high level of socio-cultural sensitivity in dealing effectively with HIV, FP/RH and MNCH services as they affect all segments of Zimbabwean society.

#### **V. Evaluation Criteria:**

Candidates will be evaluated and ranked based on the following selection criteria:

**Education:** A minimum of a Medical Doctor, MBBS or other relevant medical degree. (25 points)

**Prior Work Experience:** The position calls for a highly experienced, senior health development physician with previous work experience in HIV, FP/RH and Maternal, Neonatal Child Health in

Africa. A minimum of 5 years of progressively responsible management experience in international development is required. Experience related to the design, management, monitoring and evaluation of clinical aspects of HIV, FP/RH and MNCH service delivery is required. Experience performing circumcisions in the African context is required. Prior work with international, bilateral or local private voluntary, non-governmental and/or donor organizations will be given preference. Previous work with USAID will also be given preference. **(30 points)**

Knowledge: Extensive knowledge of HIV and Maternal-Child Health issues and related disciplines, from a clinical, public health, or programmatic perspective, is required. A thorough knowledge of current World Health Organization recommended clinical protocols for essential HIV, FP/RH and Maternal Neonatal Child Health services is required. Knowledge of health issues and practices in Zimbabwe also is required. Demonstrated knowledge of donor-funded project design, implementation, monitoring, and evaluation is required. Knowledge of USAID rules, regulations and procedures is preferred. **(30 points)**

Skills and Abilities: Strong oral and written English language communication and presentation skills are essential for this position. Fluent level oral and written proficiency in the English language is required. Demonstrated proficiency with computer word processing and financial and/or data analysis software applications is also essential. Proficiency in Microsoft computer applications is required. Strong interpersonal skills are required, including the ability to work in a team setting and to maintain effective relationships with a wide variety of governmental and non-governmental professional at all levels of Zimbabwean society. This position requires a high level of socio-cultural sensitivity in dealing effectively with HIV, FP/RH and MNCH services as they affect all segments of Zimbabwean society. **(15 points)**

## **VI. Other Eligibility Requirements**

Applicants who do not meet the following eligibility requirements are considered NOT qualified for the position.

- Applicant must be a U.S. Citizen or a Third Country National;
- Complete and hand-signed federal form OF-612 submitted (see detailed instructions under "Applying");
- Submit dates (months/years) and hours per week for all positions listed on the OF-612 to allow for adequate evaluation of your related and direct experience. Experience that cannot be quantified will not be counted towards meeting the experience requirements;
- Supplemental document specifically addressing how the candidate meets each of the Education/Experience requirements, AND each of the Evaluation Criteria;
- Ability to obtain a SECRET level security clearance for a USPSC and Security Certification for Employment for TCNs;
- Ability to obtain a Department of State medical clearance;
- Satisfactory verification of academic credentials.

## **VII. Supervision and Relationships:**

a) Team Membership - The position will be part of the USAID/Zimbabwe Health Office.

b) **Supervision Received** - The Clinical Services Team Leader (TL) supervises the incumbent under the Direction of the Deputy Office Director. While this is the primary direct reporting relationship for this position, the incumbent will interact and coordinate his/her activities with, and receive various types of guidance and supervisory input from, mission management and a variety of other mission staff (i.e., other TLs, Controller, Executive Officer, Contract Officer, other Technical teams, etc.). Within the limitations imposed by USG policy, the incumbent will have appropriate latitude to represent USG and USAID interests and to make judgments, decisions and conduct counterpart negotiations regarding technical planning, resource management and results achievement.

c) **Supervision Exercised** - As directed, the incumbent will supervise contractors and consultants and will coordinate and oversee the work of grantees.

## **VIII. Position Elements**

### **a. Available Guidelines**

Reference sources available to provide guidance in fulfilling the responsibilities for this mission position are available through USAID's Automated Directive System (ADS), Agency General Notices, Mission-specific Orders, PEPFAR guidance, WHO Guidelines, National Health policies, and a variety of available training/guidance literature (e.g., course books, etc.) on various aspects of the position work requirements.

### **b. Exercise of Judgment**

In instances not clearly covered by written guidelines, the incumbent will use her/his own professional, well-informed judgment with full knowledge and understanding of nature and goals of the position and of the strategic objective results framework. Excellent (balanced) judgment must be exercised in setting priorities. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.

### **c. Authority to Make Commitments**

The incumbent will have no independent authority to make resource commitments or commit U.S. Government (USG or the USAID/Zimbabwe Mission) funds on behalf of the U.S. Government or USAID/Zimbabwe.

### **d. Exercise of Judgment**

In the course of fulfilling his/her duties, the incumbent exercises considerable judgment, both internally, in representing technical- and office-specific interests with mission management and other mission teams/offices, and externally, in representing USAID interests (including potentially sensitive elements in the HIV portfolio) at inter-Agency, technically working group meetings, as well as in technical-related or sector-specific regional and country-specific meetings, workshops, conferences and other venues with a variety of senior and/or technical level, government, non-governmental and other donor partners and stakeholders. The incumbent may be called upon to advise Ministry of Health officials at the highest levels, as well as the US Ambassador and his team, on areas within the incumbent's technical expertise. The incumbent will be required to work independently, as a senior member of the USAID Health Office, as well as the broader Embassy team.

## **INSTRUCTIONS TO APPLICANTS:**

### **A) APPLYING**

For applicants to be considered for this position the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.

**i). Marking Applications:** To ensure consideration of applicants for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter, as well as using the address/delivery point specified in this solicitation.

**ii). Application Essay:** An application essay addressing each of the Evaluation Criteria describing specifically and accurately their expertise, experience, training, education, and/or awards relevant to each criterion.

**iii). CV/Resume:** An up-to-date curriculum vitae (CV) or resume. Your 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. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training addresses the minimum qualifications and evaluation criteria set forth in the solicitation.

**iv). Form OF-612:** The submitted form must be signed and completed as much as possible and may reference the CV/resume for a greater detailed explanation of work experience rather than repeat it in the OF-612. Form 612 is available at the USAID web site, [http://www.usaid.gov/procurement\\_bus\\_opp/procurement/forms](http://www.usaid.gov/procurement_bus_opp/procurement/forms) or internet <http://fillform.gsa.gov>, or at USG offices.

**v). References:** Four (4) to five (5) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter. The interviewing committee will delay such reference check pending communication with the applicant.

**vi). Required Forms for PSCs:** The required forms shall be provided upon the advice of the Contracting Officer if an applicant is the successful candidate for the position. Applicants are required to address each of the Evaluation Criteria on a separate sheet describing specifically and accurately their expertise, experience, training, education, and/or awards relevant to each criterion.

**vii). Late Submissions:** Qualified individuals should note that applications must be received by the closing date and time at the address specified in the cover letter or they will not be considered eligible for evaluation or award, unless Contracting Officer determines that the documents were mishandled by the receiving agency. The closing time for the receipt of applications is 5:00 pm, local time, on the date specified on the covering letter to this solicitation. You are directed to Federal Acquisitions Regulation, Part 15.208 “Submission, modification, revision, and withdrawal of proposals” for further information.

USAID/Zimbabwe reserves the right not to award any contract as a result of this solicitation.

**B) SECURITY AND MEDICAL CLEARANCES**

**i). Medical Clearance:** Prior to signing a contract, the selected individual and eligible dependents will be required to obtain a medical clearance or waiver for the country of performance specified. Instructions for obtaining the medical clearance will be forwarded to the selected individual once negotiations have been concluded.

**ii). Security Clearance:** Prior to signing a contract, the selected individual will be required to obtain a “secret clearance” for a USPSC and a Security Certification for Employment for a TCN. A temporary security clearance will be requested while a personal background investigation is conducted. Instructions for obtaining the security clearance will be forwarded to the selected individual once negotiations have been concluded.

**C) REGULATIONS/BENEFITS/ALLOWANCES**

**i). USAID Regulations:**

1. Contract Information Bulletins (CIBs): CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this web site – [http://www.usaid.gov/procurement\\_bus\\_opp/procurement/psc\\_solicit/](http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/) to determine which CIBs apply to this contract.

2. AIDAR: The Agency for International Development Acquisition Regulation (AIDAR) Appendix D - Direct USAID Contracts with U.S. Citizens or U.S. Residents for Personal Services Abroad found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf> is the primary regulation governing USPSCs for USAID.

**ii). Benefits, Allowances and U.S. Taxes:** As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances (however, as conditions at post change, benefits and allowances may also be changed):

1. Benefits:

- a) Employee’s FICA Contribution (*applicable to USPSCs only*)

- b) Annual Contribution towards Health and Life Insurance (*applicable to US & TCNPSCs*)
- c) Pay Comparability Adjustment - - Annual across the board salary increase for USG employees and USPSCs (*applicable to US & TCNPSCs*)
- d) Worker's Compensation (*applicable to US & TCNPSCs*)
- e) Vacation and Sick Leave (*applicable to US & TCNPSCs*)
- f) Access to Health Unit if employee and/or dependents are medically cleared to serve at post of assignment

2. Allowances \* (If Applicable):

- a) Post Differential (Section 500)
- b) Living Quarters Allowance (Section 130)
- c) Temporary Lodging Allowance (Section 120)
- d) Post Allowance (COLA)(Section 220)
- e) Supplemental Post Allowance (Section 230)
- f) Payment During Evacuation (Section 600)
- g) Education Allowance (Section 270)
- h) Separate Maintenance Allowance (Section 260)
- i) Danger Pay (Section 650)
- j) Educational Travel (Section 280)

\* Dept of State Standardized Regulations (DSSR) (Government Civilians Foreign Areas)

3. In-Kind Allowances:

The USG will provide the following in-kind allowances, on par with US Direct Hires at the same location, in lieu of some allowances in paragraph "2. Allowances\* (If Applicable)" above:

- a) Housing
- b) Furniture
- c) Appliances
- d) Furnishings (drapes/blinds, rugs, lights, etc.)
- e) Utilities
- f) Guard Services for Residence

4. Federal and State Taxes:

a. Federal Taxes: USPSCs are not exempt from payment of Federal Income taxes and will be withheld from compensation payments.

b. State Taxes: USAID does not withhold state taxes from compensation payments. State taxes are solely between the employee and the employee's state of official residence.

**END OF SOLICITATION**