



# USAID | INDIA

FROM THE AMERICAN PEOPLE

SOLICITATION No. USAID/India/386-16-101  
ISSUANCE DATE: January 5, 2016  
CLOSING DATE: January 27, 2016; New Delhi Time

SUBJECT: Solicitation for U.S. Personal Services Contractor (USPSC Offshore-hire) – India  
Interagency PEPFAR Country Coordinator

To All Interested Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens to provide services as India Interagency PEPFAR Country Coordinator under a Personal Services Contract, as described in the attached Solicitation No. USAID/India/386-16-101. The place of performance for this position will be in New Delhi, India.

Submissions shall be in accordance with the attached information and delivered to the undersigned in New Delhi, India, at the place and by the time specified. Email submissions shall be sent to: [indiaper@usaid.gov](mailto:indiaper@usaid.gov). Applications materials may be faxed, mailed, emailed, or hand-carried to the undersigned. To ensure delivery by the due date, it is recommended that applications be sent as email attachments or by fax, if possible. The award of a contract hereunder is subject to the availability of funds.

Only short-listed candidates will be contacted. Any questions regarding this position should be directed to Yashwant Kainth, Contracting Officer, or Vandana Sharma, Human Resources Specialist, who may be reached at the following email address: [indiaper@usaid.gov](mailto:indiaper@usaid.gov). Applicants should retain for their record copies of all enclosures which accompany their applications.

Sincerely,  
/s/

Yashwant Kainth  
Contracting Officer  
USAID/India

Mailing Address:

USAID/India  
Executive Office  
American Embassy  
Shantipath, Chanakyapuri  
New Delhi 110021  
India

ATTACHMENT NO. 1 TO SOLICITATION NO. 386-16-101

|  |   |
|--|---|
| SOLICITATION NUMBER:                                     | USAID/India/386-16-101  |
| ISSUANCE DATE:   | January 5, 2016   |
| CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS: | January 27, 2016; New Delhi Time  |
| POSITION TITLE:  | <b>India Interagency PEPFAR Country Coordinator (USPSC Offshore-hire)</b> |
| MARKET VALUE:  | \$86,399 - \$112,319 per annum (GS14 equivalent)                          |
| PERIOD OF PERFORMANCE:                                   | Two years   |
| SECURITY CLEARANCE REQUIREMENT:                          | U.S. Facility Access Clearance  |
| PLACE OF PERFORMANCE:                                    | USAID/India, New Delhi  |

POSITION DESCRIPTION: India Interagency PEPFAR Country Coordinator, USAID/India

A. BACKGROUND

The U.S. President's Emergency Plan for AIDS Relief (PEPFAR) – the U.S. Government initiative to help save the lives of those impacted by HIV/AIDS around the world – is the largest commitment by any nation in history to combat a single disease internationally. PEPFAR investments also help alleviate suffering from other diseases across the global health spectrum.

PEPFAR is driven by a shared responsibility among donor and partner nations and others to make smart investments to save lives. Thanks in large part to U.S. leadership, tremendous progress has been made in the fight against global AIDS. PEPFAR has directly supported life-saving antiretroviral treatment for more than 7.7 million men, women and children worldwide as of 2014. PEPFAR has directly supported 56.7 million people with testing and counseling, including care and support for nearly 5 million orphans and vulnerable children PEPFAR is heading into what may be its most challenging, but exciting, phase yet - Phase III, focusing on Sustainable Control of the Epidemic. The strategy for this new phase of PEPFAR is documented in "PEPFAR 3.0 Controlling the Epidemic: Delivering on the Promise of an AIDS-free Generation" (<http://www.pepfar.gov/documents/organization/234744.pdf>). The purpose of this phase is to reach the Joint United Nations Program on HIV/AIDS' (UNAIDS) ambitious 90-90-90 global goals: 90 percent of people with HIV diagnosed, 90 percent of them on ART and 90 percent of them virally suppressed by 2020. This strategic goal is consistent with the approach of the Government of India (GOI) as outlined in its National AIDS Control Programme (NACP) IV Strategy. The Coordinator and PEPFAR program will be focused on achieving demonstrable results towards these shared goals.

PEPFAR in India: Given India's large landmass, sizeable population, and substantial domestic resources, PEPFAR/India maintains a highly focused portfolio that provides high-level, high impact technical assistance (TA) to the GOI and its partners, to facilitate implementation of the NACP. The USG supports direct services only in the context of demonstration projects, designed to test interventions and service delivery models for adoption and scale up by the GOI. All these discussions are informed by continuous discussion with HIV stakeholders in India to ensure that investments leverage additional resources, capitalize on evolving opportunities, and optimize program sustainability.

PEPFAR/India's proposed program reflects a strong commitment to the priorities laid out in the PEPFAR Blueprint: Creating an AIDS-Free Generation. PEPFAR/India's program focuses on four major areas: (A) improved access to the continuum of quality care among Key Populations, Orphans and Vulnerable

Children, and People Living with HIV/AIDS; (B) stronger health systems; (C) strengthened capacity of civil society; and (D) country ownership and sustainability.

The PEPFAR/India program currently has funding and positions approved for a four-person unit. The PEPFAR Unit staff includes: the PEPFAR Coordinator; Strategic Information Advisor; Project Management Assistant; and Secretary.

In India, PEPFAR programs are implemented by three USG agencies present in country; the Department of State (represented by the U.S. Embassy), the Centers for Disease Control and Prevention (CDC), and the United States Agency for International Development (USAID). These agencies support a coordinated interagency management model which leverages and builds upon agency-specific strengths, expertise and historical relationships to achieve shared PEPFAR goals.

The Ambassador heads the in-country PEPFAR program and is the final decision maker under PEPFAR Guidance for all program plans and activities submitted to the Office of the U.S. Global AIDS Coordinator (S/GAC). The Embassy Front Office leads a coordinated multi-agency PEPFAR team to develop and implement a single USG country plan that is aligned with the Government of India's NACP-IV and responsive to local needs and circumstances. The Front Office also ensures that the program is integrated so as to support mutual accountability for results. The PEPFAR Coordinator is the primary liaison to the Ambassador in providing day-to-day coordination in implementing the USG HIV/AIDS strategy for India, consistent with S/GAC/PEPFAR goals and resources. The PEPFAR Coordinator works under the direction of the Front Office to ensure an overall balanced and well-coordinated HIV/AIDS program.

The Coordinator works closely with the PEPFAR Senior Management Team (SMT), made up of representatives from CDC and USAID, in the planning, implementation and reporting of the PEPFAR program in India. The SMT is supported by the broader PEPFAR team, which is organized around Interagency Technical Teams (ITTs).

The GOI is committed to fighting HIV/AIDS and takes the leadership role in HIV/AIDS prevention, care, and treatment care for all its citizens. Over the past ten years, PEPFAR has supported the national capacity to plan, lead, manage, and deliver quality HIV/AIDS services across India. The United States is the largest HIV/AIDS bilateral donor in India, with total support of over \$270 million during the first ten years of PEPFAR. Other major bilateral and multilateral donors supporting HIV/AIDS in India include: the Global Fund to Fight AIDS, Tuberculosis, and Malaria (Global Fund), and United Nations agencies (UNDP, UNICEF, UNAIDS, and the World Health Organization). India is one of the largest recipients of assistance from the Global Fund, with \$630 million in approved grant funding, of which \$273 million is for HIV, \$241 million for TB and \$116 million for malaria, currently implemented through nine Principal Recipients. The USG actively participates in donor coordination and harmonization on a number of levels, including the Global Fund Country Coordinating Mechanism (CCM), chaired by the Secretary of the Ministry of Health and Family Welfare. The CCM incorporates substantial representation from the GOI, donors, and international and local civil society organizations that support the health sector.

As a result of these efforts, PEPFAR has seen great success in India. The PEPFAR program supports the GOI's work in the prevention of parent to child transmission, TB/HIV co-infection, health systems strengthening, laboratory support, and strategic information. In addition to the primary focus of providing technical assistance to the GOI, during FY15 PEPFAR supported over 19,000 children affected by AIDS, counseled and tested over 2,000 individuals, and reached to over 484,000 Key and Priority Population individuals with prevention interventions.

## B. BASIC FUNCTIONS OF THE POSITION:

The PEPFAR/India Interagency Country Coordinator reports to the Deputy Chief of Mission (DCM), and is responsible for coordinating critical communications among participating U.S. Government (USG) departments and agencies (CDC, USAID, and State) involved in PEPFAR in India. The Ambassador heads the PEPFAR program and is the final decision maker with input from the Senior Management Team (SMT), which is comprised of the DCM, the Coordinator, and Agency leads. Supervision and annual evaluation of the Coordinator is assigned to the Deputy Chief of Mission with consultation and input from the agency leads and the PEPFAR team.

The Coordinator is the primary point of contact with the S/GAC and the coordinator of activities related to PEPFAR in India. S/he plays a critical role in the facilitation, planning, implementation, and reporting of program performance of inter-agency programs. S/he is a facilitator, a communicator, and a negotiator, who works in concert with an interagency team in a collaborative manner to implement the PEPFAR program and must maintain neutrality in the event of interagency conflict in order to successfully facilitate and negotiate.

S/he acts under the authority provided by the in-country U.S. Ambassador and the U.S. Global AIDS Coordinator in S/GAC to ensure the success of the PEPFAR program in India. As the S/GAC representative in India, the Coordinator is charged with ensuring that the bilateral funds deployed by PEPFAR are wisely and effectively used to address the in-country HIV/AIDS epidemic. As such, the Coordinator is responsible for keeping the Ambassador, or designee, and S/GAC informed on the PEPFAR program, significant challenges, or areas of concern. S/he must exercise considerable judgment and ingenuity, within the guidance and policies provided by S/GAC, to support the development of and oversee the strategies, tactical approaches and program initiatives that will strengthen the quality, availability and sustainability of HIV/AIDS prevention, treatment, and care services.

S/he is responsible for leading the development and monitoring of a cohesive interagency program by providing leadership and facilitation to the interagency PEPFAR team in India for all aspects of PEPFAR — policy, technical, managerial, and operational; collaborates with the U.S. Embassy, the USG Agencies, partner government, and S/GAC to ensure achievement, not only of the primary HIV/AIDS prevention, treatment and care goals of PEPFAR, but also the public health sustainability and health diplomacy goals of PEPFAR; is accountable to ensure the PEPFAR SMT is achieving its objectives.

The ITTs are primarily responsible for the technical input and guidance of the program, while the SMT is involved in strategic direction, oversight and management. Agency leads should be copied on communications between the Coordinator and ITT or staff. As appropriate, they should also be included on substantive communications between the Coordinator and the S/GAC core team lead. This procedure is essential to retain trust and respect between Agency leads and the Coordinator. In addition, it is important that Agency leads copy the Coordinator on relevant communications related to matters of PEPFAR program strategy, implementation, and management and staffing. S/he may represent PEPFAR at official meetings. When the Coordinator meets with Government of India counterparts, s/he should include Agency leads or, if not possible, consult with Agency leads prior to the meeting and inform Agency leads of outcomes following the meeting.

### **Major Duties and Responsibilities**

- i. Program Management and Implementation

- The Coordinator facilitates and guides the USG interagency team in the conception, formulation, recommendation, and implementation of initiatives in response to India's epidemic profile. This includes:
  - ensuring that the PEPFAR program fits within the regulations of the Government of India and aligns with international policies and recommendations;
  - implementing USG policy and technical direction;
  - facilitating the interagency approach to PEPFAR within the USG;
  - restructuring, reorienting and recasting immediate and long range goals, objectives, plans and schedules to meet substantial changes in policy, legislation, program authority and/or funding;
  - facilitating interagency consensus on determinations of projects to be initiated, dropped or curtailed;
  - development of annual country operational plans (COPs);
  - development and review of annual and semi-annual performance reporting (APR and S/APR);
  - facilitating organizational planning and overseeing the implementation of changes in organizational structure; and,
  - engaging in long range planning in connection with prospective changes in USG funding, policies, and programs.
- Establishes appropriate controls to ensure the integrity—financial, technical, and operational—of all HIV/AIDS prevention, treatment, and care programs implemented pursuant to the President's Emergency Plan for AIDS Relief.
- As the daily representative of the Global AIDS Coordinator and the U.S. Ambassador working on the PEPFAR program, the Coordinator is the budget manager for the PEPFAR program in India. The Coordinator, in conjunction with the interagency Senior Management Team and, as necessary, the U.S. Ambassador, decides how best to apply the funds for successful program impact. To properly manage the budget, the Coordinator must understand and routinely communicate the current levels of expenditure and pipeline, develop budgets, and ensure continued flow of funds necessary to implement the program.
- Ensures the use of data collection and knowledge-based program management in regard to all aspects (implementation, technology, costing) of treatment, prevention and care strategies.
- Facilitates decision-making to ensure program sustainability in a post-Emergency response with greater country ownership in the political ownership/stewardship, institutional ownership, capabilities, and mutual accountability.
- Analyzes the unique operational context of the PEPFAR program in India and works with the interagency team to establish a vision and strategy for responding to this context within the guidelines of S/GAC policy and U.S. diplomatic priorities.

ii. Collaboration among Major Non-USG HIV/AIDS Stakeholders

- Ensures coordination and linkage of USG HIV/AIDS bilateral assistance with other bilateral donors, non-governmental organizations, and international multilateral organizations engaged in the fight against the global HIV/AIDS pandemic, including the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund). Collaborates and shares information with multilateral partners, other donors, and S/GAC relevant to the success of broad efforts to mitigate the impact of the HIV epidemic in country. Liaises with these development partners, and in particular and in collaboration with the USG agencies with the Country Coordination Mechanism of the Global Fund, to ensure complementarities between the USG investments and other donors.
- Within the guidelines provided by S/GAC and U.S. diplomatic priorities, the Coordinator works with the interagency team to develop the vision of USG interaction with the GOI on all aspects of HIV/AIDS. Along with other USG agency leadership, establishes appropriate protocol for

collaboration with the GOI. Promotes alignment with and understanding of the GOI priorities and policies among USG staff implementing the PEPFAR program.

- Evaluates the relative need, local conditions and capability of the GOI to develop or improve their infrastructure and programs necessary to provide or strengthen the quality, availability and sustainability of HIV/AIDS treatment, prevention and care services. Leads discussions, as appropriate, about the timing and implementation plans for transition from USG resources toward other types of funding for sustainable HIV responses. Counsels and advises S/GAC decision-makers regarding the optimal mix of funding support for India.
- To the extent possible, ensures outreach to and engagement of private-sector partners, including advocacy groups, faith- and community-based organizations, and businesses in the HIV/AIDS response. Encourage the engagement of these groups by all USG agencies responding to the epidemic in-country.

### iii. Program Representation

- In collaboration with various PEPFAR implementing agencies, represents the USG, and the Ambassador's office in particular, in country-level and, when appropriate, international-level fora, such as working groups, country coordinating mechanisms, steering committees, etc., with a focus on responding to the HIV epidemic and to integration of HIV services into broader health efforts in India.
- Counsels and advises the S/GAC and U.S. Embassy staff on relevant HIV/AIDS policies and issues that emerge in various settings with stakeholders. As requested by S/GAC and the U.S. Embassy, speaks on behalf of the USG about specific country HIV/AIDS epidemic needs based on a comprehensive knowledge of the overall country, regional, and global context, in-country HIV/AIDS prevention, treatment and care programs, and the current status of implementation of PEPFAR. Supported by a Country Support Team Lead (CSTL) at S/GAC, communicate field-based and headquarters priorities upstream and downstream. With the CSTL, facilitate interagency dialogue between the field and headquarters interagency teams.
- Informs and engages the U.S. Embassy Front Office, the U.S. Global AIDS Coordinator, USG representatives in-country administering HIV/AIDS prevention, treatment and care programs, non-governmental organizations, and partner government officials and their medical professionals on PEPFAR program achievements, concerns and needs and to reinforce initiatives to accomplish the goals of PEPFAR through bilateral and multilateral diplomatic efforts.

## C. POSITION ELEMENTS

1. Supervision Received: The Coordinator is supervised by the Deputy Chief of Mission who provides on-site line management. The Ambassador provides country-level policy direction. The Coordinator also maintains an official reporting relationship to the U.S. Global AIDS Coordinator or his designee.
2. Supervision exercised: The coordinator supervises the PEPFAR Coordination Unit, consisting of Strategic Information Advisor, Project Management Assistant and Secretary. S/he provides technical guidance, functions as a mentor, aids the employees to understand the post and its mission within the host country, assists the employees in establishing and completing developmental goals, developing necessary contacts and fosters the employee growth.
3. Exercise of Judgment: The incumbent is required to exercise independent judgment and ingenuity to interpret and develop applications and guidelines to devise innovative approaches to resolve technical, administrative, managerial, and policy problems. Excellent, balanced judgment must be exercised in setting priorities. In addition, considerable judgment is required to work effectively with

host-government officials; coordinate multi-sectoral efforts in support of objectives; and collect, analyze, and report the progress of activities and recommend project actions.

4. Nature, Level and Purpose of Contacts: To effectively function in this position, the incumbent will be required to establish and maintain solid working relationships with all categories and levels of internal and external staff, including all USG agencies in the U.S. Embassy; external implementing partners; Government of India officials; staff of United Nations agencies (e.g., WHO, UNAIDS), other international and donor organizations; representatives of regional organizations; international and local NGOs; private sector representatives; and the general public. The incumbent will be required to:
  - Liaise with the Office of the Global AIDS Coordinator (S/GAC) through the respective country Core Team lead and members named by S/GAC.
  - Liaise with interested/affected units at the U.S. Mission to ensure that the Ambassador/DCM and others are well apprised of key PEPFAR accomplishments, challenges, and timelines.
  - Liaise between the SMT and the PEPFAR Team to maintain a timely exchange of information.
  - Liaise with leads of the USG PEPFAR implementing agencies to ensure critical communication between and among agencies, including action requests, and policy guidance from S/GAC.
  - Liaise with Government of India officials to promote maximum collaboration between the Government of India HIV/AIDS programs and those being planned and implemented by USG agencies and their partners.
  - Liaise with development partners active in HIV/AIDS, and the Country Coordination Mechanism and administrative agents of the Global Fund to fight AIDS, TB and Malaria (Global Fund), to ensure optimal integration of USG efforts with those of others.
5. Authority to Make Commitments: The incumbent will have no independent authority to commit funds on behalf of the U.S. government.
6. Available Guidelines: The incumbent is required to quickly understand Mission and Agency-specific policies and procedures which govern project design and activity management, in addition to USAID/India's established administrative operating procedures, policies, and formats. When provided, guidance from the supervisor is primarily with regard to policy, priorities, results to be achieved, basic approaches to be followed and, in the case of assembling reports, providing the nature and basic content of the reports. Oral guidance from the immediate supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall implementation of activities within the region, including, but not limited to, the Agency's Automated Directives System (ADS), General Notices/Mission Orders/Mission Notices, USG Procurement regulations, USAID Program Strategy and Policy Documents, OGAC Programmatic and Technical Considerations, and other OGAC guidance, and relevant State Department policies and guidance.
7. Time required to satisfactorily perform full range of duties after entry into the position: 3 months.

#### D. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

This position requires a highly qualified and experienced individual with exceptional interpersonal and communication skills, the ability to foster team work, the capacity for strategic thinking, and an understanding of the technical and policy requirements to achieve the PEPFAR goals in India. The

incumbent must be familiar with and be able to work well in an overseas environment and with a wide range of governmental and non-governmental counterparts. The PEPFAR Country Coordinator must have the following qualifications:

1. Education: Master's degree is required.
2. Prior Work Experience: A minimum of five years of progressively responsible professional level experience at the international program management level and experience working internationally in the design, implementation and evaluation of public health programs, preferably with a focus on HIV/AIDS.
3. Job Knowledge: Knowledge of HIV/AIDS programming required. Incumbent should have knowledge of strategies, policies, objectives, development perspectives and current best –practices in HIV/AIDS prevention, care and treatment.
4. Skills and Abilities:
  - a. Demonstrated strong interpersonal skills and ability to work in a multi-cultural setting.
  - b. Demonstrated strength in oral and written communications and ability to communicate technical information clearly and effectively to both technical and non-technical colleagues.
  - c. Skills in mediating interagency conflicts and facilitating consensus decisions on complex technical, programmatic, strategic and financial issues.
  - d. Strong quantitative and analytical skills.
  - e. Strong capacity to multi-task, including managing, prioritizing and fulfilling competing demands in real time.
  - f. Proven ability to keep track of a large amount of data and manage complex interagency planning and reporting processes.
  - g. Ability to empower PEPFAR team members to apply available resources and expertise to addressing the local epidemic.
  - h. Ability to exercise cross-cultural sensitivity and awareness.
  - i. Ability to supervise and lead teams of professionals.
  - j. Ability to quickly familiarize with USG systems and implementation mechanisms.
  - k. Ability to facilitate meetings and make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context.
  - l. Ability to produce concise, clear reports, and proficiency in word processing, spreadsheet, databases and excellent computer skills
  - m. Ability to track complex and constantly shifting budgets.
5. Language Proficiency: Strong written and oral proficiency in English is required (Level 5).
6. Post-Entry Training: USAID and PEPFAR applicable training may be provided.

#### E. SELECTION FACTORS

To be considered for this position, applicants must meet the minimum qualifications noted above. For those who do, further consideration and selection will be based on panel assessment of the Selection Criteria listed below.

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

**a. EDUCATION (15 points):**

- A master's degree is required. Applicants will be evaluated on the relevance of their educational accomplishments to the functional responsibilities of the position.

**b. WORK AND PROFESSIONAL EXPERIENCE (40 Points):**

- A minimum of five years of progressively responsible professional level experience in working with Health, Development and/or HIV/AIDS issues and programs.
- Demonstrated experience working with international donors and government officials in developing countries supporting public health programs.
- Demonstrated experience in project management and coordinating complex programs in resource poor settings with multiple partners.
- Demonstrated experience with facilitating meetings and make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context.

**c. SKILLS AND ABILITIES (45 points):**

- Demonstrated strong interpersonal skills and ability to work in a multi-cultural setting required.
- Demonstrated ability to deal effectively with and resolve conflict.
- Demonstrated ability to work effectively in large teams and work towards positive performance overall.
- Demonstrated ability to develop and coordinate implementation of detailed work plans/timelines for major time-sensitive and complex work projects that are dependent on contributions from multiple US government agencies and dozens of individuals.
- Ability to produce concise, clear reports, and proficiency in word processing, spreadsheet, databases and other computer applications.
- Strong quantitative and analytical skills, verbal skills and ability to communicate technical information clearly and effectively to both technical and non-technical colleagues.
- Experience with tracking complex and constantly shifting budgets.
- Availability to grasp understanding of USG systems and implementation mechanisms.

**F. SELECTION PROCESS:**

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications that do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such a reference checks pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The final selected candidate(s) must obtain security and medical clearances within a reasonable period of time. USAID will provide details regarding these clearances to the selected candidate(s). A substantial delay in obtaining either required clearance will make the applicant ineligible for selection.

**G. APPLYING:**

Interested candidates for this position should click the link below to access the application form:  
<https://www.usaid.gov/sites/default/files/documents/1861/USPSC%20Application%20Form%20-%20Cover%20Form%20and%20Form%20AID%20302-3.docx>

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

### **SUBMIT APPLICATION TO**

Submit print copies of applications to:

Human Resources  
United States Agency for International Development  
U.S. Embassy  
Shantipath, Chanakyapuri  
New Delhi – 110 021  
Fax: 91-11-2419-8612

Or

Electronic Submission to: [indiaper@usaid.gov](mailto:indiaper@usaid.gov)

### **POINT OF CONTACT**

**Mr. Yashwant Kumar Kainth, Contracting Officer**

Telephone: 91-11-2419-8542

Email or faxed documentation is recommended as mail delivery may be untimely. To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter.

USAID/India expects to award a personal services contract for an off-shore US Citizen for a one-year period commencing as early as practically possible subject to security and medical clearances and funds availability. The duty post for this contract is New Delhi, India.

Benefits include post differential, housing, and other benefits per USAID regulations. Basic household furnishings will be available in quarters to be provided by USAID.

For more information about USAID/India see Mission's website <http://www.usaid.gov/india>

ATTACHMENT NO. 2 TO SOLICITATION NO. 386-16-101

**PSC Contractor Benefits (As allowable under applicable regulations)**

As a matter of policy, and as appropriate, an individual meeting the requirements of an USPSC Offshore-hire, may be authorized the following benefits:

**Benefits**

1. Employee's F.I.C.A and MEDICARE contributions
2. Contribution toward Health and Life Insurance
3. Shipment and Storage of Household Effects
4. Pay Comparability Adjustment
5. Annual Step Increase except if at the top step of the grade
6. Eligibility for Worker's Compensation
7. Annual and Sick Leave

**Allowances**

- a. Temporary Lodging Allowance (Section 120)
- b. Living Quarters Allowance (Section 130)
- c. Post Allowance (Section 220)
- d. Supplemental Post Allowance (Section 230)
- 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)
- j. Danger Pay (Section 650)

**Federal Taxes:** USPSCs are not/not exempt from payment of Federal Income taxes.

**List of REQUIRED Forms for USPSCs**

1. USPSC Job Application form, AID 302-3 (including cover form), is available at the USAID/India website: <https://www.usaid.gov/sites/default/files/documents/1861/USPSC%20Application%20Form%20-%20Cover%20Form%20and%20Form%20AID%20302-3.docx>
2. Forms (b) through (e) shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the position.

- a. Medical History and Examination (DS-6561).
- b. Declaration for Federal Employment Form (OF-306)
  
- c. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
- d. Questionnaire for Non-Sensitive Positions (SF-85).
- e. Finger Print Card (FD-258). (NOTE: Form is available from the requirements office.)

**Contract Information Bulletins (CIBs.) and Acquisition and Assistance Policy Directives (AAPDs) Pertaining to PSCs**

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website to determine which CIBS and AAPDs apply to this contract: [http://www.usaid.gov/business/business\\_opportunities/psc\\_solicitations.html](http://www.usaid.gov/business/business_opportunities/psc_solicitations.html).

Additionally, AIDAR Appendix D or J also applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>