



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: October 22, 2013

CLOSING DATE: November 5, 2013 AT 17:00 Hours Accra Time

**SUBJECT: SOLICITATION NUMBER 624-14-001
RESIDENT HIRE U.S. PERSONAL SERVICE CONTRACTOR COMMUNICATION, MONITORING
AND EVALUATION ADVISOR**

Ladies/Gentlemen:

The United States Government, represented by the United States Agency for International Development/West Africa (USAID/WA), is seeking applications from qualified U.S. Citizens resident in Ghana interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation. The Communication, Monitoring and Evaluation Advisor position will be located in Accra, Ghana.

Submission shall be in accordance with this solicitation and 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 and must submit all required documents as indicated in the solicitation. **All applications and OF612/SF171 forms submitted must be signed. Incomplete and Unsigned applications will not be considered.**

All applications packages are to be submitted to:

Via courier **Regional Executive Office
USAID/West Africa
No. 24 Fourth Circular Rd. CT
P.O. Box 1630
Accra, Ghana**

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

Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

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

Any questions on this solicitation should be sent to Vida Aggrey at vaggrey@usaid.gov or the undersigned at jascott@usaid.gov.

Sincerely,

Janine Scott

SOLICITATION NUMBER : 624-14-001

ISSUANCE DATE : October 22, 2013

CLOSING DATE/TIME : November 5, 2013 AT 17:00 Hours Accra Time

POSITION TITLE : Communication Monitoring and Evaluation Advisor

MARKET VALUE : (\$71,674- \$93,175) the market value for this position is equivalent to GS-13 level. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

PERIOD OF PERFORMANCE : Two (2) years with three one-year options (for extension) for a maximum of five years. Exercising the options to extend will depend on continuing need of services, availability of funds, and satisfactory or better performance.

PLACE OF PERFORMANCE : Accra, Ghana

SECURITY ACCESS: Must obtain Employment Authorization and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

AREA OF CONSIDERATION: Open to all U.S. Citizens residing in Ghana.

1. BACKGROUND

USAID/West Africa is an independent Operating Unit of the United States Agency for International Development (USAID), responsible for managing development programs that cover 21 countries¹, seven of which have bilateral USAID missions. The Strategic Plan of USAID/West Africa envisions "*a politically stable and economically prosperous West Africa.*" The Mission is committed to achieve this goal through programs in the following areas: health, economic integration and trade; agriculture, food security and natural resource management; and conflict prevention and anti-corruption. USAID/West Africa coordinates and enhances other USAID programs in the region and builds and sustains partnerships with West African governments and regional institutions to focus on four foreign policy objectives:

- Peace & Security
- Governing Justly & Democratically
- Investing in People (health and education)
- Economic Growth (Agriculture, Trade and Investment and Natural Resource Management)

With more than 250 million inhabitants, the West Africa region ranks as the poorest with the lowest level of human capital development, and the highest in population growth, and maternal and child mortality. Almost half of the 510,000 women dying worldwide as a result of complications related to pregnancy and childbirth occurs in sub-Saharan Africa. Regional health systems are severely limited, with inadequate service provision in most national programs. Most institutions have limited absorptive capacity. Inter-governmental and national partners are limited by weak regional and national systems and inadequate financial support.

¹ USAID/WA's regional health program served the following 21 nations: Benin, Burkina Faso, Cameroon, Cape Verde, Chad, Côte d'Ivoire, Equatorial Guinea, Gabon, The Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, São Tomé and Príncipe, Senegal, Sierra Leone, and Togo. Eighteen of the 21 USAID/WA countries have a US Embassy presence (Equatorial Guinea is supported by Cameroon, Guinea Bissau by Senegal, and São Tomé and Príncipe by Gabon). The USAID/WA health program also includes activities in all 15 member countries of ECOWAS.

The USAID/West Africa Health office, under the Investing in People objective, works to improve health outcomes in the region. The vision of the office is to be a *“recognized leader in improving health status of vulnerable populations in West Africa, especially that of women and children, by promoting and building partnerships to scale up evidence based interventions”*.

2. BASIC FUNCTION OF THE POSITION:

The Communications, Monitoring and Evaluation Advisor must have a combination of knowledge and skills for both monitoring and evaluation and communications. S/he will serve as the key English-language communications person in the Regional Health Office (RHO). S/he will analyse data and develop materials for the Health Office’s advocacy and communication efforts. S/he will provide senior technical advice and guidance to USG/FSN staff who serve as the COR/AOR and Activity Managers for assigned USAID-supported cooperative agreements and contracts to finalize project monitoring and evaluation plans, conduct data quality assessments, develop research protocols and for data analysis. S/he will provide technical guidance and leadership to USG/FSN staff and to the implementing partners by reviewing and providing input to annual work plans, quarterly reports, consultants’ statements of work, and study protocols. S/he will provide senior technical assistance to strengthen the M&E and data use capacity of indigenous organizations. S/he will provide technical expertise and guidance on the development and implementation of programmatic interventions, research and evaluations. S/he will collaborate with the RHO leadership to track intermediate results for the office’s Development Objective. S/he will serve as a project manager, either AOR/COR, Alternate AOR/COR or Activity Manager for regional health projects. S/he will manage the Health Office’s evaluation and research project. S/he will manage the office’s regional government to government type capacity strengthening project with the West African Health Organization (WAHO). S/he will act as Activity Manager for Demographic and Health Surveys (DHS) in non-presence countries supported by the RHO.

S/he will develop, update and maintain the Performance Management Plan (PMP) for the regional health program. S/he will ensure that the official PMP is appropriate and up to date, oversee data gathering methodology and analysis by implementing partners, and ensure regular assessments of data quality. S/he will provide senior technical advice, guidance and support for monitoring and evaluation to the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR) programs in Cameroon. S/he will lead data analysis for program decision-making, and support results reporting and development of the health (Investing in People) annual Operational Plan (OP).

S/he will serve as a key member of the Mission’s M&E Team to assist in developing and managing the Mission’s overall Performance Management System.

3. SPECIFIC DUTIES AND RESPONSIBILITIES

The Communications, Monitoring and Evaluation Advisor will assist professional staff in finalizing the English version of documents for programs, evaluations, case studies and scopes of work, as well as “telling our story” to a variety of USAID, State and public audiences. S/he will work with Health Office leadership and staff to create and implement a strategic and results-oriented communication plan. S/he will provide thought leadership and innovative outreach for office stakeholders and target beneficiaries. S/he will coordinate with bilateral missions for regional outreach and communications efforts. Coordination includes synthesizing similar activities into regional messages of USAID assistance. S/he serves as a technical advisor and resource for office staff and implementing partners on communication, outreach activities, press releases and public events.

S/he will oversee the routine monitoring and evaluation of the Mission’s Health (Investing in People) portfolio; coordinate all data gathering and presentation for portfolio reviews and regular reporting; update the health Performance Management Plan (PMP); complete the indicator tables for the annual Operational Plan and other USAID reports; compile and provide analysis and projections of relevant

health sector data from the West Africa region to inform program decisions and monitor key regional health issues; conduct field visits to ensure Data Quality Assessment (DQAs) are maintained for all performance indicators; and participate in technical reviews of new and revised activities.

S/he will handle broad responsibilities for planning and managing the Health Offices evaluation and research program, including collaborating on strategic planning and activity design, development of statements of work, oversight of work plan development and activity implementation, periodic review of financial performance, and monitoring and evaluation of program activities. S/he will exercise extensive independent judgment in planning and carrying out tasks, and in taking steps necessary to meet deadlines. S/he will perform inherently governmental functions such as officially representing USAID at functions.

A. Provide Assistance to Produce Quality English-language Communications (30%)

- Develop and Implement the Regional Health Office Communication Strategy;
- Develop and compose communication materials for advocacy, using program data;
- A critical requirement for the incumbent is total fluency in written English, as well as familiarity with USG and USAID policy, program and evaluation documentation requirements. S/he will be required to assist the technical staff with preparing, editing and finalizing internal and external documents;
- Draft strategy narratives and provide recommendations and rationale for quantified indicator targets for the annual Performance and Planning Report, Mission Resource Request, Congressional Budget Justification and Operational Plan exercises, for the regional portfolio and for country-specific planning as needed;
- Develop and compose briefing materials and presentations; develop proposed speeches, video tapes on project activities, brochures, booklets, handouts, signs and other public relations materials to evaluate quality, propriety in terms of sensitivity to local culture, and accuracy of content; and write updates on health activities in focus countries;
- Edit and publish the Regional Health Office quarterly, *ParlerHealth*;
- Collaborate with the Mission's Development Outreach and Communications Specialist (DOCS) to produce public information about the Mission's health activities for host country populations, as well as taking appropriate steps to ensure that quality information is produced for consumption by Washington counterparts (USAID, State Department and the U.S. Congress) and the American public.

B. Performance Management, Portfolio Reviews and Routine Monitoring (35%)

- Maintain and Update the Performance Management Plan to reflect management decisions and to conform to State Department Office of Foreign Assistance measurement framework and current USAID guidance. In addition to including selected standard indicators from the Office of U.S. Foreign Assistance, s/he will develop key custom indicators specifically for the West Africa regional health program.
- In addition to the official PMP, the Communications, Monitoring and Evaluation Advisor will maintain a database of indirect impact of the regional program's policy and advocacy interventions, and replication of best practices. These figures will be based on estimations generated with implementing partners and linked to baseline demographic and health data from affected countries. S/He will assist the Health Office and the Mission in presenting this information to USAID/Washington, Office of U.S. Foreign Assistance and other key stakeholders to demonstrate the potential impact and significance of the program.

- Ensure performance data are gathered and analyzed in preparation for the semi-annual and portfolio reviews to determine progress of each program element. S/He will assist the Health Office Director and team members to plan, execute and monitor completion of tasks developed during these reviews and report progress to the Mission Program Office.
- Ensure that Agency/Mission/Congressional requirements are being tracked, including compliance with special directives on informed consent for family planning use, other Congressional directives for health activities, provision of complete information on HIV prevention, and others. Support the Health Office with regional and country-specific data analysis and projections to inform annual and strategic planning for Mission Strategic and Operational Plans. Assess extent to which indicators remain relevant and useful as the nature of activities change over time.
- Assist Health Office members and implementing partners to finalize annual action plans, ensuring that specific activities and resources are correctly linked to the appropriate Program Elements, Sub-Elements, geographic codes (source and benefiting countries), completion status of activities and deliverables, and other key items. S/he will review statements of work and program descriptions to ensure that methods to measure performance results are accurately captured. S/he will participate in technical reviews and provide comments on draft documents, including M&E plans from regional health projects, and PEPFAR Cameroon.
- Develop an annual plan to conduct data quality assessments and audits for regional health projects at program implementation sites to ensure validity, integrity, precision, reliability and timeliness of all performance data in the official PMP. S/he will conduct periodic site visits to partner and sub-partner sites, regional technical institutions and training centers to assess partner data collection methods and provide technical assistance to implementing partners. S/he will identify deficiencies, suggest corrective actions and document follow-up. S/he will provide senior technical advice and guidance to USG/FSN staff who serve as the COR/AOR and implementing partners on improving data quality.

C. Analysis of Health Data and Projections (10%)

Maintain up to date information on key health indicators in the region, for each country under the USAID/West Africa portfolio. These will include HIV prevalence for countries and major sub-populations, birth and death rates, need and use of family planning, and other key data as available. Develop presentation tools to link these data to USAID/West Africa's health activities for analysis relative to the priority needs of the targeted countries and region.

D. Project Management (20%)

The Communications and M&E Advisor will manage a portfolio of \$22.5 million that includes a mix of contracts, cooperative agreements and field support. He/she will be expected to provide technical and management oversight of this complex portfolio which includes:

- Evaluation for Development: \$17 million/5 years contract that will provide M&E and research services to regional flagship projects as well as the non-presence countries and bilateral missions. In addition to acting as COR, the Advisor will be expected to liaise with bilateral missions to ensure that their M&E and research needs are met and that promising practices are being documented and the work under this contract complies with the USAID/Policy Planning and Learning (PPL) Evaluation Policy;
- WAHO institutional capacity strengthening project: \$4.5 million/5 years that responds to the Agency's USAID Forward Principles of Government to Government assistance. The agreement will continue to support and strengthen the institution of WAHO in implementing

its mandate of harmonizing policies and advocating and promoting best practices in health for the region ;

- Demographic and Health Survey: As activity manager, the Advisor will ensure that countries in West and Central Africa have up-to-date DHS data by liaising with in-country points of contact within governments and the USG as well as working with Washington-based staff to identify opportunities for support.

E. Other Duties as Assigned (5%)

Other duties may include but are not limited to:

1. Acting in the absence of the office director
2. Given that the office is understaffed by two, supporting the HIV/AIDS advisor and the Family planning advisor in the implementation of regional flagship projects.
3. Assisting the office director in preparing key documents for Washington and the front office

4. MINIMUM QUALIFICATIONS REQUIRED FOR THE POSITION

Education: A Master's degree in a development-relevant, communications or related field.

Experience: At least six years of experience in overseeing monitoring and evaluation, ensuring data quality and project management is required. Experience should include writing/communications, drafting reports and planning documents, strategic planning, data collection, research techniques and methodologies. Communications, monitoring and evaluation experience in a health-related field highly desirable.

Language: Native fluency in English is required. Outstanding writing and oral communication skills in English are required. Fluency in French is desirable.

5. EVALUATION CRITERIA

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

A. Education and Training (20 points):

- 1) Master's degree in a development-related or communications degree.
- 2) Training and/or experience in research, analysis and evaluation.
- 3) Training and/or experience in project management, design, and monitoring.

B. Experience (40 points):

- 1) At least six years of experience in overseeing monitoring and evaluation, ensuring data quality and project management is required. Experience should include writing/communications, drafting reports and planning documents, strategic planning, data collection, research techniques and methodologies.
- 2) Demonstrated ability to manage multiple complex projects simultaneously in a high-paced environment.

C. Communication and Interpersonal Skills (40 points):

- 1) Professional-level English speaking, presentation, reading and writing proficiency. The ability to organize and present information and to draft clear, concise documents (to include providing a writing sample and writing test and/or presentation if shortlisted or interviewed).

- 2) Demonstrated ability to work collegially and effectively communicate with team members, senior government and other officials and to successfully lead and/or work with a multi-cultural team.
- 3) Demonstrated ability to cultivate and maintain a wide range of contacts with senior counterparts.
- 4) Demonstrated experience in operating effectively in cross-cultural environment and working with host country government counterparts.
- 5) Demonstrated ability to mobilize and lead colleagues, representatives of regional and local institutions and organizations, government officials and partners to raise awareness of and support for health programs in West Africa.

Total points: 100 points

6. OTHER SIGNIFICANT FACTS

- **Degree of responsibility for decision-making**

The incumbent will have wide latitude in planning and executing work assignments, including representing the office in regional meetings and before host country and regional officials on matters as per discussions with the Regional Health Office Director and the Regional Health Team. S/he will rely on his/her professional knowledge and integrity, experience and reviewing published information on the results, research and other related information obtained from various health interventions, specifically family planning, HIV/AIDS prevention and capacity strengthening.

- **Guidelines**

The incumbent must have the ability to understand and operate within USAID's policies and regulations regarding foreign assistance programs, and in particular under USAID Forward and for regional health programs. The Communications, Monitoring and Evaluation Advisor is expected to quickly become familiar with, and be proactive in, keeping abreast of USAID processes, procedures and regulations as presented in USAID's Automated Directives System (ADS) and other relevant USG policies, directives and programmatic guidelines, as well as host country policies and decrees related to the health sector.

- **Complexity**

This is a position of significant complexity. The incumbent must demonstrate leadership and exceptional initiative to address Public Health needs, particularly those related to monitoring, evaluation, research, governance and management and capacity building. The position requires the ability to plan, implement, follow-up and work both independently, with and within a large multi-partner team setting within the health sector. S/he is expected to be highly productive and meet tight deadlines. The ability to operate sensitively and effectively is essential. S/he must be able to devise solutions for situations that may involve conflict between stakeholders, political sensitivities, unclear or contradictory policies and weak institutions.

- **Scope and Effect**

The incumbent is a senior team member and advisor on communications, research, and monitoring and evaluation matters relating to health activities. S/he serves to guide the entire health team in this subject area as well as implementing partners, other USG Agencies and counterpart Embassy officials in non-presence countries. S/he will collaborate closely with the office director, regional health team members and USAID/Washington on the relevant technical areas. S/he also serves as the point of contact for all exterior parties, including host country government officials and health implementing partners, regarding USG-supported health survey, research and evaluation activities.

- **Personal Contacts**

Personal contacts include high-level USG officials at the US Embassy, USAID/Washington Global Health Bureau and Africa Bureau, host country officials (both technical and political) at various levels (national, regional), other donors, and health implementing partners and other concerned stakeholders. S/he must have the ability to represent USG interests in public health, communicating effectively in English, using a great deal of tact, diplomacy, and technical knowledge. S/he must be a good listener, stay abreast of regional priorities, policies and practices, and be able to manage and/or reconcile differences of opinion or conflicts regarding regional health program priorities and strategies.

- **Level and Purpose of Contacts**

The Communications, Monitoring and Evaluation Advisor is required to maintain extensive contacts with technical and senior policy making officials of the regional and international organizations (donors, private sector, NGOs, academic sector) in order to provide policy and policy implementation recommendations, strategic and programmatic advice to USAID mission, US Embassy officials and other USG agency officials, host country government officials, and health implementing partners and to encourage cooperation with regard to health issues. The incumbent works closely with regional organizations, USAID regional and bilateral mission staff, pillar bureaus in AID/W, and other US Government agencies working on health issues in the region, in order to improve coordination and effectiveness of programs.

The incumbent will represent USAID to senior officials at the West African Health Organization, Ministries of Health in focus countries and UN agencies. The incumbent will also represent USAID West Africa to bi-multilateral donor partners, NGOs and CSOs. The incumbent represents the Regional Health Program at various levels in USG, global and regional health technical meetings with health sector partners, the donor community, civil society and other interested, relevant parties. Meetings range from factual exchanges of information on health strategic information issues, strategies and programmatic guidance, etc. to subjects that could involve significant or delicate issues and differing viewpoints, goals or objectives.

- **Physical Demands/Work Environment**

This is a low-to-moderate physically demanding position. The incumbent will be physically located at the US Embassy USAID Building in Accra and will be expected to attend meetings and events related to the USAID Regional Health program on a frequent basis, both in Accra and in other countries in West Africa. S/he is expected to conduct site visits to review progress of USAID-supported regional health activities throughout the 21 West and Central African countries, many of which have limited amenities.

7. POSITION ELEMENTS

a) Degree of responsibility for decision-making

The incumbent will have wide latitude in planning and executing work assignments, including representing the office in regional meetings and before host country and regional officials on matters as per discussions with the Regional Health Office Director and the Regional Health Team. S/he will rely on his/her professional knowledge and integrity, experience and reviewing published information on the results, research and other related information obtained from various health interventions, specifically family planning, HIV/AIDS prevention and capacity strengthening.

b) Guidelines

The incumbent must have the ability to understand and operate within USAID's policies and regulations regarding foreign assistance programs, and in particular under USAID Forward and for regional health programs. The Communications, Monitoring and Evaluation Advisor is expected to quickly become familiar with, and be proactive in, keeping abreast of USAID processes, procedures and regulations as presented in USAID's Automated Directives System (ADS) and other relevant USG

policies, directives and programmatic guidelines, as well as host country policies and decrees related to the health sector.

c) Complexity

This is a position of significant complexity. The incumbent must demonstrate leadership and exceptional initiative to address Public Health needs, particularly those related to monitoring, evaluation, research, governance and management and capacity building. The position requires the ability to plan, implement, follow-up and work both independently, with and within a large multi-partner team setting within the health sector. S/he is expected to be highly productive and meet tight deadlines. The ability to operate sensitively and effectively is essential. S/he must be able to devise solutions for situations that may involve conflict between stakeholders, political sensitivities, unclear or contradictory policies and weak institutions.

d) Scope and Effect

The incumbent is a senior team member and advisor on communications, research, and monitoring and evaluation matters relating to health activities. S/he serves to guide the entire health team in this subject area as well as implementing partners, other USG Agencies and counterpart Embassy officials in non-presence countries. S/he will collaborate closely with the office director, regional health team members and USAID/Washington on the relevant technical areas. S/he also serves as the point of contact for all exterior parties, including host country government officials and health implementing partners, regarding USG-supported health survey, research and evaluation activities.

e) Personal Contacts

Personal contacts include high-level USG officials at the US Embassy, USAID/Washington Global Health Bureau and Africa Bureau, host country officials (both technical and political) at various levels (national, regional), other donors, and health implementing partners and other concerned stakeholders. S/he must have the ability to represent USG interests in public health, communicating effectively in English, using a great deal of tact, diplomacy, and technical knowledge. S/he must be a good listener, stay abreast of regional priorities, policies and practices, and be able to manage and/or reconcile differences of opinion or conflicts regarding regional health program priorities and strategies.

f) Level and Purpose of Contacts

The Communications, Monitoring and Evaluation Advisor is required to maintain extensive contacts with technical and senior policy making officials of the regional and international organizations (donors, private sector, NGOs, academic sector) in order to provide policy and policy implementation recommendations, strategic and programmatic advice to USAID mission, US Embassy officials and other USG agency officials, host country government officials, and health implementing partners and to encourage cooperation with regard to health issues. The incumbent works closely with regional organizations, USAID regional and bilateral mission staff, pillar bureaus in AID/W, and other US Government agencies working on health issues in the region, in order to improve coordination and effectiveness of programs. The incumbent will represent USAID to senior officials at the West African Health Organization, Ministries of Health in focus countries and UN agencies. The incumbent will also represent USAID West Africa to bi- multilateral donor partners, NGOs and CSOs. The incumbent represents the Regional Health Program at various levels in USG, global and regional health technical meetings with health sector partners, the donor community, civil society and other interested, relevant parties. Meetings range from factual exchanges of information on health strategic information issues, strategies and programmatic guidance, etc. to subjects that could involve significant or delicate issues and differing viewpoints, goals or objectives.

g) Physical Demands/Work Environment

This is a low-to-moderate physically demanding position. The incumbent will be physically located at the US Embassy USAID Building in Accra and will be expected to attend meetings and events related to the USAID Regional Health program on a frequent basis, both in Accra and in other

countries in West Africa. S/he is expected to conduct site visits to review progress of USAID-supported regional health activities throughout the 21 West and Central African countries, many of which have limited amenities.

8. MEDICAL AND SECURITY CLEARANCE REQUIREMENTS

Note that a successful candidate will not be able to commence work until the following requirements are met:

1. The successful applicant must be able to receive an employment authorization. For U.S. Citizens this will be handled by USAID/Washington upon submission of requisite forms.
2. The successful applicant must receive medical clearance. Details of how to obtain US Department of State Medical Unit medical clearance will be provided once a job offer is made and accepted.

9. PAST PERFORMANCE EVALUATION

Interested applicants are advised that USAID/West Africa will conduct reference checks and request input from past employers concerning applicants' past work performance, technical knowledge, required skills, including teamwork and team-building experience. USAID/West Africa may also require a written test and/or writing samples. Incomplete and unsigned applications will not be considered.

10. INSTRUCTIONS TO APPLICANTS:

Interested individuals are required to submit the following:

- fully completed and hand-signed copy of an Application for Federal employment (SF-171) or an Optional Application for Federal Employment Form (OF-612), forms are available at <http://www.usaid.gov/forms/>.
- cover letter and a current resume/curriculum vita (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

All applications and OF612/SF171 forms submitted must be signed. Incomplete and Unsigned applications will not be considered.

11. LIST OF REQUIRED FORMS FOR PSCS:

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

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.

12. ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance including Personal Service Contracts. Please refer to the USAID website http://transition.usaid.gov/business/business_opportunities/cib/subject.html#psc to locate relevant AAPDs.

13. BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a U.S. Resident Hire is normally authorized the following benefits:

BENEFITS:

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Eligibility for Worker's Compensation
- Annual & Sick Leave

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