



# USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72062421R00002

**ISSUANCE DATE:** April 19, 2021

**CLOSING DATE/TIME:** April 18, 2022 /17:00 GMT

**SUBJECT: Solicitation for Resident Hire U.S. Personal Service Contractor (USPSC):  
Regional PEPFAR Coordinator, USAID/West Africa**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of an offer.

**All offers must be submitted to the Point of Contact via email: [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov).**

**Only shortlisted applicants will be contacted.**

**Offers will be reviewed on an ongoing basis, therefore the solicitation will close if a candidate is selected before the stated closing date.**

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

Sincerely,

Michael Sampson  
Contracting Officer  
Regional Executive Office  
USAID/West Africa

**I. GENERAL INFORMATION**

1. SOLICITATION NO.: 72062421R00002
2. ISSUANCE DATE: April 19, 2021
3. CLOSING DATE FOR RECEIPT OF OFFERS: April 18, 2022/17:00 GMT

**Offers will be reviewed on an ongoing basis, therefore the solicitation will close if a candidate is selected before the stated closing date.**

4. POINT OF CONTACT: **USAID/West Africa, Accra**, e-mail at [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov)
5. POSITION TITLE: Regional PEPFAR Coordinator, USAID/West Africa
6. MARKET VALUE: **\$79,468 - \$103,309** equivalent to **GS-13**.  
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: Base of One (1) year, with option to extend up to an additional year. Exercise of option will depend on continuing need of services, availability of funds, Washington's approval, and satisfactory performance.

Based on Agency need, the Contracting Officer may exercise the additional **1 Year period** option period for the dates estimated as follows:

<b>Base Period:</b>	o/a 07/2021 to 07/2022
<b>Option Period</b>	o/a 07/2022 to 07/2023

8. PLACE OF PERFORMANCE: **To Be Determined.**  
(U.S. Embassy **Accra, Ghana**; U.S. Embassy **Cotonou, Benin**; U.S. Embassy **Ouagadougou, Burkina Faso**; U.S. Embassy **Bamako, Mali**; U.S. Embassy **Freetown, Sierra Leone** or U.S. Embassy **Lome, Togo** ) based on candidate's country of residence with possible travel as stated in the Statement of Duties.
9. ELIGIBLE OFFERORS: Open to Resident-Hire U.S. Citizens **Proof of residency in the countries listed above must be provided with application.** Citizenship, if dual, must be clearly stated.

Resident Hire U.S. Personal Services Contractor means a U.S. citizen or resident alien who, at the time of hire as a PSC, resides in the cooperating country--

(i) for reasons other than employment that provides for repatriation to the U.S., including—

- (A) with a U.S. Government agency;
- (B) under any U.S. Government-financed contract or agreement; or
- (C) under any other contract or employment arrangement.

(ii) as a spouse or dependent of a U.S. citizen with employment that provides for

- repatriation to the U.S., including--
- (A) with a U.S. Government agency;
  - (B) under any U.S. Government-financed contract or agreement; or
  - (C) under any other contract or employment arrangement.

References 309.3.1.10 and 309.3.1.4.

1. SECURITY LEVEL REQUIRED: Facility Access
2. STATEMENT OF DUTIES:

## **1. BACKGROUND OF POSITION:**

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. Working in over 50 countries, PEPFAR has saved and improved millions of lives, prevented millions of HIV infections, and changed the course of the global HIV/AIDS epidemic. 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.

Now in Phase Three: Focusing on Sustainable Control of the Epidemic, PEPFAR is focused on the ambitious Joint UN Programs for HIV/AIDS 90-90-90 global goals: 90 percent of people living with HIV know their status, 90 percent of people who know their status are accessing treatment, and 90 percent of people on treatment have suppressed viral loads by 2020. While the USG's Strategy for Accelerating HIV/AIDS Epidemic Control (2017 – 2020) focuses primarily on 13 high-burdened countries, PEPFAR aims to support all countries with PEPFAR funding to reach epidemic control by targeting evidenced based interventions for populations at greatest risk of HIV in areas of greatest HIV incidence. PEPFAR's program builds on past strengths and increases efficiencies by scaling up effective interventions and ensuring value.

### **PEPFAR Regionalization Approach – West Africa**

PEPFAR has undertaken a major shift in West Africa. Starting in FY 2020, a Regional Operational Plan (ROP), which includes activities for Ghana, Togo, Burkina Faso, Mali, Senegal, Sierra Leone, and Liberia, has been developed. Coordination of the development of the annual ROP process will be managed largely from Accra by the West Africa Regional PEPFAR Coordinator. The purpose of PEPFAR Regionalization is to consolidate management and staffing; increase coordination and technical support and harmonize programming to focus on Key Populations (KPs) - Men who have Sex with Men (MSM) and Female Sex Workers (FSW) - who bear most of the HIV burden in this region.

In West Africa, HIV data availability is improving but still remains fairly limited despite being a region that covers 15 countries and over 350 million people. In 2017, over 4.1 million people

were living with HIV, representing 13 percent of the global burden. In the countries under PEPFAR's West Africa Regionalization approach (Ghana, Togo, Burkina Faso, Mali, Senegal, Sierra Leone and Liberia), HIV prevalence in the general population range from 0.4 percent (Senegal) to 2.1 percent (Togo) while according to recent Integrated Biological and Behavioral Surveillance Surveys, prevalence among MSMs range from 1.9 percent (Burkina Faso) to 27.4 percent (Senegal). For FSWs prevalence ranges from 5.4 percent (Burkina Faso) to 24.1 percent (Mali). Limited data exists in the region for transgender persons and people who inject drugs.

In addition to challenges with data in West Africa, the other common challenges include significant stigma and discrimination, poor access to HIV services and poor quality of care among others.

Given PEPFAR's mandate to leave no population of greatest risk behind, programs under the West Africa Regionalization approach will work with host country governments and other partners to accelerate progress to epidemic control by focusing their limited resources toward KP and PLHIV programming – increasing case finding in these population groups, linking them to treatment and ensuring viral load suppression.

## **2. MAJOR DUTIES AND RESPONSIBILITIES:**

The specific duties include, but are not limited to, the following:

### **A. Program Management and Implementation (40%)**

The Regional Coordinator's portfolio involves the full range of roles and responsibilities associated with broad program management to facilitate and monitor in-country HIV/AIDS prevention, treatment, and care plans; to serve as the key coordinator and facilitator of the USG inter-agency teams in West Africa implementing PEPFAR activities in the areas of HIV/AIDS prevention, treatment, care, and health systems strengthening. The Regional Coordinator assists the Office of the Global AIDS Coordinator and Health Diplomacy (S/GAC) and PEPFAR implementing agencies with planning, developing, directing, and ensuring accountability for the success of a major initiative with a regional scope.

The Regional Coordinator will ensure the monitoring and oversight of operations to deliver, measure, and evaluate accomplishments and progress; will highlight successes and identify reasons for shortfalls; and will ensure adjustments as necessary to achieve program goals. S/he will develop and maintain internal control systems to ensure that human, financial, technological and material resources are safeguarded against waste, fraud, unauthorized use or misappropriation.

The Regional Coordinator must exercise considerable judgment and ingenuity to strengthen the quality, availability and sustainability of HIV/AIDS prevention, treatment, and care services in

alignment with PEPFAR goals and policies.

The Regional Coordinator leads the USG PEPFAR inter-agency team in West Africa in the conception, formulation, and implementation of evidence-based interventions in response to the epidemiological profile in West Africa. Specifically, s/he will:

- Lead the development and submission of annual Regional Operational plans (ROPs), Annual Reports, Reprogramming Actions and other processes or inputs into reporting systems in collaboration with the various USG teams in West Africa;
- Ensure that the various PEPFAR country programs fit within the regulations of their national governments and aligns with PEPFAR and international policies;
- Communicate USG policy and technical direction to implementing agency leadership;
- Coordinate and facilitate the inter-agency approach to PEPFAR within the USG;
- Coordinate and facilitate the restructuring and harmonization of goals, objectives, plans and schedules to align with policy, legislation, program authority, and/or funding with PEPFAR implementing agencies;
- Facilitate discussion with the inter-agency team regarding determinations of projects to be initiated, dropped, or curtailed;
- Monitor and facilitate changes in implementing agencies' organizational structure;
- Facilitate inter-agency strategic decision-making to ensure program sustainability in the following areas: country ownership, institutional ownership, and mutual accountability.
- Analyze the unique operational context of the PEPFAR programs in the region.
- Coordinate the inter-agency process to establish a vision and strategy for responding to this context within the guidelines of S/GAC policy and U.S. diplomatic priorities and;
- Other duties related to program management as assigned.

The Regional Coordinator will maintain appropriate controls to ensure the integrity – financial, technical, and operational – of all HIV/AIDS prevention, treatment, and care programs implemented pursuant to PEPFAR.

The Regional Coordinator will work to determine in coordination with the Chief of Mission and the PEPFAR Implementing Agency Leadership, how best to direct the funds allocated to countries within the region for successful program impact. To properly manage the regional budget, the Regional Coordinator must understand the current levels of expenditure and pipeline, develop budgets, and ensure continued flow of funds necessary to implement the program.

S/he will provide leadership, advice, and counsel to USG inter-agency leaders in the implementation and monitoring of the PEPFAR program portfolio.

**a) Strategic Information (25%)**

The Regional Coordinator will – in collaboration with the various Agency Strategic Information

(SI) Leads – provide leadership and technical direction to the USG inter-agency team in the development and implementation of all (SI) and monitoring and evaluation (M&E) activities to meet the needs of PEPFAR. S/he will ensure the use of data and knowledge-based program management in regard to all aspects (implementation, technology, costing) of health systems strengthening, HIV prevention and treatment, prevention and care strategies. Specifically, s/he will manage and coordinate all Strategic Information (SI) related processes required for the development of the annual PEPFAR Regional Operational Plan, Annual and Semi-Annual Program Results; oversee the fiscal year and planning year target setting exercises; and provide overall vision for the SI needs of PEPFAR. The Regional Coordinator will compile and evaluate results achieved by partner agencies against established targets and track overall progress in achieving PEPFAR objectives.

**b) Collaboration among Major Non-USG Stakeholders (20%)**

The Regional Coordinator will:

- Ensure coordination and linkage of USG bilateral health assistance with other bilateral donors, non-governmental organizations, and international multilateral organizations engaged in the fight against the global HIV/AIDS pandemic in West Africa, including UNAIDS, World Health Organization, the Global Fund to Fight AIDS, Tuberculosis and Malaria (“Global Fund”) and the West Africa Health Organization.
- Collaborate and share 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.
- Liaise with these development partners, and in particular with the Regional Directors, Country Fund Portfolio Managers and/or Country Coordination Mechanism (CCM) of the Global Fund of the various countries in West Africa , to ensure complementarity between the USG investments and other donors.
- Along with other USG PEPFAR implementing agency leadership, establish appropriate protocol for collaboration with partner governments, including providing oversight and developing the vision of USG interaction with the partner government on all aspects of HIV/AIDS, including the health sector, social welfare systems and finance.
- Promote alignment with and understanding of the various West African government priorities and policies among USG staff implementing the PEPFAR program.
- Lead discussions, as appropriate, about the timing and planning for transition from USG resources toward other types of funding for sustainable HIV responses.
- Counsel and advise Mission Leadership and S/GAC regarding the optimal mix of funding support for the regional program.
- Ensure outreach to and engagement of civil society and private-sector partners, including advocacy groups, faith- and community-based organizations, and businesses in the HIV/AIDS response. Encourages the engagement of these groups by all USG agencies responding to the epidemic within the region.
- The Regional Coordinator may act as one of the USG representative members on the CCM in Ghana and attend CCM meetings in other West African countries as needed. PEPFAR currently holds a representative position for the Development Partners on the Executive

Committee of the CCM, a position which also serves as President of the CCM's HIV Committee, roles which may be fulfilled by the Global Fund Liaison.

- The Regional Coordinator will collaborate closely with the Global Fund Liaison and Agency Leads to ensure alignment of technical and implementation efforts across Global Fund and PEPFAR partners.

c) **Program Representation (15%)**

The Regional Coordinator will:

- Assist in assuring the accountability of PEPFAR and other HIV/AIDS programs supported by the USG to Administration officials, Members of Congress, and the general public through the development and communication of appropriate statements, reports, and representation.
- In collaboration with various PEPFAR implementing agencies, serve as the representative of the USG at country and regional levels and international-level, when appropriate, 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 West Africa.
- Counsel and advises the Office of S/GAC and U.S. Embassy staff in the various West African countries on relevant HIV/AIDS policies and issues that emerge in various settings with stakeholders. As requested by S/GAC and the U.S. Embassy, s/he may speak on behalf of the USG about the regional HIV/AIDS epidemic needs based on a comprehensive knowledge of the respective 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 the Epidemic Control Team (ECT) at S/GAC, communicates field-based and headquarters priorities upstream and downstream. With the ECT, facilitates inter-agency dialogue between the field and headquarters inter-agency teams.
- In collaboration with PEPFAR leadership from other USG agencies, serve as the representative of the USG at international meetings, conferences, etc., whose sponsors or attendees may include donors and other stakeholders in the fight against the global HIV/AIDS pandemic.
- Recommend and promote positions and views for the USG on strategies, initiatives, and current programs that aim to improve the prevention, treatment, and care of HIV/AIDS.
- In coordination with PEPFAR leadership from other USG agencies, plan and direct the identification, development, implementation, and monitoring of outreach and/or liaison activities and initiatives with USG representatives (including Congressional staff), the partner government, international organizations, non- governmental organizations, and regional donors to foster greater leadership, commitment, and resources on their part in the global fight against the HIV/AIDS pandemic.
- Inform and engage the Chief of Mission, 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 on PEPFAR program achievements, concerns, and needs to reinforce initiatives to accomplish the goals of PEPFAR through bilateral and multilateral diplomatic efforts.

### 3. POSITION ELEMENTS

- a) **Administrative and Supervisory Controls:** The West Africa Regional PEPFAR Coordinator will work under the leadership of the U.S. Ambassador to Ghana, or her designate, as part of the USG PEPFAR Team in West Africa. This position will be administratively hired and managed by the USAID Regional Office in Accra but will be formally seconded to the U.S. Embassy in Ghana in order to serve as an inter-agency Regional Coordinator and manager of the PEPFAR program across the region.

The Regional Coordinator reports to the Chief of Mission (COM) or her designate who provides on-site line management and regional-level policy direction. S/he represents the USG as the primary point of contact and coordinator of activities related to PEPFAR in-country, playing a critical role in the planning, implementing and reporting of program performance. The Regional Coordinator will serve as Liaison to the Office of the US Global AIDS Coordinator and ensure that the PEPFAR West Africa program is routinely informed about and in alignment with key PEPFAR developments, strategic directors and reporting timelines. Administrative supervision by the Chief of Mission or her designate includes approval for travel, leave, and time and attendance. These actions will be administered under USAID/West Africa.

- b) **Supervision Received:** The U.S. Ambassador, or her designate, will supervise this position. The incumbent is also accountable to the Ambassador or her designate in sensitively and collaboratively managing the complex processes associated with planning for, implementing, and monitoring the results of the Emergency Plan across the participating USG implementing agencies and across the region. Under the leadership of the U.S. Ambassador to Ghana or her designate, who serves as the primary USG representative in addressing PEPFAR issues for the West Africa region, the Regional Coordinator is expected to meet frequently with the Ambassador or her designate to brief her/him on important program or management issues, and carry COM concerns back to the PEPFAR team.
- c) **Available Guidelines:** The incumbent is required to understand major Agency specific policies and procedures of the participating PEPFAR agencies which are relevant to project activity planning and management. Oral guidance from the immediate Supervisor (the Ambassador to Ghana or her designate) 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 the overall PEPFAR initiative and keeping abreast of evolving development on HIV/AIDS issues in West Africa.

- d) **Exercise of Judgment:** In instances not clearly covered by written guidelines, the incumbent should use her/his own personal, well informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with USG and representatives from donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution.
- e) **Authority to Make Commitments:** The incumbent has no independent authority to commit U.S. Government (USG) funds on behalf of the U.S. Government.
- f) **Nature, Level and Purpose of Contacts:** The incumbent is expected to meet occasionally with high-level officials from host governments in the region, including Ministers and Deputy Prime Ministers (the GFATM CCM chair in several countries). The incumbent is required to maintain a solid working relationship with the U.S. Embassies, and all USG Agencies involved with PEPFAR to function effectively. The incumbent is required to work closely with OGAC, foundations, NGOs, other foreign donor institutions (i.e. WHO, WAHO, WB, ADB, DFID, etc.) and other local and international groups.

#### **Extraordinary Situations or Conditions**

The legal, regulatory, and policy framework for the position is broadly stated and lacks detail and specificity; it largely consists of pertinent sections of the public laws authorizing and funding PEPFAR, the President's vision for PEPFAR, the U.S. Government's global HIV/AIDS strategy, and the strategic objectives and views of the U.S. Global AIDS Coordinator. As a result of the nonspecific nature of these few, available guidelines, the Regional Coordinator must exercise considerable judgment and ingenuity within their overall intent to devise and oversee the strategies, tactical approaches, and program initiatives that will strengthen the quality, availability, and sustainability of Emergency Plan HIV/AIDS prevention, treatment, and care services.

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

This position requires a highly qualified and experienced individual with exceptional interpersonal and communication skills, the ability to foster inter-agency collaboration and strategic cooperation, the ability to foster inter-agency technical team work, the capacity for strategic thinking, and an understanding of the technical and policy requirements to achieve the PEPFAR goals in West Africa. 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 Regional Coordinator must have the following qualifications:

### **Education:**

An advanced degree (master's or higher) in a relevant professional discipline, such as Public Policy, Public Health, Medicine, Business Administration or related subject, is required.

**Prior Work Experience:**

- At least 5 - 7 years of progressively senior level experience managing HIV/AIDS, health, or other development programs, preferably in a developing country context.

**Language:**

Level IV English ability (fluent) is required.

**III. EVALUATION AND SELECTION FACTORS**

**Education: (0 Points)**

An advanced degree (master's or higher) in a relevant professional discipline, such as Public Policy, Public Health, Medicine, Business Administration or related subject, is required.

**Prior Work Experience: (45 Points)**

- At least 5 to 7 years of progressively senior level experience managing HIV/AIDS, health, or other development programs, preferably in a developing country context
- At least 2 years' experience supervising and managing staff.
- Must demonstrate experience operating in his/her non-native cultural environment <sup>[1]</sup>and demonstrate ability to quickly learn PEPFAR policies and programming parameters.
- Extensive knowledge of the technical issues related to HIV/AIDS, including knowledge of the principles of monitoring and evaluation.
- Demonstrated experience managing programs.

**Skills and Abilities: (35 Points)**

- Strong interpersonal, teamwork, facilitation and negotiation skills.
- Strong oral and written communication skills.
- Ability to mediate inter-agency conflicts and facilitate decisions on complex technical, programmatic, strategic and financial issues.
- Strong analytical skills.
- Strong capacity to multi-task, including managing, prioritizing and fulfilling competing demands in real time.
- Ability to keep track of a large amount of data and manage complex inter-agency planning and reporting processes.
- Ability to empower PEPFAR team members to apply available resources and expertise to addressing the local epidemic.
- Cross-cultural sensitivity and awareness.
- Strong managerial skills.

**Language: (0 Points)**

Level IV English ability (fluent) is required.

**Exercise of Judgment: (20 Points)**

- Proven ability 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.
- Proven ability to set priorities and work effectively with host-government officials; coordinate multi-sectorial efforts in support of objectives; and collect, analyze, and report the progress of activities and recommend project actions.

**Maximum Evaluation Score: 100 Points**

**IV. SUBMITTING AN OFFER**

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, “Offeror Information for Personal Services Contracts with Individuals,” available at <http://www.usaid.gov/forms>.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the number of this Solicitation to ensure the offer is for the position in this Solicitation.
4. A Cover Letter of not more than two (2) pages describing how the incumbent’s skills and experience fit the requirements of the position.
5. A current CV/resume. The CV/resume must contain sufficient relevant information to evaluate the 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. Complete dates (month/year) are also required on CV.
6. Any attachments provided via email must be in a format compatible with Microsoft Word 2003/2010 or PDF and not zipped.
7. Offerors also must address the above Section III: Evaluation and Selection Factors, in a Summary Statement to be included in the application. This Summary Statement, limited to two (2) pages, must describe specifically and accurately what experience, training, education, and/or awards the Offeror has received that are relevant to each selection factor above. The Summary Statement must include the name of the Offeror and the announcement number at the top of each page.
8. Offerors must provide a minimum of three (3) and a maximum of five (5) references within the last five years from the Offeror’s professional life, namely individuals who are not

family members or relatives. Three references must be from direct supervisors who can provide information regarding the Offeror's work knowledge and professional experience. Offerors must provide e-mail addresses and/or working telephone numbers for all references.

9. Offerors must provide their full mailing address with telephone, facsimile numbers (if available) and email address and should retain for their records copies of all enclosures that accompany their submission.
10. All application packages are to be submitted via email to: [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov).

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

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

1. Offeror Information for Personal Services Contracts with Individuals (AID 309-2);
2. Medical History and Examination Form (Department of State Forms); \*
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 Offeror is the successful candidate for the job.

## **VI. BENEFITS AND ALLOWANCES**

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

### 1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

### 2. ALLOWANCES:

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](#), available at

## VII. **TAXES**

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

## VIII. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf) .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. **Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs)**: for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> .
4. **Ethical Conduct**. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations> .

End of Solicitation