SUBJECT: Solicitation for (Offshore Hire) U.S. Personal Service Contractor (USPSC) – Senior Humanitarian Advisor (SHA), GS-14

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking 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 solicitation material for their records.

This solicitation does not obligate USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Ellen M. Zehr
Contracting Officer

Digitally signed by Ellen Zehr
Date: 2022.06.16 12:36:32 -06'00'
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72038822R00007

2. ISSUANCE DATE: June 21, 2022

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: Open until filled

4. POINT OF CONTACT: Dominic Richard Gomes, e-mail at dgomes@usaid.gov. Please DO NOT send applications to this email address. For mailbox to send application, see section IV of this solicitation.

5. POSITION TITLE: Senior Humanitarian Advisor (SHA), GS-14

6. NUMBER OF VACANCIES: One (1)

7. MARKET VALUE: $95,973 - $124,764 per annum; equivalent to GS-14. Final compensation will be negotiated within the listed market value.

8. PERIOD OF PERFORMANCE: This is a two year contract with possibility of three, one year extensions based on need of the USG and availability of funds. The contract and extensions cannot exceed 5 years.

9. PLACE OF PERFORMANCE: Dhaka, Bangladesh with possible travel as stated in the Statement of Work.

10. ELIGIBLE OFFERORS: This USPSC position is open to all U.S. Citizens only.

11. SECURITY LEVEL REQUIRED: The successful candidate will be required to obtain a “Secret” level clearance.

12. STATEMENT OF DUTIES

GENERAL STATEMENT OF PURPOSE OF THE CONTRACT:

Background
The United States Agency for International Development (USAID)’s Bureau for Humanitarian Assistance (BHA) is responsible for facilitating and coordinating U.S. Government (USG) humanitarian assistance overseas in response to all types of international disasters, including slow-onset disasters such as droughts or famine, natural disasters such as earthquakes or floods, or man-made disasters such as conflict or war. BHA is responsible for planning, coordinating, developing, achieving, monitoring, and evaluating international humanitarian assistance within the following:
Humanitarian Response activities comprise needs-based humanitarian assistance provided to save lives, alleviate suffering, and protect human dignity during and in the aftermath of emergencies. Grounded in humanitarian principles, humanitarian assistance is directed toward the most vulnerable populations.

Early Recovery, Risk Reduction, and Resilience (ER4) activities will set the initial foundations for longer-term recovery, as appropriate, and will work in close conjunction with humanitarian and development assistance. Early recovery is an approach that supports communities impacted by crises to protect and restore basic systems and service delivery. Early recovery builds on humanitarian response efforts and establishes the initial foundations of long-term recovery. Early recovery activities are implemented for a specified, appropriate timeframe and assist populations recovering from an identifiable shock. Risk reduction is the prevention of new and reduction of existing disaster risk and management of residual risk, which contributes to strengthening resilience and to the achievement of sustainable development. Resilience is the ability of people, households, communities, countries, and systems to mitigate, adapt to, and recover from shocks and stresses in a manner that reduces chronic vulnerability and facilitates inclusive growth.

BHA has seven offices, as follows:

The Bureau’s three geographic offices are: (1) Office of Africa; (2) Office of Asia, Latin America and the Caribbean; and (3) the Office of the Middle East, North Africa and Europe. Each geographic office designs, provides, and assesses humanitarian assistance for their respective regions, including assistance related to responding to, recovering from, and reducing the risk of man-made and natural disasters, while linking with other USAID investments that build resilience.

The Office of Global Policy, Partnerships, Programs, and Communications (G3PC) shapes and influences USAID’s role within the international humanitarian system; leads engagement on a range of policy, programmatic, and operational issues; and positions the Agency to influence collective response to emergency needs across the globe.

The Office of Technical and Program Quality (TPQ) leads the Bureau's efforts to provide high-quality programmatic and technical leadership, oversight, and guidance. In addition, TPQ leads the Bureau’s external engagement with academia and coordinates research to advance the effectiveness, efficiency, and impact of humanitarian and multi-year programming.

The Office of Humanitarian Business and Management Operations (HBMO) is responsible for maintaining 24/7 operability by providing leadership, planning, quality assurance, technical expertise, and process management. HBMO ensures effective stewardship of the Bureau’s support services, including workforce planning, staffing, financial management, internal controls, facilities operations and infrastructure.

The Office of Field and Response Operations (FARO) leads and manages operational assistance and the purchase and delivery of goods and services in response to declared foreign disasters and international
humanitarian needs in key functional areas, including supply-chain management, procurement, logistics, oversight, and operational coordination with the U.S. military.

Introduction

BHA is committed to fostering an equitable and inclusive workplace with a diverse workforce and encourages qualified candidates of all races/ethnicities, genders, cultural backgrounds, abilities, and socioeconomic statuses to apply.

The Office of Asia Latin America and Caribbean (ALAC) designs, provides, and assesses humanitarian assistance, including assistance related to responding to, recovering from, and reducing the risk of man-made and natural disasters, while linking with other USAID investments that build resilience. To achieve these objectives, humanitarian experts based overseas coordinate with local authorities and USAID Missions, while humanitarian experts based in Washington, D.C. coordinate with USAID Regional and Pillar Bureaus.

The Office of ALAC consists of (3) three geographic divisions: Latin America and the Caribbean, East Asia and the Pacific, and South and Central Asia (SCA). These divisions are responsible for the provision of emergency humanitarian assistance through grants and cooperative agreements to non-governmental organizations (NGOs); international organizations (IO) including United Nations (UN) agencies; and to other partners to ensure the implementation and delivery of this assistance. These divisions also oversee BHA’s nonresponse efforts in Disaster Risk Reduction (DRR), resilience, and humanitarian transition.

To fulfill its mandate, and to effectively respond to disasters worldwide, the BHA has established six regional offices in the following locations: San Jose, Costa Rica; Nairobi, Kenya; Dakar, Senegal; Pretoria, South Africa; Budapest, Hungary; and Bangkok, Thailand. BHA channels its assistance globally through smaller sub-regional and program offices and is also present in bilateral Missions, such as USAID/Bangladesh.

STATEMENT OF DUTIES TO BE PERFORMED:

USAID/BHA requires the services of a Senior Humanitarian Advisor (SHA) based in Dhaka or Cox’s Bazar, Bangladesh, to ensure that Bureau for Humanitarian Assistance (BHA)’s objectives for disaster assistance, risk reduction, strategic reporting, interagency coordination, and situational analysis are met for the Rohingya refugee response in Bangladesh and surrounding countries in the region.

This leadership position resides in USAID/Bangladesh’s Humanitarian Assistance Office (HAO) and will support oversight of the Rohingya refugee response humanitarian assistance portfolio. The SHA will provide leadership to the Rohingya refugee response in Bangladesh, including: identifying and assessing new humanitarian assistance requirements, targeting beneficiary groups and refugee-hosting communities; overseeing the general direction of existing relief, transition, and Disaster Risk Reduction (DRR) programming; and recommending the types of interventions and budget levels required.

The SHA will serve as a subject matter expert on humanitarian issues related to the Rohingya refugee response in Bangladesh, and serve as a liaison on program issues related to the Rohingya refugee
response among USAID mission staff, the U.S. Embassy and other USG agencies, U.S. military representatives, BHA/South & Central Asia (SCA) Regional Office and BHA/Washington, and the humanitarian community in the country.

In coordination with the BHA/Bangladesh HAO Office Director, the SHA will play a lead role in developing and sharing reporting with BHA’s SCA Regional Office based at RDMA in Bangkok, Thailand and with BHA/Washington. The incumbent will receive direction from the USAID/Bangladesh Front Office and BHA/SCA Regional Office based on regional the functional statement, and will be supervised by the BHA/Bangladesh Country Lead.

Specifically, the Senior Humanitarian Advisor (SHA) is expected to perform duties in the following areas:

**A. Contextual Specialty**

- Serve as an expert on humanitarian and resilience issues, priorities, lessons learned, and opportunities in the region of responsibility related to DRR, innovation, private sector engagement, and other cross-cutting humanitarian issues.
- Provide expert guidance on political, humanitarian, organizational, structural, and stakeholder interests specific to the area of responsibility.
- Identify opportunities to expand support across the region for cross-cutting issues that bring together humanitarian, resilience, and recovery programming, while working closely with humanitarian structures to support opportunities for cooperation between humanitarian and development portfolios.
- Prepare and/or provide substantive assistance in the preparation of regular strategic and analytical reports on current or anticipated emergencies, as well as comprehensive preparedness documentation on Cox’s Bazar, Bhasan Char, and other areas as relevant.

**B. Portfolio Management**

- Develop and maintain a detailed understanding of BHA’s program strategy and the implementation of the resulting grants and contracts in geographic or thematic areas of responsibility.
- Identify and assess new humanitarian assistance requirements, target beneficiary groups, and locations; oversee the general direction of existing relief, transition, and DRR programs; and recommend the types of interventions and budget levels required for the Rohingya refugee response in Bangladesh.
- Collaborate with Mission and State Department’s Bureau for Population, Refugees, and Migration colleagues on program coordination to share information, avoid overlap, and explore opportunities for synergies.
- Monitor ongoing humanitarian assistance efforts. Liaise with partners and other donors, coordinate closely with BHA/SCA Regional Office, and provide coordinated field feedback to partners.
- Coordinate collection of information and provide updates and recommendations through written reports on issues related to the humanitarian situation, including the following:
  - Capacity and ability of UN, International organizations (IOs), NGOs, and local institutions to carry out programs;
• Capacity of the logistics infrastructure to support programs;
• Protection and security situation of beneficiaries and relief operations in general;
• Role and performance of in-country UN leadership and the UN Mission in Bangladesh in facilitating humanitarian assistance;
• Contributions by other donors, problems arising from implementation of relief and relocation programs, and any other issues that require the attention of BHA and USAID/Bangladesh;
• Humanitarian coordination issues and related reforms; and
• Government of Bangladesh policies, plans and activities vis-a-vis the Rohingya communities living in Bangladesh.
• Provide guidance to organizations that are developing applications in accordance with BHA guidelines.
• Review concept papers and applications and provide timely recommendations/comments to BHA/Washington and BHA/SCA.
• Ensure timely reporting to BHA/Washington and BHA/SCA Regional Office on the quality of grantees’ work, noting deficiencies, attributes, and evolving operational conditions.
• Maintain regular, close coordination and communication with the USAID Bangladesh mission, BHA/SCA Regional Office and BHA headquarters on all matters related to the Rohingya response.

C. Presentation

• Represent USAID’s Rohingya response portfolio in-country at senior level meetings within the USG and with humanitarian stakeholders and convey humanitarian concerns and priorities from the BHA perspective through oral and written briefings.
• Coordinate policy development meetings such as:
  o Meetings with individual and groups of implementing partners to discuss programmatic priorities, objectives, progress, results, and challenges;
  o Discussions, meetings, and papers informing USG foreign policy in areas with humanitarian concerns or impacts; and
  o Donor and implementing partner coordination forums.
• Serve as the principal point of contact in-country for BHA for Rohingya response issues, and serve as a liaison on Rohingya response program issues among USAID mission staff, the U.S. Embassy and other USG agencies, military representatives, BHA/Washington, BHA/SCA Regional Office, Government of Bangladesh counterparts and the humanitarian community.
• Represent USAID on the Rohingya response to NGOs, IOs, and UN agencies relating to humanitarian assistance strategies and priorities. Work closely with the Regional Humanitarian Advisor in BHA/SCA’s Regional Office and BHA’s technical advisors to discuss and understand sectoral priorities.
• Represent USG humanitarian interests on the Rohingya response at national and international meetings and conferences, and facilitate travel and briefings for official USG visitors to Bangladesh interested in humanitarian issues.
• As the Rohingya humanitarian response specialist in Bangladesh, engage in U.S. Embassy policy conversations, providing time-sensitive reporting and clearances in response to high-level USG queries originating from the region or from Washington, D.C.
D. Leadership

- Due to the substantial coordination requirements of this position, the incumbent is expected to execute duties in a highly collaborative work style.
- Provide recommendations on current and future directions of BHA’s Rohingya response portfolio in Bangladesh to include programmatic, budgetary, and human resource requirements.
- In coordination with Mission senior leadership, provide strategic guidance on incorporating humanitarian and resilience concerns into Mission activities and identify opportunities to leverage USAID interventions.
- Participate in a leadership role in BHA and Office of Asia, Latin America, and the Caribbean-wide policy initiatives to ensure field perspectives are well-represented.
- Serve as a mentor for program staff that seek increased exposure and experience in field-based humanitarian, DRR, and resilience operations.

E. General Duties

- Become certified across Position Task Books, including completing all required and recommended training, to ensure readiness to serve on responses across the geographic offices in BHA.
- As directed by BHA, may serve on DARTs, which may require immediate (within 24 hours) deployment overseas for an extended period of time.
- As needed, may serve on temporary details within the office to meet operational needs during staff shortages. Duties performed while on detail will be aligned with the Team’s existing duties and responsibilities as well as directly related to the scope of work provided.
- Consistently model behaviors that demonstrate a commitment to fostering a non-hostile work environment free of discrimination, bias, unfairness, exclusion, offensive behaviors and harassment of any kind.
- Engage in at least one workforce diversity initiative/activity focused on helping to improve the organizational culture. Attend and actively participate in diversity and harassment training opportunities, brown bag sessions or focus group discussions.
- Lead/foster a collaborative, respectful, and professional work environment by demonstrating partnership and teamwork to accomplish team, office, and bureau objectives.
- Serve in leadership, planning, or program positions on response teams and assessment teams within and outside the region.

Supervisory Relationship

The USPSC will be supervised by the Director for the Humanitarian Assistance Office in Dhaka, with responsibilities for closer and continuous communication with BHA/SCA Regional Office. The supervisor provides administrative directions in terms of broadly defined missions or functions. The USPSC independently plans, designs and carries out programs, projects, studies or other work. Results are considered authoritative and are normally accepted without significant change. S/he will coordinate closely with the HAO Director and other team leaders to ensure consistency of humanitarian programming with USAID/Bangladesh, BHA/SCA Regional Office and U.S. Embassy strategies and policies. The incumbent will have direct access to USAID/Bangladesh Front Office, BHA/SCA Regional Office and BHA/Washington for programming and policy issues, as required.
Supervisory Controls
The USPSC will serve as the Rohingya Response Senior Humanitarian Advisor for an emergency program team in USAID/Bangladesh’s Humanitarian Assistance Office (HAO) and will report directly to the Humanitarian Assistance Office Director, or his/her delegate. S/he will contribute to tasks across other technical teams within HAO, as directed. S/he will coordinate with USAID/Bangladesh staff and participate in relevant interagency and Mission working groups, such as the DRR interagency working group. The incumbent is expected to support programming, reporting, and coordination with BHA/Washington, BHA/SCA, and U.S. Embassy staff to advance humanitarian objectives and programming within a complex political environment.

The USPSC will directly supervise and/or provide technical and program guidance to staff employed through different hiring mechanisms, which may at any time include USPSCs, third country nationals, locally engaged staff, institutional contractors, and/or short-term TDY support, requiring sophisticated understanding of U.S. and local labor laws and interpersonal and communication skills. The incumbent will be expected to provide mentorship and support the professional development of supervised employees to embody the diverse skills and expertise required of a global BHA workforce.

13. PHYSICAL DEMANDS
Work Environment: Work is primarily performed in an office setting and does not pose undue physical demands. The incumbent is expected to spend a significant portion of their time in TDY status to locations hosting refugees and other populations of concern to BHA. Incumbent must comply with all Chief of Mission issued safety and security precautions.

Travel Requirement: This position will require at least 50% of time in-country travel for successful execution of duties. The incumbent must be available to deploy on short notice to other humanitarian crises as directed by BHA/Washington and/or the BHA/SCA Regional Office.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, a candidate must meet the Minimum Qualifications listed below.

Education & Work Experience:
Bachelor’s degree in any discipline, and at least seven (7) years of progressively demonstrated humanitarian and development experience, at least five (5) of which must be in emergency relief, food security, DRR and/or disaster preparedness programming and management, including two (2) years of overseas humanitarian field experience.

OR

Master’s degree in any discipline, and at least five (5) years of progressively demonstrated humanitarian and development experience, at least three (3) of which must be in emergency relief, food security, DRR and/or disaster preparedness programming and management, including two (2) years of overseas humanitarian field experience.
**Job Knowledge:** The position requires ability to develop and maintain knowledge of the key Rohingya-related humanitarian, resilience, and DRR issues within Bangladesh, and maintain an in-depth understanding of political, humanitarian, organizational, and stakeholder interests specific to Bangladesh and the region.

**Skills and Abilities:** Must have excellent English writing and editing skills, as well as ability to provide cohesive oral presentations (formal and ad hoc) around complex issues in an understandable manner; ability to draft quality and clear documents including briefing papers, speeches, policy, and reports. Must have the aptitude to work effectively individually and as a member of a team. Should have the ability to evaluate policies, processes, or programs to identify issues, recommend solutions, and present findings and recommendations to management. Must be able to simultaneously multiple task and use standard computer applications, i.e., Google Suite, including Gmail, Google Forms, Google Sheets, and Google Docs and Microsoft Office Suite.

**III. EVALUATION & SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. FAR provisions of this solicitation are available at https://www.acquisition.gov/browse/index/far.

Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated. Applications that do not meet the required minimum qualifications will not be scored. Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application.

After meeting the minimum qualifications, consideration and selection will be based on a panel evaluation of the Evaluation Criteria. Additionally, USAID may request writing samples and an interview from the top-scoring candidates. Top-scoring candidates will also be asked to provide three professional references. Please note that not all applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless the expenses are pre-authorized. Reference checks may be conducted on candidates selected for an interview.

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

**a. Professional Experience (20 points)**
- Experience undertaking needs assessments; and managing program and budget development for humanitarian, emergency response or DRR programming
- Experience managing emergency response programs.
- Experience managing DRR programs.
• Experience leveraging the private sector in humanitarian or development programming.
• Experience working with a donor or grant making organization.
• Experience leading or participating in strategy development.

b. Skills and Abilities (15 points)
• Experience working with host or local governments on the planning and implementation of humanitarian or development interventions; this can include both domestic and international experience.
• Experience working with donor organizations or diplomatic missions at senior levels.
• Experience working with international and/or national non-governmental partners at senior levels.
• Experience delivering oral presentations and briefings and engaging with senior officials within a large organization on humanitarian issues

c. Leading Teams Experience (10 points)
• Experience mentoring, training, and integrating junior and new teammates.
• Experience with team performance management, including developing or monitoring employee training plans, providing formal or informal feedback through performance evaluations, and ensuring adequate staffing of a team.
• Experience providing formal or informal feedback through performance evaluations.
• Experience managing teams that include program, technical, or administrative staff.

d. Written and Oral Communication (15 points)
• Demonstrated ability to communicate highly technical and complex topics in a clear, concise, and diplomatic manner to a broad spectrum of internal and external stakeholders, both orally and in writing.
• Experience in providing briefings and communicating effectively in meetings.
• Demonstrated interpersonal skills – treats others with courtesy, sensitivity, and respect; and considers and responds appropriately to the needs and feelings of different people in different situations.

e. Interview Performance (40 points)
f. Satisfactory Professional Reference Checks (pass/fail)

Total = 100 points

NOTE: Please be advised that references may be obtained independently from other sources in addition to the ones provided by an applicant.

SECURITY AND MEDICAL CLEARANCE
The USPSC will be required to complete a full physical examination (including relevant immunizations) from his/her own physician and then obtain a medical clearance from State M/MED prior to service overseas. Also, USAID/Bangladesh must initiate a security clearance prior to the Contractor’s travel to post of duty. Until a temporary or final adjudication of a security clearance is received, the contract shall not be signed.
If candidate fails to obtain a medical clearance and a security clearance (temporary or full) within six months, the offer may be retracted.

Candidate must not appear as an excluded party in the System for Award Management (SAM.gov).

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,” available at https://www.usaid.gov/forms/aid-309-2. Applicants are required to complete sections A through I. This form MUST be signed.

2. A cover letter of no more than one (1) page that demonstrates how the candidates' qualifications meet the work requirements and a statement certifying the date and length of time for which the candidate is available for the position.

3. A curriculum vitae (CV) which describes education and career experiences and achievements. In order to fully evaluate your application, your CV must include:
   a. Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.
   b. Specific duties performed that fully detail the level and complexity of the work.
   c. Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.

4. Names, contact numbers, and e-mail addresses of three professional references from individuals who are not family members or relatives.

Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the email address listed in Section IV.

By submitting your application materials, you certify that all of the information on and attached to the application is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

To ensure consideration of offers for the intended position, candidates must prominently reference the Solicitation number in the offer submission.

SUBMIT APPLICATION PACKET ELECTRONICALLY:

Interested candidates should send above electronically to dhakajobs@usaid.gov, to the attention of the addresses indicated below. To ensure that the application is considered for the intended position, please
reference the solicitation number and title of position on your application and as the subject line in any
cover letter. E-mail applications must be received by the closing date and time specified in the
solicitation.

Attention: Supervisory Executive Officer
USAID HR Section/Executive Office
USAID/Bangladesh

Only qualified and shortlisted candidates will be contacted. Additionally, only candidates that are
interviewed will be notified if the position is filled.

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:

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Sensitive Positions for National Security (SF-86), or
3. Questionnaire for Non-Sensitive Positions (SF-85)
4. Finger Print Card (FD-258)

Forms 1 through 4 shall be completed only upon the advice of the Contracting Officer that a candidate is
the successful candidate for the job. Do not submit forms 1 through 4 with your application.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC 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
   (g) Sunday pay
   (h)* Shipment and storage of household effects
   (i)* Shipment of POV (Private Own Vehicle)
   (j)* Access to Embassy medical facilities, and pouch mail service
   (k)* Transportation to Post
   (l)* Housing
2. **ALLOWANCES**

USPSCs will be eligible for allowances listed in the Standardized Regulations Government Civilian Foreign Areas Sections cited below – if applicable. Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas):

(a)* Post Allowance (COLA) (Section 220)  
(b)* Separate Maintenance Allowance (Section 260)  
(c)* Education Allowance (Section 270)  
(d)* Education Travel (Section 280)  
(e)* Post Differential (Chapter 500)  
(f)* Payments during Evacuation/Authorized Departure (Section 600)

### 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:


4. CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to the following link to determine which CIBs and AAPDs apply to this contract: [http://www.usaid.gov/work-usaid/aapds-cibs](http://www.usaid.gov/work-usaid/aapds-cibs).


6. **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/OGER%20Regulations](https://www.oge.gov/web/oge.nsf/OGER%20Regulations).
7. 52.223-99 ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)

USAID IS AN EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization, or other non-merit factor. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

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Cleared by:

Kenneth Hasson,
Deputy Office Director, HAO