



# USAID | UGANDA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** SOL-72061720R00001 (0001)

**ISSUANCE DATE:** November 22, 2019

**CLOSING DATE/TIME:** January 10, 2020, 16:45 PM Kampala Time

**Subject:** Solicitation for U.S. Personal Service Contractor (USPSC)

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** 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 the offer.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1.

Sincerely,

Fredrick Onyango  
Supvy. Executive Officer



**ATTACHMENT 1**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72061720R00001 (0001)
- 2. ISSUANCE DATE:** : November 22, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 10, 2020, 4:45 PM Kampala Time
- 4. POINT OF CONTACT:** Ms. Grace Nakaddu, [gnakaddu@usaid.gov](mailto:gnakaddu@usaid.gov)
- 5. POSITION TITLE:** Senior Strategic Information Advisor-Epidemiologist (Senior Advisor)  
(Readvertized)
- 6. MARKET VALUE:** \$90,621 - \$117,810, equivalent to GS-14  
Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Two years.
- 8. PLACE OF PERFORMANCE:** Kampala, Uganda  
with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** In order to be considered for this position, the offeror must be a United States (U.S.) Citizen or Resident Alien – offshore or resident in Uganda.
- 10. SECURITY LEVEL REQUIRED:** The successful Offeror must obtain a U.S. Government Employment Authorization.

**11. STATEMENT OF DUTIES**

**General Statement of the Purpose of the Contract**

USAID/Uganda is seeking qualified candidates for the position of Personal Services Contractor (PSC) - Senior Strategic Information Advisor - Epidemiologist (Senior Advisor).

The Office of Health & HIV (OHH) is the USAID/Uganda Mission's largest technical office, with over \$350 million in program funding, and a staff that will soon grow to almost 65 professionals. And, at any one time, there are between 90 and 100 activities managed by the technical staff and teams of the Office. Accordingly, OHH is responsible for one of USAID's largest and most complex bilateral assistance health programs. Currently, there are five technical teams in the Office: (1: HSS) the Health System Strengthening Unit, (2: PMI) the President's Malaria Initiative Unit and its sub-units for Emerging Pandemic Threats and the Global Health Security Agenda, (3: HIV-TB) the HIV & TB Unit and its President's Emergency Plan for AIDS Relief (PEPFAR)-sponsored activities, (4: FHT) the Family Health Unit, and (5: SI) the Strategic Information Unit, in support of the Office and other technical teams is the Strategic Information Unit.

The SI Unit collects and analyzes data and information related to each of the technical teams, advises OHH on program performance, planning, monitoring, evaluation, learning and reporting (PMELR), guides and coordinates the PMELR work of over forty implementing partners, and advises and supports the Ministry of

Health (MoH)'s health management information system. Accordingly, the Strategic Information Unit is a vital component of OHH.

The Senior Advisor serves as a technical subject matter expert on PMELR and plays a key role in supporting cross-cutting activities with other SI Unit staff, other OHH team members, Implementing Partners (IPs), and other stakeholders. S/he advises the Mission and other stakeholders, including the MoH and health development donors, on best practices and participates in relevant sector-wide technical working groups. S/he serves a critical role in providing mentoring and guidance to the SI Unit, OHH staff, IPs and other stakeholders to build their capacity in the use of strategic information.

### **Statement of Duties to be Performed**

The Senior Advisor will provide technical assistance to OHH and USAID, USG, IPs, MoH, and other collaborating partners in the development, coordination and evaluation of health management information systems that encompass a variety of data components beyond epidemiology and service utilization statistics. The incumbent will provide leadership on the harmonization and alignment of USAID's project-supported information systems/databases with the MoH's health information systems.

The Senior Advisor is responsible for providing technical direction and expertise to the SI Unit, including coaching & mentoring the other SI Unit members to build their skills and in performing quality assurance reviews of their work products to ensure the accuracy of data and strength usefulness of their analyses. S/he is actively involved in the planning, design, monitoring, implementation and evaluation of OHH awards and plays a critical role in coordination of all components of strategic information under the OHH portfolio, such as analysis of progress and project design for inclusion in the annual Country Operational Plan (COP), Country Development Cooperation Strategy (CDCS), Performance Monitoring Plan (PMP), PEPFAR Oversight and Accountability Review Team (POART) reviews, and other reporting documents and processes.

The Senior Advisor maintains highly collaborative interagency relationships, and ensures that data generated by program monitoring and other strategic information systems are of high quality and used for program planning, policy development, advocacy, and program evaluation. The incumbent represents USAID within multiple technical working groups, and maintains collaborative working relationships with government officials, donors, USG agencies and non-governmental organizations.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **Technical Leadership and Expertise (50%)**

Provide technical leadership and expertise in strategic information and epidemiology for the development and implementation of programmatic interventions, program monitoring, operational research, data analysis and use, surveillance, and health informatics to OHH, USAID, the broader USG, IPs, and host country stakeholders.

Lead the development of evaluation plans, develop evaluation statements of work (SOWs) and coordinate the implementation of evaluations. Develop and implement qualitative and quantitative studies, surveys, and surveillance activities. Work with SI leads to ensure that evaluation findings and performance data are integrated into Missions decision-making.

Make recommendations to facilitate incorporation of evidenced-based epidemiological data into OHH activities.

Provide technical guidance to OHH, IPs and other stakeholders for developing appropriate indicators and establishing baselines in the planning, implementing, monitoring and evaluating of OHH program activities to track and measure the accomplishment of project objectives.

Develop and train OHH staff in the use of appropriate data management systems to measure and track progress made toward achieving targets based on required indicators. Advise on and design enhancements to data collection and program monitoring tools and systems.

Synthesize trends at the regional/national levels and incorporate learning from all analyses into current and future programming and share extensively across all stakeholders.

Guide the SI Unit in the analysis and interpretation of quantitative and qualitative data from various sources including SIMS, DATIM, DHIS2, PROMIS, OVC MIS, and facility and partner-level data.

Guide the SI Unit in the development and presentation of user-friendly reports and dashboards for use in evidence based decision making, COP planning, enhancing program monitoring and oversight, service delivery quality improvement, and enhancing program performance.

Develop guidance and frameworks for local procedures, policies and processes that will institutionalize and support capacity development for high quality design, monitoring, evaluation and reporting.

Facilitate knowledge management through exchange of technical information and ideas, to foster collaboration on cross cutting issues, and to promote effective collaboration and program/project synergies.

Keep abreast of current public health literature, reports, international guidelines and standards, and best practices in public health SI.

### **Program Performance Management (35%)**

Serve as principal advisor to OHH Contracting/Agreement Officer's Representatives (C/AORs) on the planning, implementation, management, monitoring, results reporting, advocacy and performance improvement of USAID's SI activities.

Serve as a C/AOR, alternate C/AOR, or activity manager for awards that focus on performance of SI-related activities and provision of SI-related technical assistance. As C/AOR, or activity manager, the Senior Advisor will ensure suitable monitoring and reporting systems are in place, provide technical input in the development of Performance Monitoring Plans; review, approve, and ensure compliance with IPs' annual work plans and budgets; monitor expenditures and pipelines; process appropriate and timely funding actions in GLAAS and in coordination with the Office of Acquisition and Assistance and the Office of Financial Management; conduct regular site visits to monitor activities and verify asset use; guide IPs to adhere to USAID and USG policies and procedures; review all written reports submitted by IPs and furnish feedback; and maintain project activity files.

Guide OHH C/AORs to ensure suitable monitoring and reporting systems are in place; provide technical input in the development of Performance Monitoring Plans; provide significant guidance to the design and implementation of the SI and monitoring, evaluation and learning components of health projects and activities. Ensure that SI and monitoring, evaluation and learning components of all OHH program activities are implemented in compliance with relevant USAID, USG, PEPFAR and PMI guidelines, policies, regulations and procedures.

In partnership with relevant C/AORs and Activity Managers, provide monitoring and evaluation of overall OHH implementing partner performance against established benchmarks and targets. Analyze portfolio/program-level results across a range of dimensions and variables for the USAID Health Office and other relevant stakeholders.

Provide vision and leadership to OHH team, assuring linkages and coordination among USAID/Uganda technical offices and with USG interagency-supported health activities.

Contribute to the development of agency operational plans, including the PEPFAR Country Operational Plan, quarterly POARTs, CDCS and Operational Plan.

Respond to SI-related “taskers” and other *ad hoc* and recurring reporting requirements from within the Mission, USAID/Washington, PEPFAR, Congress, and/or others.

Mentor and train staff to further build and deepen technical SI skills and leadership capabilities. Deepen the SI Unit's skills in graphic presentation of data ('data visualization') as well as the team's skills in preparing analyses responsive to the information needs of an array of internal and external stakeholders.

Vet analyses and work products of the SI Unit for data accuracy and soundness of data interpretation.

### **Internal and External Representation and Reporting (15%)**

Develop good working relations and ongoing SI-related technical exchange with relevant internal and external stakeholders to contribute to a broader strategic information learning community.

Participate as a senior Mission representative in national-level technical, programmatic, and policy meetings, and in consultations with other health development partners, donors, government officials, and implementing partners (IPs).

Represent USAID, and the USG as appropriate, in relevant host government, USG interagency, and other health development partner working groups and in technical discussions on issues related to strategic information programming. Attend regional and international meetings, as appropriate, such as conferences on SI, epidemiology and other relevant topics.

Organize and share epidemiological and programmatic data, analyses, and tools with USG partners and other international organizations. Develop and deliver scientific presentations, reference materials, and speeches, as requested, on epidemiology and SI-related subjects for informational, advocacy, and coordination purposes.

Work closely with host government counterparts, bilateral and multilateral agencies and other key stakeholders to strengthen collaboration of strategic information activities throughout Uganda to build capacity and enhance the long-term sustainability of strategic information program activities.

### **POSITION ELEMENTS**

**Post Entry Training:** On-the-job training will be provided relating to USAID-specific procedures, regulations, and methods, including the Automated Directives Systems (ADS), Mission Orders, and planning and reporting databases, including, but not limited to: SIMS, DATIM, DHIS2, PROMIS, the OVC MIS, HIBRID, Panorama, and health facility and implementing partner-level data. Formal C/AOR certification courses, program/project activity management and other training courses appropriate to the SI Advisor position will be offered, subject to course offerings and the availability of funds.

**Available Guidelines:** Strategic Framework for U.S. Foreign Assistance; Agency policy statements; Operational Plans, Strategies and Guidance, including the Uganda Country Development Cooperation Strategy 2016-2021; the Automated Directives System; results framework and work plans.

**Exercise of Judgment:** Substantial judgment (discretion) is used daily in giving technical guidance to USG, USAID, and Government of Uganda (GoU) colleagues, to IPs, and in representing USAID in multiple-stakeholder fora. Within the authority extended to C/AORs, exercises significant judgment in resolving technical and/or operational problems encountered. Collaborate with and provide guidance to OHH C/AORs regarding strategic information components of awards. Substantial judgment is required in analyzing and determining whether or not to recommend approval of actions regarding strategic information.

**Authority to Make Commitments:** None. The Senior Advisor shall not make any unauthorized commitments for the USG. However, the incumbent exercises the authority given to activity managers and C/AORs, and may make administrative arrangements consistent with USAID's Automated Directives System (ADS) guidance and Mission policy. The incumbent takes action and establishes priorities based on professional judgment and available guidelines such as PEPFAR annual Country Operational Guidance and Monitoring, Evaluation & Reporting (MER) indicator reference guides. Guidance is sought when needed, and the Senior Advisor's supervisor informed of activity and project status. Within the scope of the authority delegated, the incumbent may suggest to ranking counterpart and IP officials that they make a recommendation to USAID on a specific activity issue or problem.

**Nature, Level, and Purpose of Contacts:** The Senior Advisor must be able to develop and maintain contacts with all levels of staff in the OHH as well as the wider USAID/Uganda Mission and USG interagency SI-epidemiology counterparts. Maintains an extensive range of mid- to senior-level contacts in host government, among health development partners/donors, USAID/Uganda implementing partners, and Ugandan health sector circles for purposes of advising SI-related and epidemiological aspects of project implementation, obtaining, interpreting and discussing strategic information relevant to program activities, and providing guidance and procedures for strengthening strategic information. Primary contacts are at the MoH and other USG agencies. The Senior Advisor represents USAID in international and national technical fora, with multiple stakeholders.

**Support Items:** The contractor will be provided with the support services, equipment, and supplies necessary to perform the work.

### **Supervisory Relationship**

The Advisor works under the general supervision of the SI Unit Lead. Accomplishments are evaluated through periodic and annual evaluations for conformance with policy and accomplishment of USAID/Uganda objectives and individual work objectives reflecting the "Specific Duties and Responsibilities" of the Senior Advisor's position description.

### **Supervisory Controls**

The Senior Advisor may be assigned to supervise up to two FSN staff. In addition, s/he will be responsible for oversight of several institutional contractors supporting the SI Unit.

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands, though travel may occupy 10% of work time.

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

The Offeror must meet the minimum qualifications listed below:

USAID/Uganda expects to award a personal services contract for an offshore or resident hire U.S. citizen, or U.S. Resident Alien for a two year period.

The successful applicant must be capable of securing a U.S. Government Employment Authorization. S/he must be able to secure a medical clearance to serve in Uganda.

In order to be considered for the position, an Offeror must meet the Minimum Qualifications listed below. Consideration and selection will be based on a panel evaluation of the Evaluation Factors.

Applicants meeting the required qualifications for the position will be evaluated based on the information presented in the application and obtained through reference checks.

USAID reserves the right to conduct telephonic interviews with the most highly ranked applicants and make the interview a deciding factor in selection.

All applications will be evaluated based on the documentation submitted with the application. USAID reserves the right to contact previous employers for relevant information concerning performance and may consider such information in its evaluation. The highest-ranking applicants may be selected for an interview.

Additionally, interviews and writing samples may be requested only from the top scoring Offerors. Please note that not all Offerors will be interviewed or contacted.

USAID will not pay for any expenses associated with the interviews unless expenses are pre-authorized. Reference checks may be conducted on those Offerors selected for an interview. The Offeror's references must be able to provide substantive information about his/her past performance and abilities.

#### **A. EDUCATION**

Master's Degree with a relevant discipline such as epidemiology, public health, demography, statistics, or other field related to strategic information in international development and/or public health.

#### **B. PRIOR WORK EXPERIENCE**

At least seven (7) years of progressively responsible experience gathering, synthesizing, analyzing and managing strategic information to facilitate evidence-based activities.

At least three (3) of those years must include progressively responsible experience providing effective strategic information and/or monitoring and evaluation oversight and senior-level advisory services to international development activities, including those involving proactive decision making on financial and human resources by cooperating partners and contractors.

#### **C. TECHNICAL SKILLS AND ABILITIES:**

Strong ability to analyze and interpret data from an array of sources and translate into analyses, graphics and reports that are easily understood by audiences of varying SI technical ability.

Skill in applying data analysis and research findings to conceptualizing programs, policies, and plans and developing strategies for their management and implementation.

Strong qualitative and quantitative data collection and analytical skills, and advanced data visualization and presentation skills.

Demonstrated in-depth knowledge of state of the art approaches to strengthen strategic information and monitoring and evaluation systems, both in the public and private sector.

Skills in health and/or PEPFAR program monitoring, evaluation, health informatics, reporting and data management, information systems and implementation science/operations research.

Skills in epidemiology and/or familiarity with methodologies for conducting epidemiological investigations, surveillance and descriptive or analytical studies.

**D. TEAMWORK AND INTERPERSONAL SKILLS:**

Demonstrated ability to work collaboratively with senior managerial and technical USAID or USG or NGO counterparts, host-country counterparts, donors, and other stakeholders.

Proven ability to effectively mentor, train, and build local capacity related to strategic information, monitoring and evaluation.

Ability to perform quality assurance reviews of work products, to ensure the accuracy of data and the strength and usefulness of their analyses.

Ability to work effectively and collegially with a broad range of USG personnel and partners, and to coordinate and collaborate with donors, IPs, GoU and other external stakeholders.

Demonstrated ability to provide strategic leadership and consensus building among large and diverse teams for complex projects.

Ability to work both independently and as part of a multi-cultural team environment to achieve overall goals and objectives.

Ability to work effectively in a team environment as a team member, leader, or supervisor.

Demonstrated ability to navigate and manage politically and culturally sensitive issues in a diplomatic manner and consider divergent viewpoints on policy, project, research, and administrative matters.

**E. LANGUAGE, COMMUNICATION, AND COMPUTER SKILLS:**

Strong written and verbal communication skills: Must be fluent in English (FSI Level 4) and have proven ability to communicate quickly, clearly and concisely both orally and in writing.

Ability to facilitate meetings and make logical and persuasive oral presentations to senior officials, USG and implementing partners and other stakeholders in a multi-cultural context.

Demonstrated ability to communicate ideas concisely and persuasively.

Demonstrated ability to effectively draft technical papers, reports, strategic program designs or other written documents.

Ability to communicate technical information to technical and nontechnical audiences.

Excellent computer and software skills, including ability to manage large amounts of data in excel, databases, and other commercial off the shelf (COTS) and custom programs related to SI and epidemiology.



### **III. EVALUATION AND 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>.

Offers will be initially screened for compliance with application instructions and eligibility in accordance with the qualification criteria above. Incomplete, unsigned applications that are not in compliance with the instructions will not be evaluated or considered for award.

Offerors must address each criterion (Quality Ranking Factors (QRF) in their application in order to meet the minimum qualifications for this position. Top-ranked Offerors who meet the minimum qualification will be invited for an interview and given a written evaluation.

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

#### **1. TECHNICAL SKILLS AND ABILITIES (35 points in total):**

Strong ability to analyze and interpret data from an array of sources and translate into analyses, graphics and reports that are easily understood by audiences of varying SI technical ability.

Skill in applying data analysis and research findings to conceptualizing programs, policies, and plans and developing strategies for their management and implementation.

Strong qualitative and quantitative data collection and analytical skills, and advanced data visualization and presentation skills.

Demonstrated in-depth knowledge of state of the art approaches to strengthen strategic information and monitoring and evaluation systems, both in the public and private sector.

Skills in health and/or PEPFAR program monitoring, evaluation, health informatics, reporting and data management, information systems and implementation science/operations research.

Skills in epidemiology and/or familiarity with methodologies for conducting epidemiological investigations, surveillance and descriptive or analytical studies.

#### **2. TEAMWORK AND INTERPERSONAL SKILLS (30 points in total):**

Demonstrated ability to work collaboratively with senior managerial and technical USAID or USG or NGO counterparts, host-country counterparts, donors, and other stakeholders.

Proven ability to effectively mentor, train, and build local capacity related to strategic information, monitoring and evaluation.

Ability to perform quality assurance reviews of work products, to ensure the accuracy of data and the strength and usefulness of their analyses.

Ability to work effectively and collegially with a broad range of USG personnel and partners, and to coordinate and collaborate with donors, IPs, GoU and other external stakeholders.

Demonstrated ability to provide strategic leadership and consensus building among large and diverse teams for complex projects.

Ability to work both independently and as part of a multi-cultural team environment to achieve overall goals and objectives.

Ability to work effectively in a team environment as a team member, leader, or supervisor.

Demonstrated ability to navigate and manage politically and culturally sensitive issues in a diplomatic manner and consider divergent viewpoints on policy, project, research, and administrative matters.

### **3. PRIOR WORK EXPERIENCE (25 points in total):**

At least seven (7) years of progressively responsible experience gathering, synthesizing, analyzing and managing strategic information to facilitate evidence-based activities.

At least three (3) of those years must include progressively responsible experience providing effective strategic information and/or monitoring and evaluation oversight and senior-level advisory services to international development activities, including those involving proactive decision making on financial and human resources by cooperating partners and contractors.

### **4. LANGUAGE, COMMUNICATION, AND COMPUTER SKILLS (10 points in total):**

Strong written and verbal communication skills: Must be fluent in English (FSI Level 4) and have proven ability to communicate quickly, clearly and concisely both orally and in writing.

Ability to facilitate meetings and make logical and persuasive oral presentations to senior officials, USG and implementing partners and other stakeholders in a multi-cultural context.

Demonstrated ability to communicate ideas concisely and persuasively.

Demonstrated ability to effectively draft technical papers, reports, strategic program designs or other written documents.

Ability to communicate technical information to technical and nontechnical audiences.

Excellent computer and software skills, including ability to manage large amounts of data in excel, databases, and other commercial off the shelf (COTS) and custom programs related to SI and epidemiology.

### **5. Education (Pass/Fail)**

Applicants without a relevant degree will not be considered for award or proceed forward in the evaluation process -- Master's Degree with a relevant discipline such as epidemiology, public health, demography, statistics or other field related to strategic information in international development and/or public health.

**Total Possible Points: 100**

Technical Skills and Abilities:	35 points
Team Work and Interpersonal Skills	30 points
Prior Work Experience:	25 points
Language, Communications and Computer Skills:	10 points

Education – **Pass/Fail**

Satisfactory Professional Reference Checks – **Pass/Fail**

**IV. SUBMITTING AN OFFER**

1. Eligible offerors are required to complete and submit:

A. A **hand signed** offer form [AID 309-2](#), “Offeror Information for Personal Services Contracts with Individuals,” available at: <http://www.usaid.gov/forms>;

B. Cover letter clearly indicating the position for which you are applying;

C. Curriculum vitae/resume specifically which **MUST** include:

(i) 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 international field experience must also be detailed;

-- **Any experience that does not include dates (month/year), location, and hours per week will not be counted towards meeting the solicitation requirements.**

(ii) Specific duties performed that fully detail the level and complexity of the work.

(iii) Names and contact information (phone and email) of your current and/or previous supervisor(s).

(iv) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.

D. Supplemental [separate] document specifically addressing each QRF as outlined in the solicitation.

E. United States (U.S.) citizens and Resident Alien (currently resident in Uganda) must attach a copy of a valid work permit.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted by email to [gnakaddu@usaid.gov](mailto:gnakaddu@usaid.gov) copy to [cnatividad@usaid.gov](mailto:cnatividad@usaid.gov).

No other form of submission will be permitted (e.g. courier, fax or hand delivery). The US Government will not be responsible for incomplete/corrupted or missing information in electronic submissions and these applications may not be accepted. USAID will only confirm receipt and print out the electronic submission. USAID will not ensure quality or completeness of electronic files attached to the e-mails. The Offeror assumes all risk related to an electronic submission. Late offers or delayed electronic submissions will not be accepted.

3. Offeror submissions must clearly reference the number of this Solicitation to ensure the offer is for the position in this Solicitation.

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

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Medical Form (DS Form 6561)
2. EQIP Questionnaire for Sensitive Positions (for National Security (SF-86) or
3. EQIP Questionnaire for Non-Sensitive Positions (SF-85)
4. EQIP Signature Forms (3-CER, REL, MEL)
5. Finger print Card (FD-258) (available from requirements office)
6. AID 6-85 (Foreign Residence Data)

**VI. BENEFITS/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) if applicable
- 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 \(Government Civilians Foreign Areas\)](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101), available at [https://aoprals.state.gov/content.asp?content\\_id=282&menu\\_id=101](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101)

- a) Temporary Lodging Allowance (Section 120)
- b) Living Quarters Allowance (Section 130)
- c) Post Allowance (Section 220)
- d) Supplemental Post Allowance (Section 230)
- e) Separate Maintenance Allowance (Section 260)
- f) Education Allowance (Section 270)
- g) Education Travel (Section 280)
- h) Post Differential (Chapter 500)
- i) Payments during Evacuation/Authorized Departure (Section 600)

**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>.

AAPD/CIB No.	Title/Issued Date	Subject Category
<a href="#">AAPD 18-02</a> <a href="#">(PDF 310K)</a>	Changes to the Medevac Policy for USPSCs and TCNPSCs –May 23, 2018	Personal Services Contracts
<a href="#">AAPD 16-03</a> <a href="#">(PDF 305 KB)</a> <a href="#">AAPD 16-03</a> <a href="#">(Word 90 KB)</a>	Expanded Incentive Awards for Personal Services Contracts with Individuals Issued: June 15, 2016	Personal Services Contracts
<a href="#">AAPD 15-02-Revised</a> <a href="#">(PDF 145 kb)</a> <a href="#">AAPD 15-02-Revised</a> <a href="#">(Word 118 kb)</a>	AAPD 15-02 REVISED - This AAPD 15-02 REVISED extends implementation of the USAID policy for Leave and Holidays, including family and medical leave, for U.S. personal services contractors (USPSCs) by deviation from AIDAR Appendix D, § 12, clause (GP) #5. This policy is effective as indicated on page 2, section II, of the AAPD.	Personal Services Contracts
<a href="#">AAPD 10-01</a> <a href="#">(PDF 47 kb)</a>	PERSONAL SERVICES CONTRACTS -- CHANGES IN USG REIMBURSEMENT AMOUNTS FOR HEALTH INSURANCE AND PHYSICAL EXAMINATION COSTS – 01/08/10	Personal Services Contracts
<a href="#">AAPD 06-10</a> <a href="#">(PDF 80 kb)</a>	PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY – October 30, 2006	Personal Services Contracts
<a href="#">CIB 99-15</a> <a href="#">(PDF 51 kb)</a>	Changes to AIDAR Concerning Resident Hires and Deviations – 08/99	Personal Services Contracts

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 SOLICITATION]