



USAID
FROM THE AMERICAN PEOPLE

ASIA

SOLICITATION NUMBER : 72048623R00007
ISSUANCE DATE : May 25, 2023
CLOSING DATE/TIME : July 2, 2023
(11:59 PM Bangkok Time /
12:59 PM Washington, DC Time)

SUBJECT: Solicitation for U.S. Personal Services Contractor (USPSC) – Senior Global Health Security Advisor

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified person 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.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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,

Craig Smith
Contracting Officer
USAID Regional Development Mission for Asia
Bangkok, Thailand

ATTACHMENT 1:**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72048623R00007
- 2. ISSUANCE DATE:** May 25, 2023
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** July 2, 2023, at 11:59 PM Bangkok Time / 12:59 PM Washington, DC Time
- 4. POINT OF CONTACT:** RDMArecruitment@usaid.gov
- 5. POSITION TITLE:** Senior Global Health Security Advisor
- 6. MARKET VALUE OF POSITION (Base Pay):** \$117,518 - \$152,771 per annum equivalent to GS-15

Final compensation to be negotiated only within the market value of the position and will depend on experience, qualifications, and salary history.

The standard compensation package also includes a contribution for life and health insurance and a contribution to FICA. An offeror hired from off-shore will be entitled to established off-shore benefits (housing, transportation, shipment benefits, and other applicable allowances.). Offers will be accepted from U.S. Citizens who reside in Thailand, but such individuals will be entitled only to performance and comparability pay increases, annual and sick leave, and reimbursement for life and health insurance.

- 7. PLACE OF PERFORMANCE:** Bangkok, Thailand

Overseas USPSCs may be authorized to telework or remote work only from location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.

- 8. PERIOD OF PERFORMANCE:** The base period of three years, estimated to start in October 2023. Based on Agency need, availability of funds and satisfactory performance, the Contracting Officer may exercise additional option periods of up to two years as follows:

Base Period	o/a October 2023 – September 2026
Option Period 1	o/a October 2026 – September 2027
Option Period 2	o/a October 2027 – September 2028

- 9. ELIGIBLE OFFERORS:**

- Must be U.S. Citizens;
- Demonstrated ability to obtain a SECRET level security clearance;

- Demonstrated ability to obtain a Department of State medical clearance;
- Must have the ability to obtain a permit to stay and work under U.S. Mission Thailand;
- Must not appear as an excluded party in the System for Award Management (SAM.gov).

10. SECURITY LEVEL REQUIRED: Secret Clearance

11. WORK HOURS: 40 hours/week

12. STATEMENT OF DUTIES:

A. INTRODUCTION AND BACKGROUND:

Nearly 75 percent of all new, emerging, or re-emerging diseases affecting humans at the beginning of the 21st century are zoonotic (i.e., originated in animals). Notable reminders of how vulnerable the increasingly interconnected world is to the global impact of newly emergent diseases include HIV and AIDS; Severe Acute Respiratory Syndrome (SARS); the 2009 pandemic H1N1 influenza virus; serial outbreaks of Ebola, Marburg, and Nipah viruses; and most recently, the global COVID-19 pandemic. Increasing interactions between human and animal populations, driven by globalization, population growth, urbanization, livestock expansion, and climate change, present unique risk for disease emergence and spread posing serious public health, economic, and development concerns. Emerging disease threats underscore the need for comprehensive disease prevention, detection and response capacities, particularly in "hot spot" areas such as South and Southeast Asia where a confluence of risk factors may contribute to disease emergence.

The U.S. Agency for International Development (USAID) is a leader in the global response to the dangers posed by emerging infectious disease threats of pandemic potential. USAID's Global Health Security (GHS) program strengthens capacities to prevent avoidable outbreaks, detect threats early, and rapidly respond to and contain events when they occur. The USAID Regional Development Mission Asia (RDMA), based in Bangkok, is responsible for managing regional programs in Asia, as well as programs in non-presence countries such as Thailand and Malaysia. USAID began investing in avian and pandemic influenza (API) prevention and control in Southeast Asia in 2005, and expanded programming to address comprehensive emerging infectious disease threats and increasing rates of antimicrobial resistant (AMR) pathogens in 2009. Throughout Asia, USAID-supported GHS activities include: technical assistance to develop and strengthen preparedness plans; improved diagnostic laboratory capacities; targeted disease surveillance at high-risk interfaces; strengthened rapid response capacity; training the next generation of One Health professionals; development of harmonized AMR surveillance guidelines in food animal production sectors; and enhanced emerging infectious disease knowledge and behavior change to limit disease emergence and transmission risk.

The U.S. Government's Global Health Security Strategy (GHSS) and National Biodefense Strategy outline the USG's approach to strengthening global health security, including accelerating the capabilities of targeted countries to prevent, detect, and respond to infectious disease outbreaks. Through these mandates, USAID GHS programming contributes to the multi-lateral Global Health Security Agenda (GHSA) and its architecture of action

packages that span disciplines. GHS programming focuses on: strengthening human, animal, and environmental health systems in targeted countries at high risk of infectious disease threats and outbreaks; targeted, applied GHS research; and critical health security policy and advocacy support. By leveraging the combined expertise of human, veterinary and environmental disciplines, and by strengthening infectious disease prevention, early detection and response, USAID implements a risk-based approach to programming enabling identification and containment of zoonoses and emerging infectious disease of pandemic potential in animal reservoirs before they spill over to human populations.

USAID/RDMA together with the Global Health Bureau and USAID missions serve to coordinate and lend technical expertise to USAID's GHS programming, both regionally and in the non-presence countries where the program is operational. RDMA coordinates GHS activities with complementary efforts (including other USG initiatives, bilateral donors, and UN organizations), aligns the program with host government priorities, facilitates technically sound project inputs, and ensures a coordinated program approach.

RDMA is building on lessons learned from two decades of emerging infectious disease prevention, detection, and response investments in the region. With the aim of safeguarding public health from future pandemic threats, RDMA will assist countries both in the rapid detection, diagnosis and containment of emerging, re-emerging, and endemic zoonoses and in mitigating the drivers of new infectious disease emergence.

B. MAJOR DUTIES AND RESPONSIBILITIES:

BASIC FUNCTIONS

As a core member of the Office of Public Health (OPH), the Senior Global Health Security Advisor will provide USAID/RDMA with senior technical leadership, strategic visioning and program management on global health security activities in Asia to ensure the successful implementation of the US Government's programs. The incumbent will assist RDMA with developing and assessing technical and strategic program approaches for preventing, detecting, and containing outbreaks of infectious diseases with a particular focus on zoonoses and the human/animal/environmental health interface. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall emerging infectious diseases (EID) and animal health activities within the region. In addition, the incumbent will play a leadership role in coordinating and collaborating with other USG agencies in the region in program planning, management and implementation, and will lead regional efforts to secure commitments and promote overarching objectives of the USG Global Health Security Strategy and National Biodefense Strategy.

The major role of the **Senior Global Health Security Advisor** is to ensure the successful implementation of the GHS activities under RDMA in the region. To this end, the incumbent will play an important role in the following areas: program design, management and implementation; strategic information; Embassy and host country relations, networking and liaising with partners, donors, multilateral institutions, Ministries of Health, Agriculture, and Environment/Natural Resources, academia, foundations, nongovernmental organizations

(NGOs), and community leaders. The incumbent will be responsible for providing leadership, technical guidance, analysis, communications, and reporting on the performance of USAID-funded GHS activities, and identifying and resolving - in coordination with the AORs/CORs - any issues affecting overall program performance.

The **Senior Global Health Security Advisor** will possess high level in-depth knowledge of infectious diseases, including EID and emerging zoonoses; be an innovative self-starter with technical, management and administrative skills; be decisive, original, creative, imaginative and an effective communicator to efficiently solve and handle complex and controversial problems or matters which have little or no precedent, and usually require immediate attention.

The **Senior Global Health Security Advisor** will be based at USAID/RDMA in Bangkok and serve as the GHS Coordinator and the highest ranked expert in EID at RDMA. The incumbent also serves as the GHS Team Leader, supervising two Foreign Service Nationals (FSNs)– a senior FSN Regional Animal Health Advisor and an FSN Project Management Specialist. The Senior Global Health Security Advisor reports to the Office of Public Health’s USDH Supervisory Health Development Officer (Office of Public Health Director) or designee.

Technical Decision making authority: The Senior Global Health Security Advisor in their capacity of coordinator of the GHS Team has full technical decision making authority and wide latitude for independent judgment.

MAJOR DUTIES AND RESPONSIBILITIES

Provision of Technical Assistance (30% level of effort)

- Monitor emerging infectious disease and AMR epidemiological trends, current literature, implementing partner reports, knowledge attitudes and practices (KAP) data and survey reports, and other technical updates and briefings to guide and adjust USAID’s GHS programs to maximize effectiveness and results;
- Serve as a technical expert to senior host government officials, UN agencies, donor and NGO partners, and provide highest level technical expertise in the emerging infectious disease arena;
- Liaise with senior government counterparts in support of EID control priorities, ensuring activities are aligned with recognized standards of excellence and provide guidance on novel approaches and proactive trends in EID control;
- Provide technical expertise and leadership to national counterparts in articulating/updating national policies around EID control in compliance with international policies and guidelines;
- Identify opportunities for USAID assistance, and work with USAID missions and regional partners in Asia to develop strategic approaches to prevent, detect, and contain emerging infectious diseases threatening public health;
- In consultation with the USAID/Washington outbreak response team, USG interagency, partners, and host government authorities, support host government outbreak response as needs dictate;

- Coordinate with RDMA staff, USAID/Washington, USAID bilateral missions, other USG agencies, and development partner organizations to identify qualified technical staff and facilitate their provision of technical assistance to the missions and/or regional partners; and
- Provide technical support to USAID bilateral missions in the region as requested.

Strategic Planning and Program Design (25% level of effort)

- Lead strategic planning and visioning for the GHS portfolio; develop scopes of work for USAID assistance through implementing partners; and coordinate activities with USAID missions in Asia and other in-country and regional organizations;
- Lead the development and review of USAID/RDMA's GHS strategy and annual work plans to facilitate consistency with governments in the region, USAID/Washington, and USG priorities;
- Provide budgetary advice to RDMA on overall GHS investments and the annual operational plan to ensure technically sound and focused activities aligned with USAID and USG goals and objectives;
- Lead planning for new procurements and amendments to existing agreements to ensure timely obligation of new funds;
- In close coordination with USAID/Washington and regional GHS partners, provide program design and activity development technical assistance; and
- Communicate with other key donors in the region on a regular basis to support program coordination and strategic planning.

Program Management and Coordination (20% level of effort)

- Facilitate coordination amongst USAID-funded GHS implementing partners;
- Review implementing partner work plans and reports and provide guidance to implementing partners for program integration and alignment with GHS objectives;
- Conduct meetings with implementing partners and site visits to monitor program implementation and consistency with best practices;
- Provide input to GHS monitoring and evaluation frameworks, working with RDMA strategic information advisors to analyze data and inform program direction and ensure GHS activities contribute to GHSA, Joint External Evaluation and State Party Self-Assessment Annual Report (SPAR) metrics;
- Perform Contracting Officer Representative (COR)/ Agreement Officer Representative (AOR) or Activity Manager responsibilities as necessary;
- Attend relevant conferences and workshops on GHS, and other portfolio related subjects as appropriate; and
- Supervise two FSNs (FSN-12 Regional Animal Health Advisor and an FSN Project Management Specialist) who will support program implementation, management and provide technical assistance under the GHS portfolio.

Reporting and Communications (15% level of effort)

- Tracking and reporting on technical, programmatic activities, and financial expenditures related to RDMA's GHS programs. The Advisor will be responsible for timely assemblage

and analysis of necessary data for reporting financial and performance indicators in fulfillment of Mission and Washington requirements;

- Prepare technical positions and background materials for use in USAID/RDMA's communications relating to GHS programs, including but not limited to position and option papers, reports to senior Mission staff, speeches, press releases, briefing papers and the Mission Performance Plan;
- Contribute to USG interagency Global Health Security partner country reporting requirements;
- Liaise with, and maintain, a network of contacts comprising high level officials within the USG, host governments, UN system agencies, ASEAN, INGO's and other key development partners in support of GHS programs; and
- Present at workshops, conferences, and trainings as appropriate.

Other USAID and USG support (10% level of effort)

- Coordinate and facilitate interagency (USG) dialogue;
- Represent USAID team at regional and global meetings in relevant technical areas;
- Participate in Embassy health working group meetings as necessary; and
- Develop briefing memos, reporting cables, and talking points for USAID officials and other USG officials.

C. POSITION ELEMENTS

i. Degree of responsibility for decision-making assigned to the position:

The incumbent will use their own professional, well informed judgment with full knowledge and understanding of nature and goals of the position and of the Regional Development Objective (RDO) results package. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in working with USAID/RDMA personnel as well as representatives from other development partners to resolve technical, administrative, managerial and/or policy problems that arise during the course of work for which there is often no clear or immediate solution and or precedence. In addition, considerable judgment is required in working effectively with officials of the Ministries of Health, the Ministries of Agriculture, other ministries and the private sector, in overseeing contractor activities and in coordinating multi sectoral efforts in support of USAID/RDMA's development objectives, and in collecting, analyzing and reporting on progress of activities and recommending project actions. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.

ii. Supervisory Controls:

Formal supervision and evaluation will be conducted by the USDH Supervisory Health Development Officer (Office of Public Health Director) or designee, who advises on general responsibilities to meet USAID/RDMA strategic objectives and goals. The position will be proactive in coordinating and collaborating with other USG agencies in Asia in program implementation. In collaboration with the incumbent, the immediate supervisor will: 1) establish annual work objectives and performance measures; 2) provide regular feedback

to incumbent throughout the Performance Evaluation Period; 3) prepare the annual Evaluation Report as/when required; and 4) obtain input from the appropriate peers, counterparts and team members. The Advisor will establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance. The incumbent must be proactive as well as self-motivated and self-directed.

iii. Guidelines for the required work, including reporting requirements:

The incumbent is required to quickly understand and apply Mission and Agency specific policies and procedures which govern project design and activity management in addition to the USAID/RDMA established administrative operating procedures, policies and formats. When provided, guidance from the supervisor is primarily with regard to policy and priorities. The incumbent will be proactive in keeping abreast of evolving guidelines and policies which may affect overall emerging infectious disease and animal health activities within the region, including but not limited to latest research and available data, the Agency's Automated Directives System (ADS), General Notices/Mission Orders/Mission Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents.

iv. Complexity of the work environment or its potential effect on the position's responsibilities:

In consideration of the highly technical nature of the activities conducted under the GHS portfolio, RDMA and the GHS Unit in the Global Health Bureau in Washington would like to maintain a position in which the incumbent can provide sound oversight and high level technical direction to partners at the forefront of global public health such as the United Nations' Food and Agriculture Organization and the World Health Organization. In particular, the focus on strengthening the veterinary sector's capacity to prevent, detect, and contain zoonoses circulating in animal reservoirs has demanded a highly technical skill set. It is essential for this position that USAID has a highly technical professional who is conversant in infectious disease with a focus on viral zoonoses and antimicrobial resistance; has a thorough knowledge of the veterinary sector and its foundational elements; can track infectious disease trends and contribute to epidemiological investigations; has the capacity to work across disciplines to foster human, animal, and environmental health cooperation in meeting standards established by the World Organization for Animal Health and WHO; and is capable of following a technically complex and rapidly evolving zoonotic disease landscape.

v. Scope and effect of the work performed:

As a core member of the Office of Public Health (OPH), the **Senior Global Health Security Advisor** will provide USAID/RDMA with senior technical leadership, strategic visioning and program management on all aspects of GHS programming in Asia to ensure the successful implementation of the US Government's programs. The incumbent will assist RDMA with developing and assessing technical and strategic program approaches for preventing, detecting, and containing outbreaks of emerging infectious disease with a particular focus on zoonoses and the human/animal health interface. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall EID and animal health activities within the region. In addition, the incumbent will play a

leadership role in coordinating and collaborating with other USG agencies in the region in program planning, management and implementation, and will lead regional efforts to secure commitments and promote overarching objectives of the Global Health Security Agenda.

vi. Level and purpose of contacts:

To effectively function in this position, the incumbent will establish and maintain highest level working relationships with all categories of USAID staff and U.S. Embassies in the region; engage a U.S. Government inter-agency network including the Department of State, DOD, USDA, CDC and other USG personnel in the field and in Washington; highest level staff of UN agencies (e.g., WHO, FAO, UNEP), other international and donor organizations; representatives of regional organizations such as ASEAN and APEC; international and local NGOs; FBOs, private sector representatives and the general public. With local contacts, the incumbent will be required to develop and maintain an extensive range of high level contacts with senior level government officials in the Ministries of Health, the Ministries of Agriculture, Environment and Natural Resources, and senior level academic, business and community leaders in the region with the purpose ranging from simple information gathering to obtaining or verifying information which is otherwise unavailable as well as assisting in the development of complex programs. The incumbent will actively participate in substantive discussions and negotiations of design/implementation issues and matters of national health policy up to the level of the Ministries. In the USAID Mission, s/he actively participates in substantive discussions and recommends U.S. positions on policy issues up to the level of Mission Director.

vii. Supervision or oversight the position has over others:

The incumbent will supervise two FSNs: 1) a senior Foreign Service National (FSN) who serves as the Regional Animal Health Advisor and 2) an FSN Project Management Specialist.

D. TRAVEL REQUIREMENTS:

Regional travel may make up 20-30% of the incumbent's time, relative to the nature of the tasks assigned to the incumbent.

E. SUPPORT ITEMS:

The PSC will be provided with the adequate support services, equipment, and supplies necessary to perform the work.

13. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THE POSITION

Education: Masters degree in public health, environmental health, veterinary medicine, or other related health discipline is required.

Experience: At least ten (10) years overall experience in infectious diseases programming is required. At least five (5) years of experience providing technical oversight, managing, designing, and implementing infectious diseases programs in international or resource poor settings, with a focus on avian and pandemic influenza or emerging infectious disease is required.

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. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Rating factors are used to determine the competitive ranking of qualified offerors in comparison to other offerors. Offerors must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided.

The rating factors are as follows:

Education (10 points)

- Additional points will be awarded for educational degrees above the established minimum. Doctoral degree (D.V.M., V.M.D., M.D., Ph.D, Dr.PH) is preferred.

Professional Experience (30 points)

- At least ten (10) years overall experience in infectious diseases programming is required;
- At least five (5) years of experience providing technical oversight, managing, designing and implementing infectious diseases programs in international or resource poor settings, with a focus on avian and pandemic influenza or emerging infectious disease is required;
- Demonstrated experience and technical knowledge in emerging infectious diseases at the human/animal health interface;
- Demonstrated knowledge of human and animal health and development issues, and demonstrated strategic planning and program design;
- Demonstrated strong knowledge and familiarity with key infectious disease initiatives and organizations, preferably in Asia, and experience serving in a technical advisory capacity for such organizations is strongly preferred;
- Demonstrated working knowledge of international development programming, process, documentation and business practices is strongly preferred;

- Demonstrated experience providing technical advice to governments and/or NGOs is strongly preferred;
- Understanding of Southeast Asia veterinary and public health and agricultural production systems and the appropriate government and non-government entities will be considered as strengths; and
- Overseas experience in developing country, preferably in Asia.

Program Management Skills (30 points)

- Demonstrated leadership, analytical and managerial skills within the context of developing countries;
- Demonstrated effective ability to design and manage large international development programs in the area of emerging infectious diseases;
- Demonstrated ability to analyze and apply local, international, and U.S. policies to the achievement of the development work; and
- Demonstrated effective ability to work with partner organizations to ensure timely management and coordination of activities across complex and dynamic portfolios.

Interpersonal, Team and Communication Skills (30 points)

- Excellent communication and interpersonal skills, and conflict/problem solving skills required;
- Demonstrated ability in facilitating productive professional relationships with other members of the working team, effective communication with all levels of the host governments, and successfully working within a multi-cultural team;
- Demonstrated ability to cultivate and maintain a wide range of contacts with high level counterparts, government and other officials; and
- Demonstrated extreme flexibility; effectively manage more than one activity at a time; work calmly, tactfully and effectively under pressure.
- Demonstrated ability to mentor and supervise other staff.

Offerors who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors. The qualified offerors may also be evaluated on writing test and interview performance. Only offerors who are in the competitive range will be contacted. No responses will be sent to unsuccessful offerors who are excluded or otherwise eliminated from the competitive range.

Offerors should address the Evaluation and Selection Factors in their application package, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to the factors. Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The qualified offerors may be invited to be interviewed, either in person or by telephone/video call at USAID's discretion. USAID/RDMA will not pay for any expenses associated with interviews. Reference checks will be conducted for the highly ranked offeror(s).

Note: Please be advised that references may be obtained independently from other sources in

addition to the ones provided by an offeror. If an offeror does not wish USAID to contact a current employer for a reference check, this should be stated in the offeror's cover letter, and USAID will delay such reference check pending communication with the offeror.

IV. **SUBMITTING AN OFFER**

Email submissions must be sent to RDMArecruitment@usaid.gov with the subject line "SOL-72048623R00007". To ensure delivery by the due date, it is recommended that offers be sent in as email attachments.

Eligible offerors are required to submit the following:

1. Fully completed and signed copy of the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <https://www.usaid.gov/forms>. Offerors should note that the salary history for the purposes of the AID 309-2 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.
2. A current resume or curriculum vitae (CV);
3. Written statement that responds to the requirements of the position (**Section III: Evaluation and Selection Factors**);
4. A minimum of three and a maximum of five references, including two references which must be from direct supervisors who can provide information regarding the offeror's past performance.

NOTE: Submission of a resume/CV alone **IS NOT** a complete offer. This position requires the completion of all forms and supplemental materials as described in this section. Failure to provide the required information and/or materials may result in your not being considered.

Late offers may not be considered. Please note all offers must be signed (hand-signed or digitally) – **unsigned offers will NOT be considered**. Please reference the solicitation number on your application, and as the subject line in your email and any cover letter.

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 (DS-1843)
2. Declaration for Federal Employment (OF-306)
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
4. Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (SF-87). (NOTE: Form is available from the requirements office.)

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, an individual meeting the requirements of Offshore-Hire 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) Leave and Holidays

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

- (a) Temporary Quarters Subsistence Allowance (Section 120)
- (b) Living Quarters Allowance (Section 130)
- (c) Cost-of-Living Allowance (Chapter 210)
- (d) Post Allowance (Section 220)
- (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), and
- (j) Danger Pay Allowance (Section 650)

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.
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.

Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation and Fringe Benefits/Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD
1001	Option Period (OP) 1 – Compensation and ODCs Award Type: Cost Product Service Code: R497 Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD
2001	OP 2 – Compensation and ODCs Award Type: Cost Product Service Code: R497 Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD

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/OGES%20Regulations>.
5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information:

<https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

– End of ATTACHMENT 1 –